



## **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 Confidential Statement of Finances form and supporting documentation (official bank balance 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 as follows. Please read this complete document carefully.

### **1. MAKE AN ADVANCE PARTIAL TUITION PAYMENT (See Page 2)**

Tuition Payment for one quarter (3 months) 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.**

*\*Tuition will be refunded if you cancel for any reason and do not attend classes.*

*\*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 (Bank Money Transfer)**

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:** 122234149  
**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**

Email to MI a completed **Confidential 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, Confidential 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 UPS 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 the I-20 to the U.S. Embassy or Consulate to get your Student Visa. Do not come to MI with a tourist visa (except for MI Select). You must have the correct visa or you may be denied entry into the United States. It may take up to 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 send the advance tuition payment, as in paragraph 1 above. You must simply email a copy of your CSN 'final' approval letter, a completed and signed Statement of Finances form, and a bank balance statement showing the balance not covered by CSN financial aid to MI's International Student Office, email [international@mi.edu](mailto:international@mi.edu). Upon its receipt we will send you the I-20 form for your student visa by UPS or Federal Express Courier Service.
- » **For more details** on how to complete any of these steps, please contact your Admissions Advisor 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 and tuition for up to **the first year of the program**. 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. **Please provide an official English translation of all foreign documents.**

Please choose and check the program of your choice:

✓	PROGRAM	DURATION	TUITION FOR ONE YEAR OR LENGTH OF PROGRAM	LIVING EXPENSES	ADVANCE PARTIAL TUITION PAYMENT	SHOW THIS AMOUNT IN BANK STATEMENT
<input type="checkbox"/>	<b>Bachelor of Music in Performance or Composition</b> Bass, Guitar, Keyboard, Drums, and Voice	3-4 Years	\$28,800	\$12,000	\$7,200	\$33,600
<input type="checkbox"/>	<b>Associate of Arts in Performance</b> Bass, Guitar, Keyboard, Drums and Voice	18 Months	\$31,980	\$12,000	\$7,995	\$35,985
<input type="checkbox"/>	<b>Associate of Science in Music Business</b> Music Business Degree	18 Months	\$31,980	\$12,000	\$7,995	\$35,985
<input type="checkbox"/>	<b>Certificate in Performance</b> Bass, Guitar, Keyboard, Drums and Voice	1 Year	\$31,980	\$12,000	\$7,995	\$35,985
<input type="checkbox"/>	<b>Certificate</b> Guitar Craft	6 Months	\$15,990	\$6,000	\$7,995	\$13,995
<input type="checkbox"/>	<b>Certificate</b> Guitar Craft – Acoustic Guitar Design	9 Months	\$23,985	\$9,000	\$7,995	\$24,990
<input type="checkbox"/>	<b>Certificate</b> Independent Artist	6 Months	\$15,990	\$6,000	\$7,995	\$13,995
<input type="checkbox"/>	<b>Certificate</b> Music Business	6 Months	\$15,990	\$6,000	\$7,995	\$13,995
<input type="checkbox"/>	<b>Certificate</b> Music Business Entrepreneur	9 Months	\$23,985	\$9,000	\$7,995	\$24,990
<input type="checkbox"/>	<b>Certificate</b> Audio Engineering	6 Months	\$15,990	\$6,000	\$7,995	\$13,995
<input type="checkbox"/>	<b>Certificate</b> Audio Engineering – Post Production or Live Sound Production (top) Both ProGramS (bottom)	9 Months 12 Months	\$23,985 \$31,980	\$9,000 \$12,000	\$7,995 \$7,995	\$24,990 \$35,985
<input type="checkbox"/>	<b>Certificate</b> DJ Performance & Production	6 Months	\$15,990	\$6,000	\$7,995	\$13,995

Note:

I. Additional Fees may apply to all programs. Please see course catalog for further details.

II. Living Expenses. If you have a spouse or additional dependents, please add \$500 per month / per dependent for living expenses.

**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 Certified Bank Statement 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'd like the I-20 form sent (Including Postal Code): \_\_\_\_\_

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 without work authorization.

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 Student's 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.

*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. 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. 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) 468-3000

Bank of America: (323) 730-9140

Chase: (323) 466-1121

### **APPLYING FOR A CALIFORNIA IDENTIFICATION CARD (ID) OR DRIVER'S LICENSE (DL)**

If you wish to apply for either of these you will have to go to the California Department of Motor Vehicles (DMV). Before you apply for an ID or DL, we must first register your I-20 in SEVIS. This process can take up to 2-weeks. The DMV is located at 803 N. Cole Ave., Hollywood, CA 90028, and can be reached by calling (800) 777-0133. The International Student Affairs Office can assist you and provide you with directions to the DMV.

### **WORKING IN THE U.S.**

F-1 visa 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 Affairs 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 classes at 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 a F-1 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 45 days prior to the expiration date of your authorized stay. Please be aware of the expiration date on your I-20 FORM and **DO NOT LET IT EXPIRE.**

### **HEALTH INSURANCE REQUIREMENTS**

All international students are encouraged to purchase a health insurance plan being offered through MI. We offer an excellent plan from Ascension Collegiate Solutions at around \$150 per month. All international students should enroll using the online enrollment portal for Musicians Institute at [www.4studenthealth.com](http://www.4studenthealth.com). This web site is administered by our insurance program administrator, Ascension Collegiate Solutions. This health insurance is mandatory.

### **CHECKLIST – All of the items below must be submitted to receive your I-20 form:**

- Advance Partial Tuition Payment (see chart on page 2)
- Confidential Statement of Finances Form (page 3)
- Official Bank Balance Statement and/or CSN, Canadian Financial Aid, etc.
- Section A completed (page 3)
- Section B or C completed and signed (or both; page 3)
- Student Signature (page 3)

**For more details, please contact your Admissions Representative or the International Student Office at Musicians Institute (323) 860-1134 or email [international@mi.edu](mailto:international@mi.edu).**