160

ATA5 Study abroad

<http://www.practitioners.slc.co.uk/>

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# **Document Requirements**

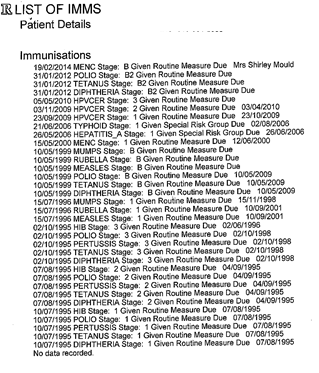
|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Passport | Vaccination Record (Inc. meningitis) | Financial Documents | Certificate of Finance/IS-50 | RBC Exchange Sheet | Application Form | Transcript (supplied by college) | Travel/ Health Insurance | Student Essay |
| Centre College (Kentucky) | 🗸 | 🗸 | 🗸 | N/A | N/A | 🗸 | 🗸 | 🗸 | N/A |
| Clemson University (South Carolina) | 🗸 | 🗸 | 🗸 | 🗸 | N/A | Link | 🗸 | 🗸 | N/A |
| Columbia College (Chicago) | 🗸 | 🗸 | 🗸 | N/A | N/A | 🗸 | 🗸 | 🗸 | N/A |
| The New School (New York) | 🗸 | 🗸 | 🗸 | N/A | N/A | Link | 🗸 | 🗸 | N/A |
| SFA (Texas) | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 | Link | 🗸 | 🗸 | N/A |
| Syracuse (New York) | 🗸 | 🗸 | 🗸 | N/A | N/A | 🗸 | 🗸 | 🗸 | 🗸 |
| UArts (Philadelphia) | 🗸 | 🗸 | 🗸 | N/A | N/A | 🗸 | 🗸 | 🗸 | N/A |
| UNCW (North Carolina) | 🗸 | 🗸 | 🗸 | N/A | N/A | Direct | 🗸 | 🗸 | N/A |

# **Passport**

You can either make a copy yourself or hand to Tiffany Banks to do so. If you decide to make your own copy it needs to be a **clear** and in **colour** like the example given below;



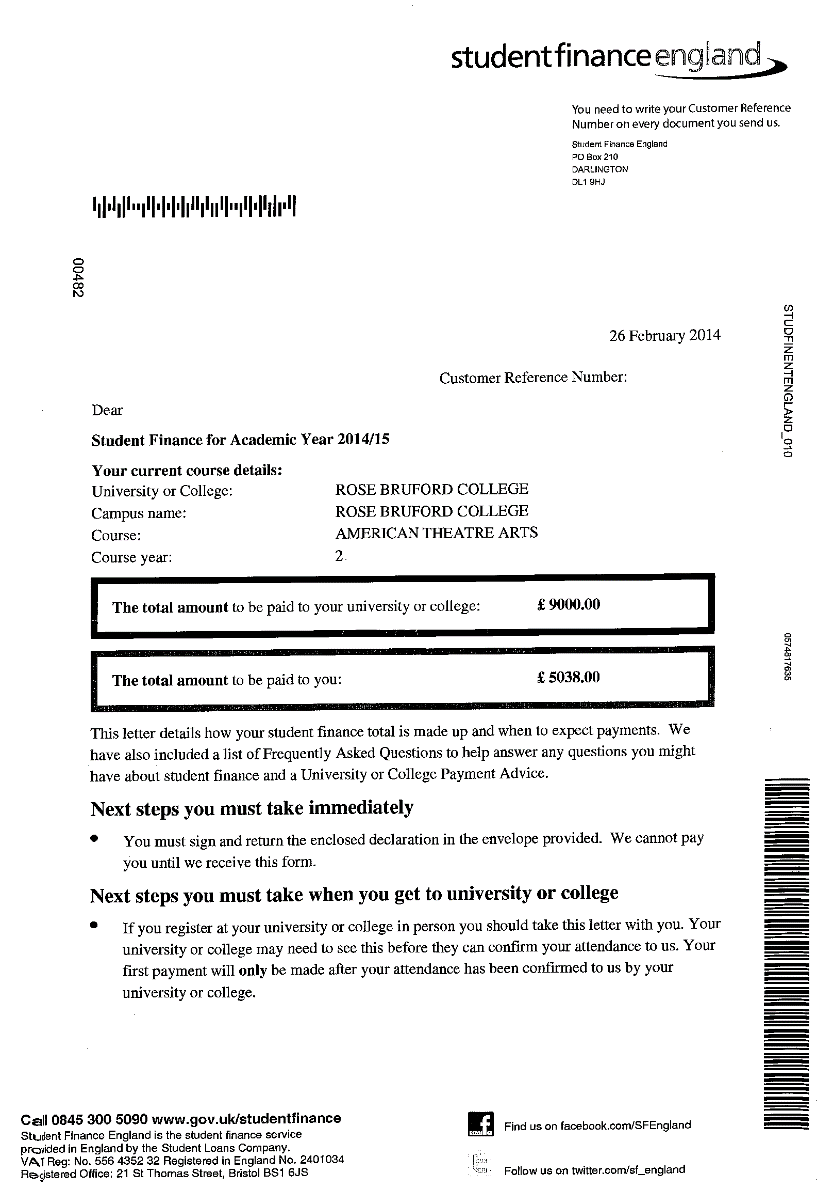
# **Vaccination Record**

****

Your vaccination record should look along the lines of this;

|  |
| --- |
| You need to make sure you are vaccinated against; |
| Measles, Mumps & Rubella (MMR) |
| Pertussis,Tetanus & Diptheria – record must show the details of each strand and dates |
| Bacterial Meningitis (ACW & Y) – record needs to specify if strands Menactra and Menveo are covered |
| Hepatitis B (UNCW Requirement) |

For more on UNCW requirements see here; <http://uncw.edu/international/isss/prearrivalimmunizations.html>

****

# **Financial Documents**

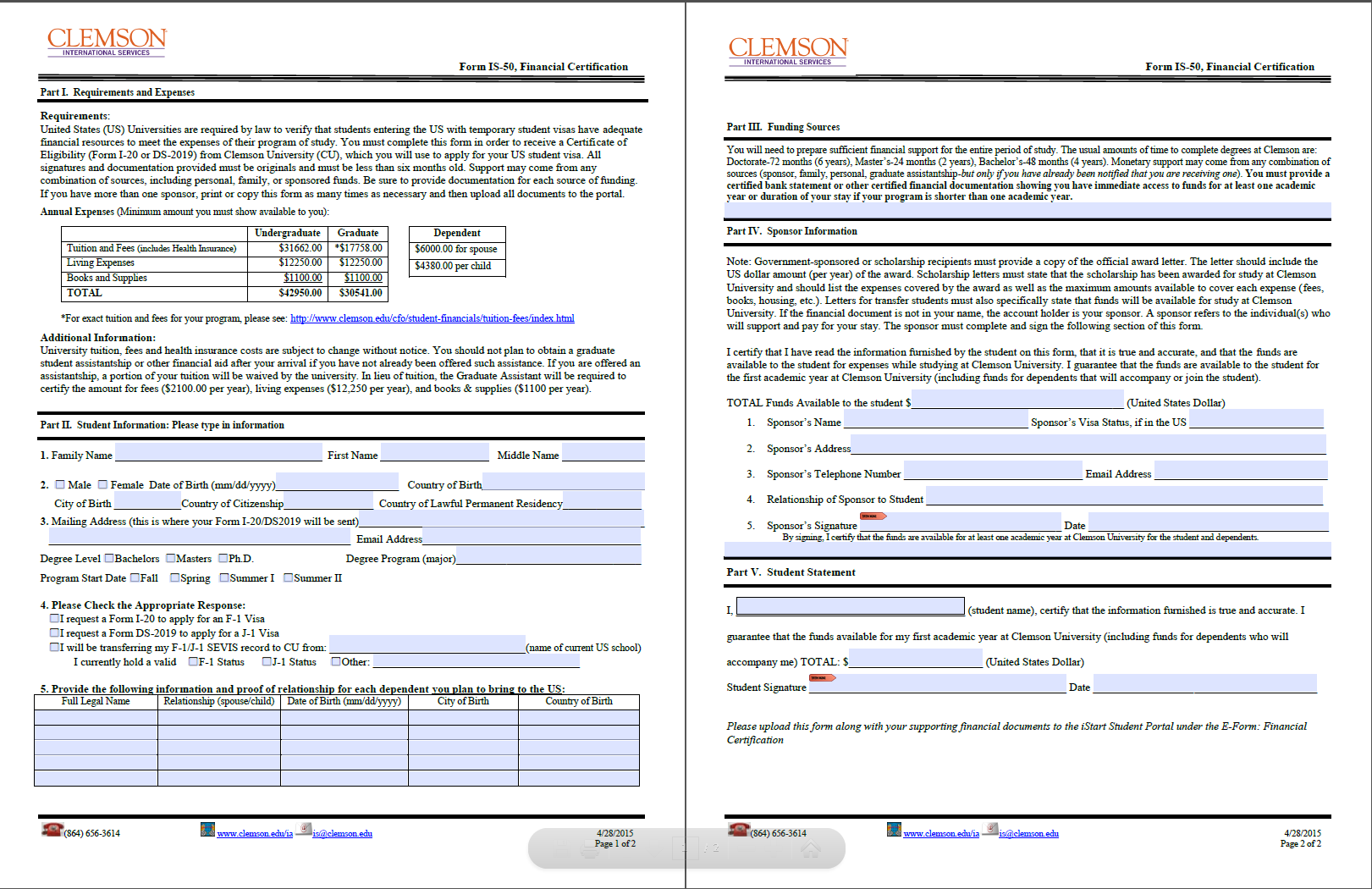
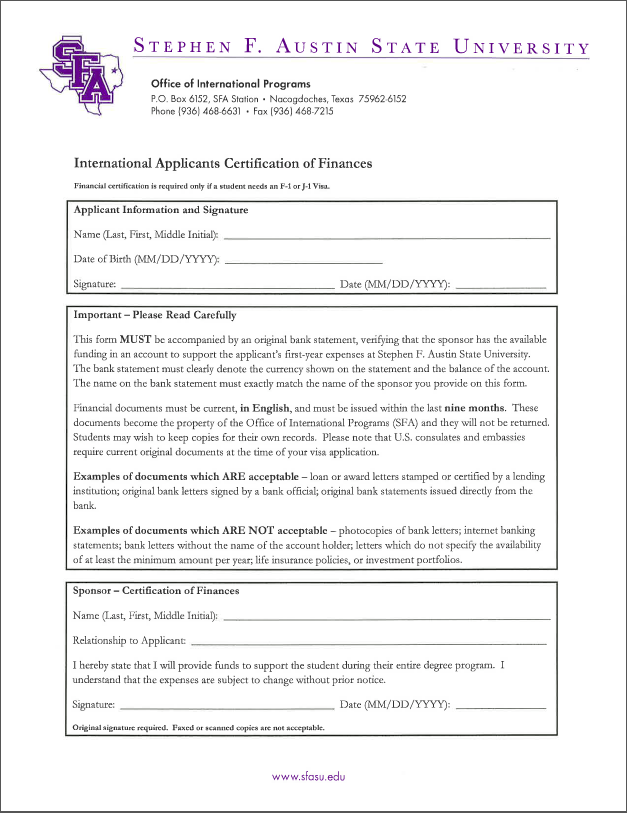
If you are getting Student Finance for your trip we need the letter that looks like this;

**Or** an original bank statement from the applicants sponsor(s) verifying funding of approx. **$8,500 USD. UNCW** require you prove you have **$8,700** and they half the amount on SFE letters so need to prove funds for the remaining. **Syracuse** need proof of **$10,380** **USD,** **Columbia** need proofof **$10,000** and **New School** need proof of around $**14,000 USD.** The funds have to be in your account by the time you make your visa appointment but your confirmation letter needs to be ready before the forms are sent away (**April 1st**). Make sure you apply for SFE as early as possible! SFE take at least 7-10 days to process applications not taking into account any hiccups that may occur.

The student records team will be sending a spreadsheet off to Student Finance England (SFE) once you are confirmed to go to the U.S.A that lets them know you are a UK student but studying a semester abroad. **When you apply for SFE please apply as study abroad.**

# **Certificate of Finance/IS-50 Financial Certification**

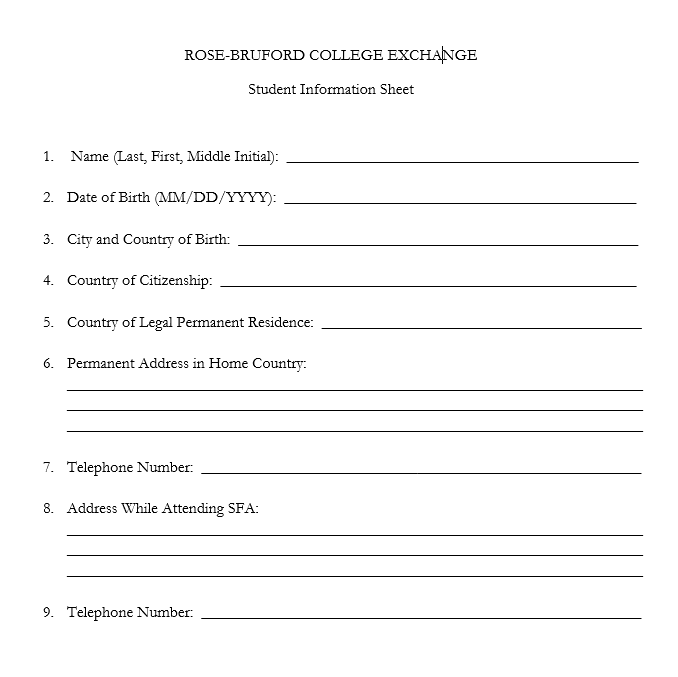
The form on the left is required if you are going to **SFA** and only if you are self-funded. The form on the right is for **Clemson** no matter which funding you get, you must complete this;



**NOTE:** Your original **hard copy** of your student finance letter/bank statement and the certificate of finances MUST be sent to SFA as soon as completed.

# **RBC Exchange Sheet**

This is only required if you are going to **SFA**. It looks like this and requires basic information;



# 

# **Application Form**

The application forms are all slightly different as per your destined university, for those that require paper application Tiffany Banks will send them to you. The forms below require to be sent in hard copy;

|  |  |
| --- | --- |
| **Clemson** |  |
| **SFA** |  |
| **Syracuse** |  |

**SFA NOTE:** Student to apply directly to SFA via this link; <https://www.applytexas.org/adappc/gen/c_start.WBX> and send passport and vaccination record to Tiffany Banks to forward. Make sure you apply as an **‘undergraduate international transient student’.**

**CLEMSON NOTE:** Students to apply directly to Clemson via this link; <http://terradotta.app.clemson.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=12011>. Tiffany Banks still sends vaccinations and passport copy.

**NEW SCHOOL NOTE:** Students apply directly via this link;<https://form.jotform.com/81725098539165>. Tiffany Banks still sends vaccinations and passport copy. You need to complete the vaccination form to send with the records; [Immunization Form (PDF)](https://www.newschool.edu/student-health-services/immunization-form.pdf).

**UARTS NOTE:** Application here; https://www.uarts.edu/sites/default/files/2017-08/j-1-ex-stud-appl\_fillable.pdf

# **Travel/Health Insurance**

You need to ensure you have insurance to cover you both for the journey and your duration in the U.S.A. If you end up ill you could be paying some pretty hefty bills.

Universities own insurance;

**Centre**

They offer their own medical insurance which is advised not to purchase while in the UK. Once they arrive in the USA, they will be covered under our plan. It is $106/month and is added into their tuition/room and board payments. In the mean time you can have a look at their website, <http://www.lewermark.com/>

**Clemson**

This is **AUTOMATIC**. All students who participate in a study abroad program will be automatically enrolled in the Clemson University study abroad insurance. This includes all students on Clemson faculty-directed or college coordinated programs, exchange students, students who are studying abroad with external providers and third parties, and direct enrolled students. It applies to students studying abroad for credit and non-credit. This will be automatically assigned to you and then you will be billed for it at a cost of $1,159 (approx. £860). This is the price of insurance in Fall 2017 and insurance rates rise 5-10% each year. **To opt out** **you must prove** you have sufficient cover as per their stipulations;

<https://www.clemson.edu/campus-life/student-health/documents/Student%20Insurance%20Enrollment-Waiver-Renewal.pdf>

**NOTE:** The availability of the waiver will be re-confirmed prior to each academic year, this is NOT guaranteed.

**Columbia**

Columbia College has implemented a mandatory Student Accident and Sickness Insurance Plan offered by The Lewer Insurance Agency. **All international students are automatically enrolled.** You need to go to their offices ASAP and sort the insurance; do not wait for them to send you information.

We are anticipating the cost to be for the Fall semester to be around $725. This will be charged directly to your Columbia College Student OASIS account once you register for classes.

Highlights of the plan include:

* Unlimited coverage per condition
* No exclusion for pre-existing conditions
* $0 Deductible per policy year
* Trustmark Group Benefits - CIGNA PPO Network - 100% In Network; 80% Out-of-Network Co-Insurance
* Co-Payments- $15
* Physician, mental health; substance abuse, chiropractic; physical therapy, acupuncture; and occupational therapy visits
* Annual Out of Pocket Maximum - $2,000
* Physical Exam/Wellness Women's Wellness exam - 100% after co-pay
* Prescription Drug Benefit through Express Scripts - reimbursed up to 50% - no annual limit per policy year
* Careington Dental and Vision Benefit - provides a discount network for dental and vision services. (Separate membership cards will be provided)

In addition, the insurance will also include:

* Mental Health Counselling - A toll free number available 24/7 to assist students for any reason, whether school related, family issues, or adjusting to a new environment, the LewerMark Student Assist Program will be available through a network of trained counselors ready to assist.
* Legal Assistance - Students sometimes need advice when it comes to immigration, U.S. laws, liability, or any reason a qualified attorney could provide assistance. The LewerMark Student Assist Program will provide a free 30 minute consultation to students to assist with needs for professional legal advice. Referrals are available for additional fee based services as needed.
* Concierge Service - How many times has a student arrived looking for housing, or possibly finding a local grocer with food from their home country? The LewerMark Student Assist program is available 24/7 to help students find resources for their day to day needs.

For more information on the insurance and the policy details, you can go here: <http://students.colum.edu/multicultural/international-student-affairs/international-student-health-insurance.php>.

**The New School**

Their insurance costs approximately $1,230 for the Fall semester. As long as you have insurance that matches their cover you can apply for a waiver;<https://www.newschool.edu/student-health-insurance-faq/>. You MUST do this before their semester starts.

**SFA**

Our insurance will cost approximately $470 for the fall semester. Students can sign up for the insurance upon their arrival to campus. Alternatively, they can choose their own insurance, but it must conform to the guidelines set forth in the attached document.



**Please note:** Your own chosen insurance must comply with the above guidelines and cover you from arrival in the US to your last day of studies.

**Syracuse**

Students studying in the US need to have major medical insurance. Visit the Slutzker Center website for information regarding medical insurance.

<http://international.syr.edu/new-students/health-insurance/index.html>

If your students’ parents have major medical insurance that will cover them while in the US and meets the requirements that will be sufficient. They will have to produce their insurance card as proof of insurance. If it is not sufficient they will have to purchase more.

**UArts**

Do not supply insurance

Alternatively here are a couple of other options for you to look at;

<http://www.fulbright.org.uk/pre-departure/practical-information/us-healthcare-system>

**UNCW**

Students must upload proof of their insurance to their portal, and their health insurance must meet the U.S. Department of State minimum requirements:

• Medical benefits of at least $100,000 per person per accident or illness

• Repatriation of remains in the amount of $25,000

• Medical Evacuation coverage in the amount of $50,000

• A deductible not to exceed $500 per accident or illness

Regular student health insurance through UNCW – if students wish, they can purchase GeoBlue through UNCW, cost $105 per month (approximate cost). You must request a waiver from GeoBlue via the UNCW portal if you have your own insurance that matches the requirements above. **If you choose alternate insurance you MUT be covered from 01st August to 31st December.**

**COE Connections**

COE Connections is travel and medical insurance **option**.

COE Connections International are a Long Stay travel insurance specialists in the United Kingdom and can be found at [www.coeconnections.co.uk](http://www.coeconnections.co.uk).

We offer a fully automated, IMMEDIATE online Quote and Buy system and our **STUDY ABROAD** premiums are highly competitive.

 Approximate costs;

**6 Months EUROPE.....................£93.00**

**12 Months EUROPE...................£185.00**

**6 Months WORLDWIDE.............£114.00**

**12 Months WORLDWIDE...........£211.00**

We can cover OVERSEAS students who have already resided in the United Kingdom and studied at a University here for (say) two years and are having their third year as study abroad, before returning back to the UK to complete their studies.

**Online Travel Cover**

Another insurance option; <http://www.onlinetravelcover.com/Default.aspx>. The standard long stay cover is approximately £117.99.

**Medical Insurance**

You can get travel insurance that covers medical, we recommend minimum up to $10m. To compare prices you can use; <https://www.moneysupermarket.com/travel-insurance/enquiry/results?qr=36804072>. COE Connections includes medical cover.

**Non- EU Travel/Medical Insurance**

<http://www.imgeurope.co.uk/msm/moneysupermarket>

**PLEASE NOTE**

With any of the universities own insurance make sure you have travel and medical insurance to at least cover you up to registration day if you decide to use their personal insurance plans.

# **Student Essay**

This is only required if you are going to **Syracuse**. It requires the following information;

1.) Descriptive Statements: Please answer the following questions.

1. Who or what influenced you to apply to Syracuse University?
2. What are your academic and career aspirations?
3. What is your most meaningful activity outside the classroom and why?

2.) Personal Essay: In 250-500 words, describe one thing you haven’t yet accomplished in your life that you really want to do. Explain how being at Syracuse University will help you accomplish it.

**Please type this up as a word document so it is legible.**

# **F-1 VISA**

The F-1 Visa is required if you are going to **Centre** or **Syracuse.**

You have 60 days aside from your study dates to enjoy the USA – you must fly back within 7 months of your date of entry. Note: You cannot enter more than 30 days before your study period. **For New School you apply for visa documents then they advise you if you are F-1 or J-1**

Please read the welcome letter from US COLLEGE carefully when it arrives and (most important of all) your I-20 form, which you need to sign and take with you to your Embassy Appointment. The crucial number is on the right hand corner – above the bar code (**e.g. N000123456**). You will need this when paying your SEVIS fee (**$200**) and booking your Embassy appointment.

**Form I-20**

The main concern of the Embassy (and US Immigration) is that you show that you are a **bona fide Visitor to the U.S. with the means to support yourself financially while in the country and have a clear intention to leave the States at the end of your allotted time**. The proof of this is contained in your Admission Letter to you and the I-20 form (basically the invite from US State for you to study in the States).

**F-1 Visa**

You are applying for an F-1 Academic Visa; visit the Embassy website to learn more: https://ceac.state.gov/genniv/

You can watch a video on how to apply for a F1-Visa here!

<http://www.youtube.com/watch?v=IhcdWS05Fyw&feature=c4-overview&list=UUFXBhKlGsJ_Ek71dlkFMkYQ>

Otherwise please follow these steps:

https://ceac.state.gov/genniv/

**PLEASE NOTE:** The application only stays on the site for 30 days.

**Go To STEP 3** – Complete the **DS-160** online application

Click on the hyperlink in the form name which brings you to a new page.

You can find the **DS-160 form** at; [**https://ceac.state.gov/genniv/**](https://ceac.state.gov/genniv/)

You are now on the web-page you require. You’ll need the following information at hand:

* **An electronically correct photograph** ready to be uploaded unto the US Embassy system (you can upload a temporary one and then take your preferred version along with on your interview day at the Embassy)
* **Passport**
* **Travel itinerary**, if you have already made travel arrangements.
* **Dates of your last five visits or trips to the United States**, if you have previously travelled to the United States. You may also be asked for your international travel history for the past five years.
* **Résumé or Curriculum Vitae** - You may be required to provide information about your current and previous education and work history.
* **Other Information** - Some applicants, depending on the intended purpose of travel, will be asked to provide additional information when completing the DS-160
* During your application each page should save automatically but click save just to be sure!
* As you complete the visa application, save a copy on your hard drive, CD or USB and ‘save’ often;
* Provide accurate and complete information in answer to the questions. You will be given an opportunity to review the information before submitting the form. If you submit a DS-160 that is inaccurate or incomplete, your application will be rejected
* Select a location where you are applying for the visa from, i.e. England, London
* Test Photo – Select this to upload your photo, requirements are listed on this page
* Start New Application. Write down or print off your **APPLICATION ID NUMBER** and keep it safe because your session may time out and you will need this to get back to your place in the application process
* Select a security question to which you readily remember the answer!
* Personal Information Section 2 - You do NOT have a U.S. Social Security Number or US Taxpayer ID Number. Tick ‘does not apply’ box.
* Travel Information - Select the correct visa category under "Purpose of Travel to the U.S." from the drop down list. You’re an **Academic or Language Student (F).**
* Travel Information - You will be asked to say who is financing your study? For nearly all of you, I believe this is: ‘other company/an organisation’
  + Student Finance England
  + Tel: 0845 300 50 90
  + Address: PO Box 210  
    Darlington  
    DL1 9HJ
* Travel Companions Information - When asked about people you are travelling with put **NONE**. Although you may be literally on the same flight with your classmates, and sat next to each other – you are effectively travelling alone (no spouse or children / separate ticket and passport).
* Work/Education/Training - When asked the question “Have you attended any educational institutions other than an elementary school”, you should list all educational institutions you have attended since the age of 11
* Work/Education/Training - When asked to fill in as much information as you can about work history - (watch out for American dates!) - do not feel the need to fill in every blank area. One or two holiday jobs will do.
* Security & Background – I would tick no for these as it will halt your application! However if you do have any criminal convictions you **MUST** tell us as lying will halt your VISA acceptance.

|  |  |  |
| --- | --- | --- |
| **University & Address** | **Point of Contact** | **Contacts Information** |
| Centre College  600 West Walnut Street  Danville, Kentucky 40422  USA | Karen Ryan - Assistant Director, Center for Global Citizenship | Number: 859 238 5285  Email: karen.ryan@centre.edu  Add: Centre College  600 West Walnut Street  Danville, Kentucky 40422  USA |
| Syracuse University  310 Walnut Place  Syracuse, New York 13244-2380  USA | Debra Goddard Admissions Counsellor | Number: 315 443 2528  Email: [dsgoddar@syr.edu](mailto:dsgoddar@syr.edu)  Add: Syracuse University  310 Walnut Place  Syracuse, New York 13244-2380  USA |

**F-1 Other Documentation**

The decision to approve or deny the application will be based on the interview and information provided orally. However, the consular officer may ask the applicant to provide documentary evidence of the following:

* Funds sufficient to cover all expenses including tuition while in the United States. Such evidence may include detailed bank statements of your or your parent's accounts showing that adequate funds are available for transfer, evidence of scholarships and/or combination of finances which will meet the estimated total expenses, including tuition, of your proposed stay in the United States: **a combination of the letters you have from Student Finance England (or your parents’ bank), Columbia and Rose Bruford should be sufficient.**
* Evidence of a residence in the UK to which you intend to return at the end of the stay in the United States. This is generally established by evidence of family, professional, property, employment or other ties and commitments to some country other than the United States sufficient to cause you to return here at the conclusion of your stay: **this is the pdf letter written from Steve on headed notepaper from Rose Bruford, which will constitute part of your DOCUMENT OF INTENT TO RETURN TO YOUR COUNTRY OF RESIDENCE.**
* Proof of insurance is **not** required when applying for a visa, but you may well be asked at Immigration, so make sure you are covered before you fly out and answer in the affirmative if or when they ask if you’re covered.
* Your passport / documentation will be returned by the Embassy by Post. On the day of the visa interview you will be required to purchase an envelope for the return of your passport once visa processing has been completed. The fee for the courier service starts at **£14:80**; payable by credit or debit card or in cash. Remember, you have to be at home to sign for the Special Delivery when it arrives back.
* **VISA appointments at the Embassy must happen a minimum of 10 days before you fly out.**

**Note:** Once the U.S Universities have processed your documentation we send over they will process the DS-160 which you use to apply for your Visa

CHECKLIST FOR U.S. EMBASSY

* Your (up to date) passport
* A passport style photo 5cm x 5cm
* Your signed I-20 form from US College
* Your completed and signed DS-160 forms
* Your letter of acceptance from US College
* The supporting Documentation of Intent to Return letter from me
* Parents’ letter stating your permanent residence is in the UK (if international)
* A document from your Student Finance England or your parents’ bank
* Evidence of your own personal bank account (if self-funded)
* SEVIS fee receipt (confirmation of payment)
* MRV fee receipt (sent to you by the Embassy)

**To pay your SEVIS fee (£140) go here;** [**https://www.fmjfee.com/**](https://www.fmjfee.com/)

**Make appointment here and pay your MRV fee (£120);** [**https://ais.usvisa-info.com/en-GB/niv**](https://ais.usvisa-info.com/en-GB/niv)

**Please let us know when you have arranged your Embassy appointment.**

**US EMBASSY Operator Assisted Visa Information**

**Call (0)20 3608 6998** (this is a London number. It does not require any other prefix or dialing code.) Service available Monday through Friday, 7.00 a.m. until 7.00 p.m.

**Or** [**https://uk.usembassy.gov/visas/visa-information-services/contact-us-immigrant-visas/u-s-embassy-london-visa-unit-contact-form/**](https://uk.usembassy.gov/visas/visa-information-services/contact-us-immigrant-visas/u-s-embassy-london-visa-unit-contact-form/)

# **J-1 VISA**

The J-1 Visa is required if you are going to **UArts**, **Clemson**, **SFA**, **Columbia** or **UNCW**. You have 30 days aside from your study dates to enjoy the USA – you must fly back within 6 months of your date of entry. **For New School you apply for visa documents then they advise you if you are F-1 or J-1**

Please read the welcome letter from US COLLEGE carefully when it arrives and (most important of all) your DS-2019 form, which you need to sign and take with you to your Embassy Appointment. The crucial number is on the right hand corner – above the bar code (**e.g. N000123456**). You will need this when paying your SEVIS fee (**$180**) and booking your Embassy appointment.

**Form DS-2019**

The main concern of the Embassy (and US Immigration) is that you show that you are a **bona fide Visitor to the U.S. with the means to support yourself financially while in the country and have a clear intention to leave the States at the end of your allotted time**. The proof of this is contained in your Admission Letter to you and the DS-2019 form (basically the invite from US State for you to take part in an **academic exchange**).

**J-1 Visa**

You are applying for a J-1 Exchange Visa. Visit the Embassy website to learn more: https://ceac.state.gov/genniv/

You can watch a video on how to apply for a J1-Visa here!

<http://www.youtube.com/watch?v=IhcdWS05Fyw&feature=c4-overview&list=UUFXBhKlGsJ_Ek71dlkFMkYQ>

Otherwise please follow these steps:

**PLEASE NOTE:** The application only stays on the site for 30 days.

https://ceac.state.gov/genniv/

**Go To STEP 3** – Complete the **DS-160** online application

Click on the hyperlink in the form name which brings you to a new page.

You can find the **DS-160 form** at; [**https://ceac.state.gov/genniv/**](https://ceac.state.gov/genniv/)

You are now on the web-page you require. You’ll need the following information at hand:

* **An electronically correct photograph** ready to be uploaded unto the US Embassy system (you can upload a temporary one and then take your preferred version along with on your interview day at the Embassy)
* **Passport**
* **Travel itinerary**, if you have already made travel arrangements.
* **Dates of your last five visits or trips to the United States**, if you have previously travelled to the United States. You may also be asked for your international travel history for the past five years.
* **Résumé or Curriculum Vitae** - You may be required to provide information about your current and previous education and work history.
* **Other Information** - Some applicants, depending on the intended purpose of travel, will be asked to provide additional information when completing the DS-160
* During your application each page should save automatically but click save just to be sure!
* As you complete the visa application, save a copy on your hard drive, CD or USB and ‘save’ often;
* Provide accurate and complete information in answer to the questions. You will be given an opportunity to review the information before submitting the form. If you submit a DS-160 that is inaccurate or incomplete, your application will be rejected
* Select a location where you are applying for the visa from, i.e. England, London
* Test Photo – Select this to upload your photo, requirements are listed on this page
* Start New Application. Write down or print off your **APPLICATION ID NUMBER** and keep it safe because your session may time out and you will need this to get back to your place in the application process
* Select a security question to which you readily remember the answer!
* Personal Information Section 2 - You do NOT have a U.S. Social Security Number or US Taxpayer ID Number. Tick ‘does not apply’ box.
* Travel Information - Select the correct visa category under "Purpose of Travel to the U.S." from the drop down list. You’re an **Exchange Visitor (J).**
* Travel Information - You will be asked to say who is financing your study? For nearly all of you, I believe this is: ‘other company/an organisation’
  + Student Finance England
  + Tel: 0845 300 50 90
  + Address: PO Box 210  
    Darlington  
    DL1 9HJ
* Travel Companions Information - When asked about people you are travelling with put **NONE**. Although you may be literally on the same flight with your classmates, and sat next to each other – you are effectively travelling alone (no spouse or children / separate ticket and passport).
* Work/Education/Training - When asked the question “Have you attended any educational institutions other than an elementary school”, you should list all educational institutions you have attended since the age of 11
* Work/Education/Training - When asked to fill in as much information as you can about work history - (watch out for American dates!) - do not feel the need to fill in every blank area. One or two holiday jobs will do.
* Security & Background – I would tick no for these as it will halt your application! However if you do have any criminal convictions you **MUST** tell us as lying will halt your VISA acceptance.

**Important Contact Information:**

|  |  |  |
| --- | --- | --- |
| **University & Address** | **Point of Contact** | **Contacts Information** |
| Columbia College  600 s. Michigan Avenue Chicago, Illinois 60605  USA | David Comp | Number: 312 369 7983  Email: [dcomp@colum.edu](mailto:dcomp@colum.edu)  Add: Columbia College  600 s. Michigan Avenue Chicago, Illinois 60605 |
| Clemson University  E-301 Martin Hall  Box 345714  Clemson, SC 29634 | Mandy Prorok  Associate Director for International Undergraduate Programs & Exchanges | Number: (864) 656-3614  Email: [mprorok@clemson.edu](mailto:mprorok@clemson.edu)  Add: Clemson University  E-301 Martin Hall  Box 345714  Clemson, SC 29634 |
| Stephen .F. Austin State University  SFA Station  Nacogdoches  Texas 75962  USA | Heather Catton  Director  Office of International Programs | Number: 936 468 3927  Email: [international@sfasu.edu](mailto:international@sfasu.edu)  Add: Stephen .F. Austin State University  SFA Station  Nacogdoches  Texas 75962 |
| University of the Arts  320 South Broad Street  Philadelphia  PA 19102  USA | Mara Flamm | Number: 215 717 6389  Email: mflamm@uarts.edu  Add: University of the Arts  320 South Broad Street  Philadelphia  PA 19102 |
| University of North Carolina Wilmington  601 South College Rd  Wilmington, NC 28403-5965  USA | Amy Lekeu  Assistant Director | Number: 910 962 3367  Email: lekeua@uncw.edu  Add: 601 South College Rd  Wilmington, NC 28403-5965  USA |

**J-1 Other Documentation**

The decision to approve or deny the application will be based on the interview and information provided orally. However, the consular officer may ask the applicant to provide documentary evidence of the following:

* Funds sufficient to cover all expenses including tuition while in the United States. Such evidence may include detailed bank statements of your or your parent's accounts showing that adequate funds are available for transfer, evidence of scholarships and/or combination of finances which will meet the estimated total expenses, including tuition, of your proposed stay in the United States: **a combination of the letters you have from Student Finance England (or your parents’ bank), Columbia and Rose Bruford should be sufficient.**
* Evidence of a residence in the UK to which you intend to return at the end of the stay in the United States. This is generally established by evidence of family, professional, property, employment or other ties and commitments to some country other than the United States sufficient to cause you to return here at the conclusion of your stay.
* Detailed information concerning your academic qualifications. Such evidence may include complete transcripts of grade (marks) and test records of the last four years of school and evidence of TOEFL (Test of English as a Foreign Language) scores. **You won’t need this. It’s self-evident from the aforementioned letters.**
* Proof of insurance is **not** required when applying for a visa, but you may well be asked at Immigration, so make sure you are covered before you fly out and answer in the affirmative if or when they ask if you’re covered.
* Your passport / documentation will be returned by the Embassy by Post. On the day of the visa interview you will be required to purchase an envelope for the return of your passport once visa processing has been completed. The fee for the courier service starts at **£14:80**; payable by credit or debit card or in cash. Remember, you have to be at home to sign for the Special Delivery when it arrives back.
* **VISA appointments at the Embassy must happen a minimum of 10 days before you fly out.**

**Note:** Once the U.S Universities have processed your documentation we send over they will process the DS-2019 which you use to apply for your Visa

**Clemson will charge you around £45 to send your visa documents, the College will either pay you back in the following semester or you pay less for theatre tickets. For more information ask Steve Dykes.**

**CHECKLIST FOR U.S. EMBASSY**

* Your (up to date) passport
* A passport style photo 5cm x 5cm
* Your signed DS-2019 form from US College
* Your completed and signed DS-160 forms
* Your letter of acceptance from US College
* The supporting Documentation of Intent to Return letter from me
* Parents’ letter stating your permanent residence is in the UK (if international)
* A document from your Student Finance England or your parents’ bank
* Evidence of your own personal bank account (if self-funded)
* SEVIS fee receipt (confirmation of payment)
* MRV fee receipt (sent to you by the Embassy)

**To pay your SEVIS fee (£142) go here;** [**https://www.fmjfee.com/**](https://www.fmjfee.com/)

**Make appointment here and pay your MRV fee (£131.20);** [**https://ais.usvisa-info.com/en-GB/niv**](https://ais.usvisa-info.com/en-GB/niv)

**Please let us know when you have arranged your Embassy appointment.**

**US EMBASSY Operator Assisted Visa Information**

**Call (0)20 3608 6998** (this is a London number. It does not require any other prefix or dialing code.) Service available Monday through Friday, 7.00 a.m. until 7.00 p.m.

**Or** [**https://uk.usembassy.gov/visas/visa-information-services/contact-us-immigrant-visas/u-s-embassy-london-visa-unit-contact-form/**](https://uk.usembassy.gov/visas/visa-information-services/contact-us-immigrant-visas/u-s-embassy-london-visa-unit-contact-form/)

**U.S.A Jargon Buster**

|  |  |
| --- | --- |
| **American** | **British** |
| Doctor | G.P (General Practitioner) |
| Clinic | Doctor's Surgery |
| Surgery | Operation |
| Operating Room (O.R.) | Theatre |
| Emergency Room (E.R.) | Accident and Emergency (A&E) |
| Tylenol/Acetaminophen | Paracetamol |
| Advil | Nurofen |
| Excedrin | Anadin Extra  (Paracetamol/Aspirin/Caffeine) |
| Band-Aids | Plasters |
| National Health What?... | National Health Service (NHS) |

# **Travel Grant**

The student records team send SFE a list of all students going to the U.S.A and how long. You can ring SFE directly and request one after applying and ensuring you ticked ‘study abroad’ for the semester or download here; <https://www.gov.uk/student-finance-forms/y/uk-full-time/travel-grant>

**How do students qualify?**

Students can apply for a Travel Grant if they’re studying a full-time higher education course and getting student finance that depends on their household income. Students must also be:

* attending an overseas institution for at least 50% of any academic term. This period of study can be compulsory or optional. If they’re on a work placement abroad they won’t be eligible for a Travel Grant

**How much can students get?**

The amount of Travel Grant students can get depends on their household income and covers reasonable travel expenses during an academic year. The first £303 of travel costs are disregarded so they can get their travels costs **less the first £303 and your travel grant will be reduced by £1 for each £8.73 of household income over £39,796**. The method and class of travel, along with all other expenditure costs, must be reasonable.

Students must purchase the most cost effective tickets using the most economical and practical form of transport. For example, train instead of flying and standard-class instead of first-class tickets. If eligible, students can claim for:

* Up to three return journeys between the UK and the overseas institution during a full academic year abroad
* Any necessary travel costs
* Mandatory Medical Insurance, Visas and Medical Expenses for the purpose of studying abroad

**What evidence do students have to send?**

Evidence must be provided to support claims for travel expenses. They’ll only get the full amount of Travel Grant if they send us all the evidence we ask for. Please provide photocopies as proof of the payment made. Evidence must be proof of payment, not just an itinerary or quote. For example, this could be an e-receipt for payment of flights.

**How do students get paid?**

Students can apply for a Travel Grant at any time during the academic year. Funding will be paid on an ad hoc basis so they won’t have to wait until their next instalment of student finance to get the Travel Grant. There’s no limit to how many travel grant forms students can submit.

# **Budgeting**

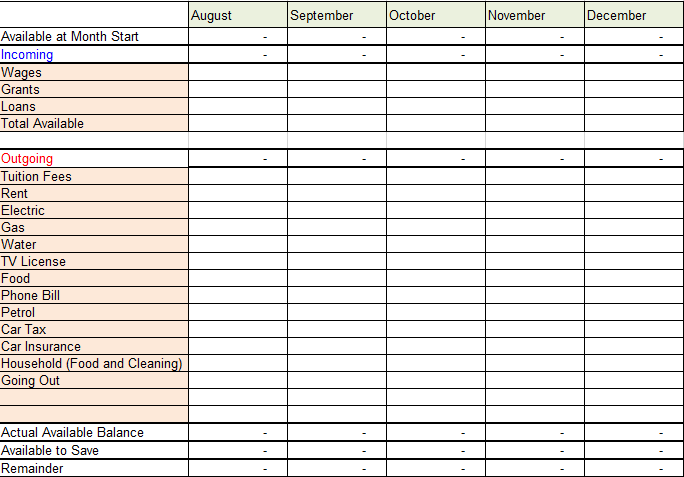
Below are the average costs for living/staying in the U.S.A;

|  |  |
| --- | --- |
| **Restaurants** | Avg. |
| Meal, Inexpensive Restaurant | $12.00 |
| Meal for 2, Mid-range Restaurant, Three-course | $50.00 |
| Combo Meal at McDonalds or Similar | $7.00 |
| Domestic Beer (0.5 litre draught) | $4.00 |
| Imported Beer (0.33 litre bottle) | $5.00 |
| Cappuccino (regular) | $3.78 |
| Coke/Pepsi (0.33 litre bottle) | $1.69 |
| Water (0.33 litre bottle) | $1.36 |
| **Markets** | Avg. |
| Milk (regular), (1 litre) | $0.94 |
| Loaf of Fresh White Bread (500g) | $2.56 |
| Rice (white), (1kg) | $3.52 |
| Eggs (12) | $2.73 |
| Local Cheese (1kg) | $10.50 |
| Chicken Breasts (Boneless, Skinless), (1kg) | $8.70 |
| Apples (1kg) | $4.20 |
| Oranges (1kg) | $4.05 |
| Tomato (1kg) | $4.01 |
| Potato (1kg) | $2.61 |
| Lettuce (1 head) | $1.60 |
| Water (1.5 litre bottle) | $1.76 |
| Bottle of Wine (Mid-Range) | $12.00 |
| Domestic Beer (0.5 litre bottle) | $1.82 |
| Imported Beer (0.33 litre bottle) | $2.41 |
| Pack of Cigarettes (Marlboro) | $6.45 |
| **Transportation** | Avg. |
| One-way Ticket (Local Transport) | $2.25 |
| Monthly Pass (Regular Price) | $70.00 |
| Taxi Start (Normal Tariff) | $3.00 |
| Taxi 1km (Normal Tariff) | $1.55 |
| Taxi 1hour Waiting (Normal Tariff) | $30.00 |
| Gasoline (1 litre) | $0.64 |
| **Utilities (Monthly)** | Avg. |
| Basic (Electricity, Heating, Water, Garbage) for 85m2 Apartment | $148.31 |
| 1 min. of Prepaid Mobile Tariff Local (No Discounts or Plans) | $0.11 |
| Internet (6 Mbps, Unlimited Data, Cable/ADSL) | $49.88 |
| **Sports And Leisure** | Avg. |
| Fitness Club, Monthly Fee for 1 Adult | $37.98 |
| Tennis Court Rent (1 Hour on Weekend) | $17.39 |
| Cinema, International Release, 1 Seat | $11.00 |
| **Clothing And Shoes** | Avg. |
| 1 Pair of Jeans (Levis 501 Or Similar) | $41.80 |
| 1 Summer Dress in a Chain Store (Zara, H&M, ...) | $35.33 |
| 1 Pair of Nike Shoes | $74.86 |
| 1 Pair of Men Leather Shoes | $91.20 |
| **Rent Per Month** | Avg. |
| Apartment (1 bedroom) in City Centre | $1,169.81 |
| Apartment (1 bedroom) Outside of Centre | $881.50 |
| Apartment (3 bedrooms) in City Centre | $1,932.21 |
| Apartment (3 bedrooms) Outside of Centre | $1,460.96 |

Updated February 2016 from: <http://www.numbeo.com/cost-of-living/country_result.jsp?country=United+States>

You can also try this budget planner to work out how much you have left after bills, insurance etc.

At a glance it looks like this!



**Mobile Phones**

Data is very expensive on UK contracts in the US, we recommend you either get a burn phone out there, unlock your phone and get a local sim once out there or get a sim only contract before you go. One option;

<https://shop.ee.co.uk/international/pay-as-you-go-international-sim>.

**Banking**

Below are some recommended international banking options for when you are in America;

<https://www.fairfx.com/>

<https://www.travelex.co.uk/>

<https://www.caxtonfx.com/>

# 

**Columbia College – Travel Note**

Columbia have a compulsory travel pass for your time there. This is $132 and covers all Chicago public transportation (bus and rail) for the entire semester!

# **Accommodation**

The following universities have their own residences;

|  |  |  |  |
| --- | --- | --- | --- |
| **University** | **Residential Address** | **Approx. Costs** | **Accommodation Contact** |
| Centre College | Centre College  600 West Walnut Street  Danville, Kentucky 40422 USA | $450 per month for 4 month stay. Bills and basic meal plan included.  [Centre Dining Plans](https://centrecollege.sodexomyway.com/dining-plans/index.html) | Karen Ryan  Assistant Director, Center for Global Citizenship  Study Abroad Program |
| Clemson University | Clemson University  Manning Hall  Clemson, SC 29631 | [Clemson On-Campus Housing](http://housing.clemson.edu/)  [Clemson On-Campus Room Rates](http://housing.clemson.edu/contracts-2/rates/)  **UNFURNISHED** | Mandy Prorok  Associate Director for International Undergraduate Programs and Exchange |
| Columbia College | Columbia College  731 s. Plymouth Court  Chicago, Illinois 60605 | [Residence Hall Rates 2018-19](https://www.colum.edu/student-financial-services/where-to-start/housing/index.html#--year-2) | David Comp |
| New School | 72 Fifth Avenue, 3rd Floor, New York, NY 10011 | [NYC Campus Housing Rates- 92Y only](https://drive.google.com/file/d/1jDorS09RaNIOgIzfyyjUVdYaOxyas2nf/view) | Samuel Byron |
| Stephen .F. Austin State University | 1811 North St.  Nacogdoches, Texas, USA | <https://livetaliesin.com/> | Amanda Hall  Property Manager  Taliesin |
| Syracuse University | Syracuse University  900 S Crouse Avenue  Syracuse, NY 13210 USA | [Syracuse Campus Housing Rates](https://www.syracuse.edu/life/housing/residence-facilities-rates/) | Deb Goddard  Admissions Counsellor |
| University of the Arts | 1499 Pine Street  Furness Hall  Philadelphia  PA 19102 | [UArts Residence Halls](http://www.uarts.edu/students/residence-halls) | Mara Flamm |
| University of North Carolina Wilmington | 601 South College Rd  Wilmington, NC 28403-5965  USA | [On Campus Housing](http://uncw.edu/housing/communities/index.html)  With your offer of admission, you have earned a "Teal Ticket" to guide you step-by-step through the enrolment process.  [On Campus Housing Rates](http://uncw.edu/housing/communities/rates.html) | Amy Lekeu  Assistant Director  Office of International Students & Scholars |

**Please Note:** The prices above are approximate and may change

Alternatively you can also check;

**Clemson University**

It is advised you utilise campus housing as off-campus can be difficult to obtain alongside most properties are a year lease.

See;

https://clemsonoffcampus.com/

<https://www.clemson.edu/studentaffairs/advocacy-success/offcampusservices/index.html>

**Columbia College**

Off campus guide - <https://students.colum.edu/residence-life/pdf_folder/Relocation%20Guide%202011.pdf>

http://students.colum.edu/residence-life/Housing\_Options/index.php

<http://www.automaticlofts.com/apartments/il/chicago/neighborhood>

<https://www.student.com/en-gb/us/chicago?area_slug%5B%5D=south-side>

<https://www.facebook.com/groups/amberstudent.chicago/about/>

<https://www.universitycenter.com/>

Common Student Neighbourhoods;

* Andersonville
* Bucktown/Wicker Park
* Edgewater
* Evanston
* Lake View/Wrigleyville
* Lincoln Park
* Lincoln Square
* Logan Square
* Old Town
* Ravenswood
* Rodgers Park
* South Loop
* Uptown
* West Loop/West Town

**The New School**

NS recommend off-campus housing. Some of their recommendations are;

<https://www.student.com/en-gb/us/new-york-city/p/92yresidence>

<https://www.hostelworld.com/>

<https://www.homeaway.com/>

<https://ymcanyc.org/>

**Stephen F. Austin University**

The Taliesin apartments are available again – we strongly recommend you use these!

They have advised this site is frequently used;

http://www.banitacreek.com/

Banita Creek offer 6 month, 9 month, and 12 month leases. One bedrooms start at a 12 month lease of $525 a month and go up $25 per shorter lease. Our two bedrooms start at $675 per 12 month lease and will increase $15 per shorter lease (prices approx.).

Other options include;

<http://livecalifornian.com/>

<http://www.liveatlegends.com/>

<http://www.liveatthelofts.com/>

<https://www.apartmentguide.com/apartments/Texas/Stephen-F-Austin-State-University/>

Only use North Park if cannot find anywhere else and preferably if you are with others as the area is not as nice.

**Syracuse**

New buildings around campus;

[Theory-Syracuse](https://www.theorysyracuse.com/theory-syracuse-syracuse-ny/neighborhood?LHAdSourceId=13824&keyword=off%20campus%20housing&gclid=CjwKCAiAtorUBRBnEiwAfcp_YycsiipQEaLLlvtHGHU2O0pVK-w16F3aGyecgMrKc5ChCh2k7xxHZhoCxuIQAvD_BwE)

[Cuse Real Estate](https://cuserealestate.com/student-housing/)

[505 on Walnut](http://www.the505onwalnut.com/the-505-on-walnut-syracuse-ny/?utm_source=Social+Kapture&utm_medium=Google&utm_term=%7BKeyword%7D&utm_content=Categorical+Search&utm_campaign=Google+Search&gclid=CjwKCAiAtorUBRBnEiwAfcp_YwZpqACFb3-XsGr0zI4b3eibP3M4UYCS7Dwy65gbZlklRx45LYzT3BoCMy8QAvD_BwE)

[The Marshall](http://themarshallsu.com/)

Off-site recommendations here; <http://suabroad.syr.edu/who-are-you/incoming-exchange-students/accepted-students/housing-and-meal-plan-information/>

Another recommended by students; U-Point - <https://www.americancampus.com/student-apartments/ny/syracuse/u-point-syracuse>.

**UArts**

[offcampushousing.uarts.edu](http://offcampushousing.uarts.edu) which is where they direct all landlords to post and it also has a roommate section where students can find other students to connect with.

**Or**

On Facebook, if you search “**UArts Off-Campus housing**” you will find a lot of students posting about sublets.

**University of North Carolina Wilmington**

<http://uncw.edu/PERCH/> is the site provided by UNCW for off-campus housing.

Recommended locations

There are multiple student friendly apartments on Racine Dr. and Randall Pkwy (between College Rd and S Kerr Ave), see Google maps showing the walking distance to an apartment on Randall Pkwy. These apartments are within walking/biking distance from campus. Anything further away from campus is not recommended since the students will not have a car.

Contacting local apartment companies

The students will probably need to call the rental companies to ask questions or clarify details regarding their situation. I recommend they buy internet phone credits (such as Skype Out credits) so they can make cheap calls to the U.S. using their computers.

Apartments on Randall Pkwy and Racine Dr. include:

• Carolina Cove Apartments

• Mill Creek Apartments

• The Lofts

• Campus Evolution Villages

• Cypress Point Apartments

• Clear Run Apartments

• Hawthorne Lofts South

What to look for:

• Furnished bedroom in a larger apartment

• Utilities included in monthly rent (the student won’t be here long enough to sign a contract with the utility companies)

• Lease can end in December (he doesn’t want to commit to paying for 12 months if he only needs 4.5 months)

# **General Information**

**Do not forget!**

Make sure you carefully check the date of birth format on any form and visa to ensure you input it in the format it asks for. Some forms are in American format and some in British.

**Clemson University**

* When out there, one of the academic contacts is Shannon Robert – she is super helpful!
* Once they give you your Clemson email – **this is how they will contact you so please keep checking it for admissions/insurance information!**
* If you did not submit an insurance waiver when you arrive you will pay $1200 (approx). You can sort this on arrival in case you didn’t submit a waiver, likelihood is you pay first then they return it to you in a cheque format. As soon as possible you need to open a bank account with their on-campus bank –PNC Bank. It is located in the Hendrix Student Center, which is just up Cherry Road from where the students stay at Calhoun Courts Apartments. Students can open accounts for free, including free online banking.
* Some of Clemson’s campus housing is unfurnished but there are thrift shops nearby you can kit it out with
* Recently, tuition and student services fees were charged to student accounts for ALL students (domestic and international) registered for fall 2017 classes at Clemson. Even though you are not paying tuition and student services fees at Clemson, the Clemson billing process MUST initially bill ALL students. THIS IS STANDARD PROCEDURE THAT HAPPENS EVERY SEMESTER. In early-September (after the add/drop period for classes has ended), our office will submit a request to the Student Financial Services Office to have tuition and student services fees subtracted from your account.
* They are finding students are missing the whooping cough strand of their TDAP immunizations (Pertussis). In addition, they require the Meningitis vaccine with strands **Menactra or Menveo.**
* You will need to pay;
  + International Student Fee ($100)
  + Student Insurance (unless your waiver request is granted by September 8th)
  + On-campus housing (unless you chose to live off-campus)
  + Meal plan (if you signed up for one; if you have not signed up for a meal plan and you change your mind once you are on campus, you will still have a chance during the first week of classes)
  + Leisure Skills fees

**Columbia College**

* Watch out for charges on cash machines
* Insurance is COMPULSORY
* UPass for travel is also COMPULSORY
* Columbia College students tend to work and study hard so you may need to make a little extra effort to form larger friendship circles
* Be aware of text/email updates – some are weekly and carry on for the whole year!
* You need to go to their offices ASAP and sort the insurance; do not wait for them to send you information.

**Stephen F. Austin University**

* $100 deposit to be paid on arrival in case of any campus fines. Returnable at the end – speak to someone in the business office or it will be mailed to your home address.
* If you do stay in Taliesin Apartments you may want to get a new mattress - $80 walmart!
* Find a friend with a car – fair distance to local amenities
* If you are happy to live with other SFA students you can ask Rick Jones if he knows if someone has a room free. Ask Tiffany Banks for details.

**University of North Carolina – Wilmington**

* Find a friend with a car – fair distance to local amenities
* Off-Campus - Lofts @ Randalls is good accommodation - $1000 deposit
* Use bottled water to drink
* Mind washing your hair frequently in their water as they are having some issues…
* UNCW suites include **COMPULSORY** meal plan – over $1k.
* No meal plan at The Landing
* The Fall semester is hurricane season
* IMG – Good insurance

**Privacy Notice:** how your data is held is subject to the legislation in data protection abroad

# **Important Contacts**



Tiffany Banks

Student Services Officer

Rose Bruford College

Lamorbey Park, Burnt Oak Lane

Sidcup

Kent

DA15 9DF

0208 308 2623

[Tiffany.banks@bruford.ac.uk](mailto:Tiffany.banks@bruford.ac.uk)

Steve Dykes

ATA Programme Director

11 Elliscombe Road

London

SE7 7PF

0208 853 1664

[steve.dykes@bruford.ac.uk](mailto:steve.dykes@bruford.ac.uk)

Tony James

ATA Tutor

127 Riverside Mansions

Milk Yard

Garnet Street

London

E1 3SZ

0207 265 0469

[tony.james@bruford.ac.uk](mailto:tony.james@bruford.ac.uk)

# **Cost Overview**

**\*All costs are estimates\***

* Book any vaccinations that are missing – potential cost depending on number of vaccines missing
* Flights –£600
* SEVIS fee - £140
* MRV fee - £120
* Insurance - £130 (unless you have Columbia College’s compulsory insurance which is around £500, payable upon start date)
* Stocking up on prescriptions if required
* Accommodation deposit
* If your SFE does not cover the amount required you will need to find additional proof from family or from your own bank if you have the funds. **See page 6 for more details.**

**Unless your rent in America is hugely higher than what you pay here you should manage on your finance. If however you want to travel then I would suggest working in the holidays prior to the trip to save some additional funds.**

**If you are funded by SFE then you CAN apply for the Travel Grant! See page 28 for details**