



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

6752 Hollywood Blvd., Hollywood, CA 90028

## INTERNATIONAL STUDENT INFORMATION – *Application, Payment, and Visa Process*

Once you have been accepted to MI and have received the acceptance package there are 4 further steps that you must take before you can attend classes (**steps 1 & 2 should be completed and sent to MI at the same time**).

1. Make an advance partial tuition payment
2. Submit a Conf. Statement of Finances form and supporting documentation (bank statement)
3. Obtain the I-20 form (for your student visa)
4. Obtain your student visa from the US embassy or consulate in your country

Complete details for each step follow. In addition to these instructions, please make sure that you carefully read the enclosed document, "International Student Information – Finances, Visas, and Health Insurance."

### **1. Make an Advance Partial Tuition Payment (see chart below)**

Tuition and materials fee payment for one-half of your program at MI (except for Encore, for which one quarter payment is required) must be paid in advance by Bank Wire Transfer or Credit Card. In the case of Bank Wire Transfer please make sure that your bank includes the student's full name so that we can correctly credit your account. **DO NOT SEND CASH.**

*\*Please note that you will be responsible for all bank fees, including those charged by our bank to receive the transfer. If these fees are not included in your initial wire transfer, you will be responsible for their payment during registration.*

#### **» TO WIRE YOUR TUITION**

Send it to the following account:

**Account name:** Musicians Institute, Inc.  
**Bank name:** Citizens Business Bank  
**Address:** 970 W. 190th Street, Suite 120, Torrance, CA 90502  
**Telephone:** (310) 217-6000  
**Account Number:** 47035031  
**ABA / Routing Number:** 22234149  
**Swift / BIC Code:** CBBKUS6L

#### **» TO PAY BY CREDIT CARD**

(Visa, MasterCard, Discover & American Express cards only)

*Please request a Credit Card Authorization form.*

### **2. Submit a 'Confidential Statement of Finances' Form**

Send or fax to MI a completed Conf. **Statement of Finances** form and a **balance statement or signed official letter from your bank** to prove that you have enough money for tuition and living costs while attending MI. You must be able to show sufficient finances to cover living expenses (at \$12,000 per year) plus the balance of the tuition for either the duration of the program or one year, whichever is shorter. **All foreign documents must include an official English translation.**

### **3. Obtain Your I-20 Form From Musicians Institute**

When we receive your tuition payment, Conf. Statement of Finances form and Bank Statement we will send you the I-20 form. Because of the important and time-sensitive nature of these documents, **MI reserves the right to use Federal Express courier services to send the I-20 form, and the student shall be responsible for the cost of this service at the time of registration.**

### **4. Obtain your Student Visa**

**Important!** You must take or send the I-20 to the U.S. Embassy or Consulate to get your Student Visa. **Do not come to MI with a tourist visa!** You must have the correct visa or you may be denied entry into the United States. It may take a long time (4 or 5 weeks) to get a student visa at the American Embassy or Consulate, so please start the process as soon as possible.

**» Canadian Students:** You do not have to go to the American Consulate. You only need to show the I-20 form, passport and SEVIS fee receipt at the port of entry into the United States.

**» Swedish Students:** If you are receiving CSN financial aid you do not have to comply with paragraph 1 above or show a bank balance statement. You must simply fax a copy of your CSN 'final' approval letter and a Statement of Finances form with your signature to MI's International Student Office – (323) 462-1575. Upon its receipt we will send you the I-20 form for your student visa by Federal Express Courier Service.

**» For more details on how to complete any of these steps, please contact your Admissions Representative or the International Student Office at Musicians Institute.**

# CONFIDENTIAL STATEMENT OF FINANCES

International students must be able to show sufficient finances to cover living expenses plus one half of tuition and materials fees payments for up to **the first year of the program**. (In the case of Encore students, one full quarter of tuition is required.) Please refer to the column on the right in the grid below, to know the amount of finances you will be required to show in your Certified Bank Statement, for your program.

The following figures apply only through Summer 2012 class starts:

| ✓ | Program (please circle one)   | Duration               | Tuition for ONE YEAR or length of program | Living Expenses    | Advance Partial Tuition Payment Duration | Show this amount in Bank Statement |
|---|---|------------------------|---|--------------------|--|------------------------------------|
|   | <b>Bachelor of Music in Performance</b><br>Bass, Guitar, Keyboard, Drums, and Voice   | 3-4 Years              | \$28,800                                  | \$12,000           | \$14,400                                 | \$26,400                           |
|   | <b>Associate of Arts in Performance</b><br>Bass, Guitar, Keyboard, Drums and Voice  | 18 Months              | \$30,900                                  | \$12,000           | \$15,450                                 | \$27,450                           |
|   | <b>Certificate in Performance</b><br>Bass, Guitar, Keyboard, Drums and Voice  | 1 Year                 | \$30,900                                  | \$12,000           | \$15,450                                 | \$27,450                           |
|   | <b>Certificate</b><br>Film  | 6 Months               | \$15,450                                  | \$6,000            | \$7,725                                  | \$13,725                           |
|   | <b>Certificate</b><br>Guitar Craft  | 6 Months               | \$15,450                                  | \$6,000            | \$7,725                                  | \$13,725                           |
|   | <b>Certificate</b><br>Guitar Craft – Acoustic Guitar Design   | 9 Months               | \$23,175                                  | \$9,000            | \$7,725                                  | \$24,450                           |
|   | <b>Certificate</b><br>Independent Artist  | 6 Months               | \$15,450                                  | \$6,000            | \$7,725                                  | \$13,725                           |
|   | <b>Certificate</b><br>Music Business  | 6 Months               | \$13,380                                  | \$6,000            | \$6,690                                  | \$12,690                           |
|   | <b>Certificate</b><br>Music Business Entrepreneur   | 9 Months               | \$20,070                                  | \$9,000            | \$6,690                                  | \$23,380                           |
|   | <b>Certificate</b><br>Audio Engineering   | 6 Months               | \$16,800                                  | \$6,000            | \$8,400                                  | \$14,400                           |
|   | <b>Certificate</b><br>Audio Engineering – Post Production <b>OR</b><br>Live Sound Production (top)<br><b>BOTH PROGRAMS</b> (bottom) | 9 Months/<br>12 Months | \$25,200 / \$33,600                       | \$9,000 / \$12,000 | \$8,400 / \$16,800                       | \$25,800 / \$28,800                |
|   | <b>Non-Certificate in Performance (Encore)</b><br>Bass, Guitar, Keyboard, Drums, and Voice  | 3 Months               | \$7,725                                   | \$3,000            | \$7,725                                  | \$3,000                            |

**How to fill out the form on the next page:**

**SECTION A:**

Fill in name and all information relating to Student.

**SECTION B:**

Fill in name and all information relating to Sponsor, if applicable.

**SECTION C:**

Fill in Student's Savings Available, Financial Award or Other Financial Support.

**SECTION D:**

Student MUST sign and date here.

Please complete the form and return it to MI along with a bank balance letter and partial tuition payment receipt.

> Go to next page for form.

# CONFIDENTIAL STATEMENT OF FINANCES – FORM

## > SECTION A

Student's Name \_\_\_\_\_ Country of Nationality \_\_\_\_\_

Current Address: \_\_\_\_\_

Address where you would like the I-20 form sent: \_\_\_\_\_

Phone number for I-20 address \_\_\_\_\_

Program \_\_\_\_\_ Starting Date (Month/Year) \_\_\_\_\_

Please indicate the sources of your financial support for the year you plan to study at Musicians Institute. Do not include any money you had hoped to earn in the U.S. Work is not permitted while you are enrolled at MI on a student visa.

|                                   |          |                             |          |
|-----------------------------------|----------|-----------------------------|----------|
| Financial Sponsorship*            | \$ _____ | Other Financial Support**** | \$ _____ |
| Savings Account**                 | \$ _____ | Total Available             | \$ _____ |
| Financial Award or Scholarship*** | \$ _____ |                             |          |

An official document certified by your bank that proves the balance stated on this form is also required. An official English translation MUST accompany it if the original is not in English.

## > SECTION B

**\* Certification of Financial Sponsorship (Parents, Relative or other sponsor)**

Sponsor's Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Telephone (if in U.S.) \_\_\_\_\_

Amount guaranteed for student's one year while attending Musicians Institute \$ \_\_\_\_\_

I certify that the above information and guarantee of support are correct and will be provided by me for this applicant's expenses as a student at Musicians Institute.

Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## > SECTION C

**\*\* Certification of Savings Account**

Name of Bank or other Financial Institution \_\_\_\_\_

Address \_\_\_\_\_

Please attach an Official Bank Balance Statement signed and stamped/sealed by a Bank Official.

### \*\*\* Certification of Financial Award or Scholarship

If your support is in the form of a scholarship, loan or other financial award, attach certification of the award. Please provide an official English translation if the original is not in English.

### \*\*\*\* Other Financial Support

Describe the "Other Funds" you listed and attach certification for them.

Are there any regulations by your government that limit the amount of money that can be released to you in U.S. dollars?

(circle one) Yes / No      Maximum allowed \$ \_\_\_\_\_

If yes, please explain \_\_\_\_\_

I hereby certify that I understand the financial responsibilities I must assume after I am admitted to Musicians Institute. The information I have given is complete and accurate to the best of my knowledge. I am responsible for keeping Musicians Institute informed of my address and phone number in the U.S. at all times. I will provide an official English translation of all foreign documents.

## > SECTION D

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

# INTERNATIONAL STUDENT INFORMATION – *Finances, Visas, and Health Insurance*

## AFTER YOU ARRIVE – TUITION AND MONEY

You will need some money upon arrival in L.A. to pay rent, tuition, fees, etc. Traveler's checks and credit cards are ideal for travel. Try to avoid carrying large amounts of cash. Tuition must be paid before you can start classes. The best way to pay tuition is with a bank transfer, however you may pay with Visa, MasterCard, Discover card, cashier's check or a personal check. Even if you have financial aid from your country, any tuition balance not covered must be paid on your Registration day.

## OPENING A BANK ACCOUNT

When you arrive at MI, the International Student Office will help you open a US bank account. It will take 2 weeks for your check to clear once you have opened an account; therefore, you should bring enough travelers checks to live on for the first few weeks.

You can easily cash checks and open a bank account with a foreign passport, U.S. ID card or driver's license. We can assist you in this process. Some banks near to MI are:

**Wells Fargo Bank:** (323) 463-2247

**Bank of America:** (323) 730-9140

**Chase:** (323) 466-1121

## APPLYING FOR A CALIFORNIA I.D. CARD OR DRIVER'S LICENSE

If you wish to apply for either of these you will have to go to the California Department of Motor Vehicles, located at 803 N. Cole Ave., Hollywood, CA 90028 (800) 777-0133. (The International Student Office can assist you and provide you with directions to the DMV.)

## WORKING IN THE U.S.

As an M-I student, you are not permitted to work in the US while attending Musicians Institute. F-I students may not work off campus during the first year of studies. After that you may qualify for OPT (Optional Practical Training). Please inquire about OPT at the International Student office after you arrive at school. **There are not many jobs available on campus** so please be sure you have enough money set aside to cover your living expenses during your study period.

## TOURIST VISAS

**PLEASE DO NOT** get a Tourist Visa if you plan to attend Musicians Institute. The U.S. Immigration Office in Los Angeles may not allow you to change it to a Student Visa in time to start school. **You must have an M-I (Certificate program) or F-I (Degree program) Student Visa in order to attend Musicians Institute. PLEASE DO NOT** come to MI without a visa from the U.S. Consulate in your country. If you come to the U.S. with a "visa waiver" (3-month visitor pass) you will not be allowed to change it or extend your stay and you **MUST** return to your country upon its expiration.

## AFTER GRADUATION

If your "Authorization to Stay" date is going to expire before your graduation date, please see the International Student Advisor to help you arrange for an extension. You **MUST** file the extension at least 30 days prior to the expiration date of your authorized stay. Please be aware of the expiration date on your I-20 FORM (item #5) and **DO NOT LET IT EXPIRE.**

## HEALTH INSURANCE & MATERIALS FEES

MI does not offer a Health Insurance Plan. You will be required to show proof of health insurance prior to starting classes at MI. If you do not have your own coverage, we can refer you to an agency that offers international student group plans at a cost of approximately \$100.00 per month (no guarantees are made of this amount as costs increase periodically). Plan details will be available to you during the registration process prior to class start.

**For more details, please contact your Admissions Representative or the International Student Office at Musicians Institute (323) 860-1192.**