

Carnegie Mellon University

Office of International Education

The information requested on the International Student Information (ISI) form is required from you to issue you a Certificate of Eligibility (I-20 or DS-2019) for Carnegie Mellon University. International Students must have a Certificate of Eligibility in order to legally enter and/or remain in the United States. Complete these forms accurately and return them to:

5000 Forbes Ave.
Dalcroze Training Center
School of Music, CFA 105
Pittsburgh, PA 15213-3890

Checklist

Before submitting these forms you should review all details carefully. Forms submitted by email or fax will not be processed. Incomplete forms will not be processed. OIE cannot confirm the receipt of your packages. Be sure to include all of the following as one complete package. Keep a copy of these completed forms for your records.

- ❑ Completed International Student Information Form
- ❑ Completed Affidavit of Support
- ❑ Original financial documentation – see [this page](#) for thorough details of what is accepted
- ❑ Copy of the picture page of the passport [for student and dependent(s)]

Transferring Your SEVIS Record

Students who are currently attending a school in the United States in F-1 immigration status must request a transfer of the SEVIS record before the I-20 can be processed for Carnegie Mellon.

- Access the “Transfer In Form” (found here - <https://www.cmu.edu/oie/foreign-students/docs/transfer-in.pdf>)
- The student should complete Section A and then meet with their current foreign student advisor/administrator to determine a “release date,” and then the advisor should complete Section B.
- Include this form when submitting the International Student Information packet to OIE/CMU Department.
- Your Carnegie Mellon I-20 will be processed on or shortly after the “release date.”

Students who are currently attending a school in the United States in F-1 immigration status must request a transfer of the SEVIS record before the I-20 can be processed for Carnegie Mellon.

Due to the high volume of packages received in OIE, we are unable to confirm the receipt of your forms. Ship in a method where you can track the shipment if you need confirmation of receipt. OIE will contact you via email if additional information is needed. The shipment of your document is at your expense through our partner, University Express Mail Service (UEMS). Once your document is ready for shipment, we will email you the instructions so you can create a label and choose your shipping address. Your immigration document can be sent anywhere in the world. You will receive a handout explaining the SEVIS fee, visa application and arrival and orientation information with your I-20 or DS-2019 Certificate of Eligibility.

Useful Links:

Please visit and bookmark the OIE webpage (<http://www.cmu.edu/oie>) where you can review the Frequently Asked Questions for new international students and the Settling In Guide for important information.

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International Student Information Form Summer 2019

Carnegie Mellon University - Dalcroze

Personal Information You must include a copy of the picture page of your passport to verify your birth date and the correct spelling of your name.

Name: _____
Family Name Given/First Name and Middle Name(s)

Date of Birth: ____/____/____ Gender: _____ Email: _____
Month Day Year

City of Birth: _____ Country of Birth _____

Country of Citizenship: _____ Country of Legal Permanent Residence: _____

Foreign Home Address As a non-immigrant you must provide your permanent, home country address.

Street Address

Street Address

City State/Province Country Postal Code

Students who are in the U.S. Prior to Attending Carnegie Mellon University

Answer the following questions ONLY if you are currently in the U.S. on a student or work visa. Those who will attend an ESL or other short-term academic program in the U.S. immediately before attending Carnegie Mellon should also answer these questions.

What is your Immigration Status? _____ For Other, Enter Immigration Status: _____

*If you currently hold F-1 or J-1 status, what is the name of your current U.S. School? _____

To transfer your SEVIS record if you are currently attending a school in the U.S., please see the first page of instructions and reference the Transfer-In Form (found here - <https://www.cmu.edu/oie/foreign-students/docs/transfer-in.pdf>)

Students are required to attend a mandatory orientation and immigration check-in session upon arrival to campus.

Funding and Program Information

Before OIE can issue your I-20 or DS-2019, we must receive proof of financial support for the academic program. The minimum amount of funding documentation you will provide must equal or exceed the expenses noted below. Complete the following 'Source of Funds' section and provide required supporting financial documents. Supporting financial documents MUST be: 1) In English, 2) original documentation (no copies, faxes, or scans), 3) dated less than 6 months from the date of submission, and 4) clearly state the name of the account holder and the amount of funding available in U.S. dollar equivalent. **Tuition is prepaid; please show a screenshot or receipt from the tuition payment plus enough financial support to fund the living expenses.**

	1 week workshop	3 week workshop
Indicate attendance at the 1 or 3 week workshop	\$ 895	\$ 2,300
*if tuition has been prepaid, include receipt with documents		
Living Expenses	\$ 421	\$ 1,263
TOTAL*	\$1,316	\$ 3,563

*Estimate only based on 2018 expenses. Actual cost may vary.

The one week workshop is held July 1 - July 5. The 3 week workshop is held July 1 - July 19.

Complete the following 'Source of Funds' section and provide the required supporting financial documents. If you have questions about acceptable financial support, please see our website: <https://www.cmu.edu/oie/foreign-students/coming-to-cmu.html>. Click on "Document Your Financial Support."

Source of Funds: _____

Personal Funds – original bank statement(s) or funds in your name, including educational loans	
Family or Individual Sponsors – original bank statement(s) or bank letters plus the completed Affidavit of Support for each sponsor.	
Employer or Private Organization – original letter from the sponsoring organization or employer describing the exact amount provided and the period of funding.	
Government Funding – an original letter from the sponsoring governmental organization describing the exact amount provided and the period of funding.	
Carnegie Mellon Support – a photocopy of your Carnegie Mellon admission or award level that lists the provided support.	
TOTAL (must meet or exceed the minimum expenses calculated above)	

Life insurance policies, tax statements, payroll statements, retirement/pension accounts, Chartered Accountant statements, real estate (rental or intended sale of), and personal property are **not acceptable** as sources of funding.

By signing my name to this form I certify that 1) I have read the instructions, completed all information accurately and the above information is true and correct to the best of my ability, and 2) the above is a true and correct statement of the arrangement for financing my studies at Carnegie Mellon University.

Print and sign.

Signature: _____ Date: _____

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Affidavit of Support for Financial Sponsor Dalcroze Summer 2019

This affidavit is required only when the student is funded by a family member or personal sponsor. **Section A** should be completed by student. **Section B** and **Section C** are to be completed by the sponsor and submitted with original financial documents. This form may be photocopied for additional sponsors. Return this completed form(s) and supporting documents as noted in the INSTRUCTIONS of the International Exchange Student Information Form.

Section A: Student Information

Name: _____ / _____
Family Name First Name and Middle Name(s)

Carnegie Mellon College: _____ Carnegie Mellon Degree Program: _____

Program Length: _____ Level of Study: _____

Section B: Sponsor Information

Name: _____ / _____
Family Name First Name and Middle Name(s)

Sponsor Address: _____

City: _____ State/Province: _____ Country: _____ Postal Code: _____

Email: _____ Relationship to Student: _____

Tuition is prepaid. The student must show the minimum funding documentation for living and incidental expenses.

	1 week workshop	3 week workshop
Indicate attendance at the 1 or 3 week workshop	\$ 895	\$ 2,300
*if tuition has been prepaid, include receipt with documents		
Living Expenses	\$ 421	\$ 1,263
TOTAL*	\$1,316	\$ 3,563

*Estimate only based on 2017-2018 expenses. Actual cost may vary.

Section C: Certification of Support

Original financial documents, such as official bank letters or statements, showing available funds for at least the minimum expenses shown above are required. Supporting financial documents must be: **1)** in English, **2)** original documentation (no copies, faxes or scans), **3)** dated less than 6 months from submission, and **4)** clearly state the name of the account holder and the amount of funding available in U.S. dollar equivalent. Foreign currency will be converted upon review, if necessary.

I confirm I will provide financial support to the above-named student in the amount of \$ _____ during this student's program of study at Carnegie Mellon University Pittsburgh campus.

Print and sign.

Signature: _____

Date: _____