Santa Fe University of Art and Design
International Student Application Process
Fall 2015 and Spring 2016

The following guide has been created for international students who are interested in attending SFUAD. This guide will detail the process and documents required for full admission to the school.

In order to admit an international student at SFUAD, the student must fulfill the admission requirements and submit all required documents. The process is the following:

Step 1: Apply to SFUAD
Each student must create a profile through SFUAD’s website at: Online Application
- The student must register with his/her name as shown in the passport.
- The student must select a program from the following options:
  - Film
  - Photography
  - Graphic Design
  - Digital Arts
  - Creative Writing and Literature
  - Studio Arts
  - Contemporary Music
  - Arts Management
  - Theater

Note: International students must submit an application for one of the programs above. Those who select undeclared will be asked to choose another program prior to admission.

The student can save his/her application and continue working on it later on. However in order to process the application, the student must click the SUBMIT to complete his/her application.

Step 2: Submit Documents listed below
As a potential international student at SFUAD, we are required to ensure that you meet the requirements in place as enforced by The United States Citizenship and Immigration Services (USCIS). SFUAD will process only the applications of those students that have all documents complete and ready. The documents required are:

✔ Application Fee
Students are required to pay a $50 application fee. Payment of this fee should be made online: Online Payments. Click on the Make a Payment link under Online Payments.

✔ Official Transcripts
Students are required to submit transcripts for all institutions previously attended. SFUAD can accept unofficial copies of transcripts to make the admission decision; however, official documents must be received by the end of the first semester at SFUAD.
Official transcripts must be translated and evaluated prior to being sent to SFUAD. Many external companies provide this service to international students. World Education Services or Educational Credential Evaluators have been used by our international students in the past. Students transferring in as freshmen will need to request the ‘general with grade average’ evaluation. Students transferring in college credit will need to request the ‘course by course’ evaluation.

✓ Portfolio
SFUAD requires all applicants to submit a portfolio of their creative work as part of the application process. Please review the SFUAD website for specific portfolio requirements for your program of interest. Requirements can be found on each department page. This portfolio must be submitted electronically through our online submission site: Slideroom. Please choose the appropriate program and follow the online instructions.

✓ Proof of English Proficiency
Students must demonstrate a command of the English language, both written and oral. SFUAD can accept unofficial copies of test scores to make the admission decision; however, official scores must be received by the end of the first semester at SFUAD. An official test score documenting English proficiency is required from one of the following testing options:

<table>
<thead>
<tr>
<th>Language Proficiency Exam</th>
<th>Required Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL (paper-based)</td>
<td>550 or higher</td>
</tr>
<tr>
<td>TOEFL (internet-based)</td>
<td>79 or higher</td>
</tr>
<tr>
<td>International Testing System (IELTS)</td>
<td>6 or higher</td>
</tr>
</tbody>
</table>

Students are reviewed for Admission to the University once all of the above documents have been received. Admission decisions are made by the Office of Admission. Applicants may be asked for additional information if any of the above documentation is incomplete. Submitting an application does not guarantee admission to students.

Step 3: Respond to offer of Admission
- Once the student has been admitted to SFUAD, the student will receive an email from the SFUAD contact confirming admission to the University.
- The student must carefully read the email and log into the online application portal in order to respond to the offer of admission. Students must either “Accept”, “Decline”, or “Defer” their offer of admission before proceeding.
- Students are required to pay a $200 registration and a $200 housing deposit when they accept their offer of admission. Payment of these fees should be made online: Online Payments. Click on the Make a Payment link under Online Payments.
- Once the student accepts the offer, pays the deposits, and has submitted any outstanding documents we can begin the visa process (see step 4).

Note: SFUAD cannot generate an I-20 if the student has not submitted outstanding documents, accepted the offer of admission, or paid the deposits. Students MUST NEVER make travel arrangements until they have been granted admission to the University and have received their visa.
Step 4: Apply for F-1 Visa

✓ Evidence of Financial Support and Confirmation of Financial Resources
The United States Citizenship and Immigration Services (USCIS) mandate F–1 visa students to provide documentation of financial resources for one full year of expenses prior to issuance of the I–20. Students will need to submit a Confirmation of Financial Resources (see appendix) form and financial support documentation to cover the total amount of your program (see table below). Students can have several sponsors to match the amount required.

Financial support documentation must be in English and can be one of the following:
- Official letter from the bank with the accounts holder name and total amount of funds available amount and/or;
- Bank statements or investment statements and/or;
- Scholarship award letter from a sponsor (such as a government sponsor)

Note: During the interview at the US Embassy or consulate the student will be required to show the aforementioned documentation.

Student must show proof of financial resources for one full year’s worth of expenses. Students will not necessarily be charged this amount; however USCIS requires this proof to ensure that students will be financially supported during the length of their program. The price varies by program – please provide documentation based on your program listed below.

Film, Photography, Studio Art, Theatre, Contemporary Music
- $29,846 Tuition
- $11,354 Living Expenses (Room and Board)
- $4,446 Other Expenses (Books, Fees, Insurance)
- $45,646 Total amount student needs to prove in available funds

Graphic Design, Digital Arts, Creative Writing, Arts Management
- $18,424 Tuition
- $11,354 Living Expenses (Room and Board)
- $4,446 Other Expenses (Books, Fees, Insurance)
- $34,224 Total amount student needs to prove in available funds

✓ Passport (copy)
The passport must be valid for a minimum of 6 months after the program start date.

Note: If the passport expires during the program, the student will need to visit the nearest consulate to renew this important document.

✓ Generate I-20
Once the Confirmation of Financial Resources and Passport copy are received, SFUAD will generate the I-20 for the student to pursue the visa. The SFUAD contact will mail the I-20 and relevant documents directly to the student via Federal Express (will first confirm address with EC).

Tracking information for the package will be emailed to both the EC and the student.
✓ **Consulate Visit**

Non-US students are required to apply for the F-1 Student Visa at the nearest US Consulate/Embassy in his/her home country.

To apply:

- **Pay the SEVIS Fee.** Students must pay the SEVIS fee prior to the consulate visit. SEVIS is the government database for F1 student records. Students should keep the receipt (proof of payment), which will need to be presented during the visa interview at the U.S. consulate. For further details on how to pay this fee please visit: [SEVIS fee](#). **The SEVIS fee is in addition to the visa application fee.**

- **Visit the US Embassy/Consulate website.** The website includes details on how to schedule an appointment and apply for/renew the F1 student visa. The process varies country by country.

- **Schedule an appointment at the US Embassy/Consulate.** The student is responsible for scheduling an appointment with the U.S. consulate to obtain the visa. The application process for a student visa includes:
  
  - a short interview in English
  - application form DS-160
  - the visa application fee
  - proof of payment of the SEVIS fee

For further details and appointment waiting times please visit: [Visa Information](#).

*Tip:* Students must make sure the passport is valid at least 6 months from the moment of entry to the U.S.

*Note:* If the student scheduled an appointment already, the student should be certain that he/she has all documents required to apply for the F-1 student visa; otherwise the visa could be denied.

✓ **Health Insurance**

International students are required to provide proof of health insurance with coverage in the US before arriving to the University. It is common that insurance policies contracted outside the US operate through reimbursements. Those policies require students to pay for medical expenses up front and submit documentation for reimbursement. This can be an expensive option for students in the event of an emergency.

*Note:* SFUAD can offer information regarding diverse insurance companies that offer short policies to cover international students in the US. Options may be available that offer affordable monthly fees and do not require students to pay for all medical expenses up front.

**Step 5: Arrival**

- The student must plan to arrive to Santa Fe or Albuquerque airports to be able to check in the dorms on **January 15, 2015 for the Spring semester and August 27, 2015 for the Fall Semester.** SFUAD will not be able to accommodate and receive students before these dates.
Tip: Booking a roundtrip reduces the cost of the flight ticket. Flights to the Albuquerque airport are less expensive than arriving directly into Santa Fe.

- Airport-campus transportation: SFUAD does not offer transportation or shuttle services. The student is responsible for reserving a shuttle from the airport to the campus through Sandia Shuttle. To reserve a shuttle please go to: Sandia Shuttle.
- Mandatory international student orientation: All international students must attend the international student orientation. During this orientation, students will review all the rules and regulations they have to follow to remain in the US as an F-1 student at SFUAD.

**Fall 2015 Deadlines and Important Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 17, 2015</td>
<td>Fall 2015 course offerings available</td>
</tr>
<tr>
<td>May 1st, 2015</td>
<td>Application deadline for fall 2015</td>
</tr>
<tr>
<td>June 1st, 2015</td>
<td>Last day to accept admission to the university</td>
</tr>
<tr>
<td>August 27, 2015</td>
<td>Dorms check in</td>
</tr>
<tr>
<td>August 28, 2015</td>
<td>Mandatory international student orientation</td>
</tr>
<tr>
<td>August 31, 2015</td>
<td>Classes start</td>
</tr>
<tr>
<td>December 18, 2015</td>
<td>Classes end</td>
</tr>
<tr>
<td>December 19, 2015 by noon</td>
<td>Dorms check out</td>
</tr>
</tbody>
</table>

**Spring 2016 Deadlines and Important Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>October 19, 2015</td>
<td>Spring 2015 course offerings available</td>
</tr>
<tr>
<td>December 4, 2015</td>
<td>Application deadline for spring 2015</td>
</tr>
<tr>
<td>December 18, 2015</td>
<td>Last day to accept admission to the university</td>
</tr>
<tr>
<td>January 14, 2016</td>
<td>Dorms check in</td>
</tr>
<tr>
<td>January 15, 2016</td>
<td>Mandatory international student orientation</td>
</tr>
<tr>
<td>January 19, 2016</td>
<td>Classes start</td>
</tr>
<tr>
<td>May 13, 2016</td>
<td>Classes end</td>
</tr>
<tr>
<td>May 14, 2016 by noon</td>
<td>Dorms check out</td>
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</tbody>
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**The Team**

In case you need our assistance or you have further questions do not hesitate to contact our team.

Ryan Henson, International Coordinator, ryan.henson@santafeuniversity.edu
Christine Guevara, Director of Enrollment, christine.guevara@santafeuniversity.edu
Melissa Lewis, Director of Student Service, melissa.lewis@santafeuniversity.edu
Tamara McCool, Admissions Specialist tamara.mccool@santafeuniversity.edu
SANTA FE UNIVERSITY OF ART AND DESIGN—Santa Fe, New Mexico, USA
CONFIRMATION OF FINANCIAL RESOURCES

Students holding or requiring F-1 student immigration status are required to provide appropriate documentation of financial support (within 6 months) before any immigration documents are issued. Please complete this form and return to the International office at the International@santafeuniversity.edu

Please Print or Type (To be completed by student)

<table>
<thead>
<tr>
<th>Mr./Mrs./Miss/Ms.</th>
<th>Family Name</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Address

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Telephone-(include country and city code)

Status: [ ] Undergraduate

Field of Study

<table>
<thead>
<tr>
<th>Country of Citizenship</th>
<th>Country of Birth</th>
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Term for which you are applying: [ ] Fall [ ] Winter [ ] Spring 20_______

Source of Funds

<table>
<thead>
<tr>
<th>Amount in U.S. Dollars (USD)</th>
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</table>

A. Personal Savings- Print name and address of bank:

Submit bank statement verifying availability of funds.

Must be on official letterhead and signed by an official representative.

$________________USD

B. Parent and/or Sponsor- Print name and address:

Have the parent and/or your sponsor who will be responsible for your expenses complete the Affidavit of Support on the reverse side of this form, and have whomever signs, submit a bank statement verifying availability of funds. Must be on official letterhead and signed by an official representative.

$________________USD

C. Sponsoring Organization, Firm or Government- Print name and address:

Enclose a document on official letterhead signed by an official of the sponsoring organization outlining the terms of support and specifying the amount of tuition, living expenses and period of time covered by the grant. Funds will be paid (please check one)

- directly to student______; $________________USD
- in advance to Santa Fe University of Art and Design______;
- only upon receipt of bill from Santa Fe University of Art and Design______.

TOTAL $________________USD

Student’s Certification (must be completed): I certify that the total amount (excluding overseas travel funds) available to me for the first academic year in the United States is $________________USD. Further, I certify that the information provided above is correct and complete.

Student’s signature___________________________________________ Date______________________________________

Email this statement and supporting documents directly to international@santafeuniversity.edu
AFFIDAVIT OF SUPPORT

Instructions

This Affidavit of Support must be submitted for students who have filled in Box B on the reverse side of this form. If there is a sponsor in addition to the parents, then the sponsor and the responsible parent both must sign this Affidavit of Support.

A notary public, who must affix his/her seal, must witness signatures.

If those required to sign do not wish to sign a document written in English, they may use this form as a model for the language of an Affidavit of Support written in their own language, and submit it instead. In this case, their document must also be notarized and a notarized copy of translation into English must be submitted.

I, (name)_______________________________________________

___________________________

affirm that I accept responsibility for the tuition, room and board, and other expenses of

(student’s name)____________________________

while the student is attending Santa Fe University of Art and Design. I am submitting a current bank statement showing this sum of money is available for this purpose.

AFFIDAVIT OF SUPPORT

Signature___________________________________________________________

Witness/Notary________________________________________________________

Notary’s Seal

Date____________________________