Documents Required
Checklist for F-1 Visa International Students

☐ SEVIS I-20 Request Form
☐ Copy of Passport, Visa and I-94
☐ Copy of Previous I-20 (if applicable)

☐ Official Bank Verification of Funds for One Academic Year (12 months). Verification must be dated within 3 months of the application date. I-20 application cannot be processed until Official Bank Verification of Funds is received.

☐ School Transfer Release (if applicable)
IMPORTANT INFORMATION FOR F-1 VISA INTERNATIONAL STUDENTS

Note: Students pursuing a course of study may not attend on a B1/B2 Visa.

The I-20 Form and the Entrance Process

Phillips Graduate University issues an I-20 application form to all international students who qualify to study at Phillips Graduate University. To be eligible for an I-20, applicants must fulfill the following requirements:

- Complete all admissions requirements (see Catalog for details)
- Receive Official letter of acceptance from the Director of Admissions and Enrollment
- Complete SEVIS I-20 Request Form
- Copy of Passport, Visa and I-94
- Copy of Previous I-20 (if applicable).
- Official Bank Verification of Funds for One Academic Year. Verification must be dated within 3 months of the application date.

When all admissions requirements are met and the applicant has been officially accepted to Phillips Graduate University, the Admissions Office will forward the I-20 Request form to the Registration Office for processing. The Registration Office designee will submit the I-20 to the United States Citizenship and Immigration Services (USCIS) electronically via the “SEVIS” system. Once the I-20 application is received by the USCIS, the State Department of Education and the designated Embassy will also receive the information.

An original I-20 application signed by the Principal Designated School Official will be mailed to the student once the I-20 is submitted to USCIS. Upon receiving the I-20, international applicants need to sign page 1 of the I-20 and contact the US Embassy/Consulate in their country of origin and schedule a Student Visa Approval Interview. For this interview, applicants need to bring the following documentations:
1. Form I-20 A-B, Certificate of Eligibility for Nonimmigrant (F-1) Student Status for Academic Student. You will need to submit a SEVIS generated Form, I-20, which was provided to you by your school. You and your school official must sign the I-20 form.

2. Online Nonimmigrant Visa Electronic Application, Form DS-160

3. A passport valid for travel to the United States and with a validity date at least six months beyond the applicant's intended period of stay in the United States (unless country-specific agreements provide exemptions).

4. One (1) 2x2 photograph.

5. Verification of Financial Support (as outlined on page 1 above).

6. A MRV fee receipt to show payment of the visa application fee

7. Photos (Ask the Embassy Representative if required).

8. The SEVIS I-901 fee receipt.

You should be prepared to provide:

- Transcripts and diplomas from previous institutions attended;
- Scores from standardized tests required by the educational institution such as the TOEFL, SAT, GRE, GMAT, etc.;
- Financial evidence that shows you or your parents who are sponsoring you has sufficient funds to cover your tuition and living expenses during the period of your intended study. For example, if you or your sponsor is a salaried employee, please bring income tax documents and original bank books and/or statements. If you or your sponsor owns a business, please bring business registration, licenses, etc., and tax documents, as well as original bank books and/or statements.

The earliest a visa can be issues it 4 months (120 days) before the program start date. In the event the Visa application is denied, the applicant is encouraged to request a reason for denial in writing and contact the Registration Office immediately for assistance. Note: If an application is denied under Section 214 (b) of the Immigration and Nationality Act – which presumes every non-immigrant to be an intending immigrant until he/she proves otherwise – it is necessary to provide strong evidence of ties to the country of permanent residence.
With Student Visa approval the student will be admitted at any U.S. port of entry with F-1 Visa status after presenting the Immigration Officer with a valid passport, the I-20 form and evidence of financial support. The Officer will stamp the admission date and status (F-1) on the I-20 form and the I-94 form. “D/S” will appear on the right corner of the first page which means “Duration of Stay.” The earliest a student can enter the US is 30 days before the program start date. These documents are extremely important and serve as evidence of lawful admission to the United States during the student status period.

Once entered the United States, students must report to Phillips Graduate University and register within 30 days after program start date or their F-1 status will be terminated.

For more information please refer to:  http://travel.state.gov/visa/temp/types/types_1268.html#1

**Maintenance of Student Status**

F-1 Visa Students are expected to comply with Phillips Graduate University policies and USCIS regulations which include the following. For questions, please contact the Office of the Registrar.

- Read and comprehend the Instructions listed on Page 2 of the I-20 form. Students should always keep Pages 1 and 3 of the I-20 form on hand.
- Students must arrive in the United States before the ‘Next Session Start Date’ as defined in SEVIS. If they arrive 30 days after this date they will be stopped at the port of entry.
- Report to Phillips Graduate University within 30 days of arriving in or returning back to the United States. If a student fails to do so, the F-1 Visa automatically becomes invalid.
- Failure to enroll results in ‘Termination’ in the SEVIS system and the student must reapply and pay the I-901 fee.
- Attend only the school authorized by the USCIS on the I-20 form.
- Submit copies of Passport, U.S. Visa, I-94, and stamped I-20 to the Registration Office upon arrival.
- Maintain a valid passport. If the passport expires, it is the student’s responsibility to contact the Embassy of origin for renewal.
- Pursue a full course of study and maintain normal progress towards the completion of the degree. A full-time course load for international students is defined as enrolling in a minimum of 8 units per semester. However, students are not required to take a full-time course load during winter breaks.
• Maintain good academic standing as defined in the Course Catalog by Phillips Graduate University, with an overall grade point average (GPA) of 3.0 or higher.
• Submit a Visa extension (if necessary) 60 days prior to the expiration date listed on the I-20. A “Request for Program Extension” form is available from the Registration Office. Student may not travel to other countries if the Visa expires within 6 months.
• For students applying for Optional Practical Training, you may not travel outside of the U.S. if your application for OPT is pending.
• Notify the USCIS of any major changes in education or financial resources. Students who wish to transfer to another school must first notify the Registration Office to obtain approval.
• Report an address change to USCIS (https://egov.uscis.gov/crisgwio?action=coa) within 10 days. A change of address must also be reported immediately to the Registration Office.
• International students are not allowed a leave of absence except for medical reasons.
• Obtain prior approval from the Registration Office if leaving the United States. Students must bring Page 3 from the Original I-20 to be stamped by the designated official. Please note that failure to receive prior approval from the Registration Office will hinder a student’s re-entry into the United States.
• The USCIS does not allow international students to leave the United States for more than five (5) months at one time.
• Limit on-campus or affiliated organization employment to a maximum of 20-hours per week while school is in session. Full-time, on-campus or affiliated organization employment is permitted only during the summer or winter breaks given that a student carries a full-time course load during the academic year and is in good academic standing. For more information regarding employment, students can refer to the “Employment Information Handout for F-1 Students” in the Office of the Registrar.
• Obtain approval from the Principal Designated School Official prior to withdrawing or taking a leave of absence from the institution.
• Regulations do not permit a student who has completed all requirements for their course of study to enroll in additional course work for administrative purposes only (i.e. in order to return for commencement).
New International Student Checklist for Beginning Coursework

☐ Make appointment with the Registration Office to complete registration process/orientation. Students are required to provide the Registrar or designee with copies of their I-20 or I-94 and their passport and Visa.

☐ Update address (if applicable) with the Registration Office.

☐ Apply for a California Driver’s License or Identification Card. To learn more about how to obtain a driver’s license visit their website at www.dmv.ca.gov

☐ Open a bank account. (This process often requires two forms of identification: passport, California Driver’s License or Identification Card, Student Identification Card).

Students requiring more information or assistance with this process are encouraged to contact kguilfoil@pgi.edu or 818-386-5678.
## Estimated Tuition and Fees for International Students
### For the 2016-2017 Academic Year
#### (Fall, Spring and Summer Semesters)

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*Based on estimates provided by the California Student Aid Commission [www.csac.ca.gov](http://www.csac.ca.gov)