

# Checklist for International Graduate Applicants

## Required Application Materials

*\*Submit all materials directly to the Office of Graduate Admission by December 15 (Fall admission) or October 1 (Spring admission)*

**No admission decisions on applications will be made until receipt of all of the following materials:**

### Application

- Online or Hardcopy Application with \$50 Application Fee.
- Supplemental Application for program of interest, if applicable.
- Student Living Abroad Educational Background Chart.

### Transcripts

- One (1) official transcript translated into English of all your undergraduate and graduate work.
- One (1) official transcript in the native language, if applicable.
- One (1) official credential evaluation by a NACES member organization proving equivalence to a US 4-year bachelor's degree.

### Recommendations

- Three (3) letters of recommendation—recommenders may either write their own letters or use the forms available for download on the program application webpage. Online applicants may utilize the online recommendation forms.

### TOEFL/IELTS

- Official hardcopy scores for any student whose native language is not English.

### Certification of Finances

- A completed original hardcopy Certificate of Finances Form.
- Original bank statement or letter from your bank indicating the amount of funds on deposit and available to you for your educational costs. Please note that we cannot accept photocopies or faxed documents.

### I-20 Information

- A copy of your passport biography information page.

### Packet Materials Include the Following:

1. Detailed Information for International Graduate Applicants
2. Student Living Abroad Educational Background Chart
3. Estimated Annual Financial Requirements
4. More information about the I-20 form
5. Information about the SEVIS Fee Rule
6. Certification of Finances Form
7. Dependent Information Form
8. F-1 School Transfer Information Form

### Note to International Applicants

Studying at an American institution like Mills College offers international graduate students a valuable opportunity to grow both professionally and personally. The Bay Area is internationally recognized for its beauty, progressiveness, and diversity. Living here is a wonderful way to learn more about the United States.

We welcome applications from graduates of colleges and universities abroad who have the equivalent of a 4-year American bachelor's degree, and international students who have graduated from American universities. Admission of international students is highly competitive and is based on a close examination of a variety of all academic credentials.

## Detailed Information for International Graduate Applicants

**Financial Information/Certification of Finance:** The Certificate of Finances Form and supporting bank documents must be submitted with your application. An international applicant should have sufficient funds for two years of tuition plus living expenses in the United States. Please note that photocopies or faxed documents cannot be accepted.

International applicants should be aware that financial assistance is very limited. Even applicants who receive financial aid must be prepared to contribute significantly to the cost of their education. Failure to pay outstanding fees prevents students from registering for classes and endangers maintaining valid visa status.

Student visas prohibit students from working in the U.S. While the visa does allow for on-campus employment, Mills College is unfortunately unable to offer on-campus jobs to international students.

**TOEFL/IELTS:** The Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) is required of all non-native speakers of English unless they hold a bachelor's degree from a university or college located in the U.S., Canada, or Great Britain.

For fall admission, these tests should be taken by the end of November of the preceding year. Generally, international students are admitted for the fall semester.

Graduate programs in English and Computer Science require minimum TOEFL scores of 600 on the paper-based test, 100 for the internet-based test, or an IELTS overall band-score of 7.0 or higher. All other programs require a minimum of 550 on the paper-based test, 80 for the internet-based test, or an IELTS overall band-score of 6.0 or higher.

More information about these exams is available online at [www.ets.org/toefl](http://www.ets.org/toefl) and [www.ielts.org](http://www.ielts.org)

**Letters of Recommendation:** Letters of recommendation should speak to the applicant's abilities as a student and commitment to a field of study. Recommenders may write letters or use the form included in the application.

**I-20 Form:** An I-20 form will be provided only after the admitted student has confirmed his or her intention to enroll by forwarding the \$300 nonrefundable tuition deposit (\$500 for Studio Art) to the Office of Graduate Admission. This deposit will be credited to the student's first semester tuition.

The I-20 form will allow international applicants to apply for an F-1 student visa to come to the United States. Applicant students should take the I-20 form, their passport, proof of their financial ability, and copies of their educational records to the nearest U.S. consulate in their country. Upon consulate approval, an official at the consulate will stamp an F-1 visa inside the passport. Together with the I-20 form, this student visa will enable the student to enter the United States.

It is important for international students to follow United States USCIS regulations. A prospective student may not obtain an I-20 from one institution and use it to attend another. International students must be in continuous full-time enrollment in order to maintain their valid student visa status.

We advise international applicants to communicate clearly with the U.S. consulate or embassy in their country to receive the most accurate information and guidance in seeking opportunities for study abroad.

**Housing:** On-campus housing is available for graduate students. Please see the Mills College website for more information about on-campus housing. Mills College generally advises international students to plan to live on campus, if possible, in the first year in order to develop a support system with other students as they learn about the fascinating resources in the Bay Area.

If international students plan to live on campus, we recommend they apply for on-campus housing early. If international students plan to live off-campus, we advise them to research commuting options and neighborhoods.

# Student Living Abroad Educational Background Chart

(To be completed by international students or domestic students who have studied abroad.)

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State/Country Zip/Postal Code

## INSTRUCTIONS

All applicants (non-U.S. and U.S. citizens) living abroad must complete this form – it is an important part of your application. Be sure to include all English language programs taken in the United States or overseas. *All years since beginning school must be listed.*

**Column 1** On each line, write the appropriate years for every school year you attended.

**Column 2** Write your age. If you were six years old when you attended school for the first time, write 6 on the first line. Do not include preschool or kindergarten. Continue by writing your correct age for each grade you attended.

**Column 3** These are actual years you attended school. Your first year is number 1, your second year is number 2, etc. *You must account for every year.* If you were out of school for a length of time, it must be noted. Allow one line for each year.

**Column 4** Enter the name of each school attended.

**Column 5** Write the city and country where each school you have attended is located.

**Column 6** List any Diplomas or Certificates obtained. Do not use abbreviations.

1 Academic Year (month/year-month/year)	2 Your Age	3 Year in School	4 Full Name of School	5 Location of School	6 Diplomas/Certificates Obtained
		1			
		2			
		3			
		4			
		5			
		6			
		7			
		8			
		9			
		10			
		11			
		12			
		13			
		14			
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		16			
		17			
		18			
		19			
		20			
		21			

**ESTIMATED ANNUAL FINANCIAL REQUIREMENTS  
FOR 2012-2013 ACADEMIC YEAR**

The total estimated costs for the academic year from 2012-2013 (except the studio art program) is \$50,000. The total estimated cost for the studio art program is \$55,000.

These estimates include tuition, books, comprehensive fees, medical insurance, housing & food estimates, repatriation fee, and personal allowance. Please be advised that these are modest estimates, and do not account for international long-distance phone bills, airplane tickets home and back, and other expenses that you may incur while living in the United States. An I-20 form will not be issued unless you have sufficient funds to cover the cost of education and living expenses.

**2012-2013  
\$ 50,000 Estimated Cost (or \$55,000 if studio art)**

Total \$50,000 (or \$55,000 if studio art)	\$ _____
Add cost of dependents (Spouse \$10,500; Each Child \$8,200)	\$ _____
<b>Equals</b>	<b>\$ _____</b>

*This is the minimum amount of funds that you must indicate on the Certificate of Finances Form for the 2012-2013 academic year. You must also provide documentation that the funds are available to you in the form of an original bank statement.*

You must be able to demonstrate on the Certificate of Finances Form that you have sufficient funds to cover the cost of education at Mills for EACH YEAR of your studies. Note that tuition and other fees typically increase each year. **International students may not waive the medical insurance fee.**

\*Please see the Mills College website for a list of fees for the current academic year. The fees listed on the website may not yet reflect actual fees for the year in which you plan to enroll. Note that the estimates provided here reflect typical fee increases.

## THE I-20 FORM

### What is it?

It is a U.S. government form on which Mills College certifies that you are eligible for F-1 student status because:

- a) you meet our admissions requirements;
- b) you will pursue full-time study; and
- c) you have the sufficient finances to cover the cost of studying and living in the U.S.

### Who needs it?

International students need an I-20 form to obtain a F-1 student visa from an American embassy before entering the U.S., or to maintain lawful F-1 status when transferring schools within the U.S. Students from Canada do not need an F-1 visa but do need the I-20 form.

### How to Obtain an I-20 Form:

1. Review Mills College's "Estimated Annual Financial Requirements." These requirements are not negotiable. You must show that you can meet these requirements for EACH YEAR of study.
2. Complete the "Certificate of Finances Form." The total of your resources must meet or exceed the estimated financial requirements.
  - If you have enough personal savings in a bank account to cover all years of study, you will only need to attach your bank statement and arrange for a bank official to sign the form.
  - If your parents or another person (family member, friend, etc) will pay some or all of your financial costs then you must attach their bank statement and/or proof of their income, and they must sign the form.
  - If you are receiving funds from an organization or your government that will cover all or part of your financial costs, you must attach a copy of the award letter.
  - All documents must be translated into English and all finances must be converted into U.S dollars.
3. Complete the "Dependent Information Form" only if you wish to bring your spouse and/or children with you to the U.S. as your dependents. You will need to show an additional \$10,500 annually for your spouse and \$8,200 annually for each child. You will also want to consider purchasing health insurance for your dependents. Medical care in the U.S. is VERY expensive without insurance coverage, therefore we encourage you to explore insurance options and plan your finances to cover these costs. To find out about health insurance options for your family, please visit [www.mills.edu/student\\_services/health\\_and\\_counseling/shp.php](http://www.mills.edu/student_services/health_and_counseling/shp.php) or call Wellness and Community Outreach at 510.430.2260.
4. Complete the "F-1 School Transfer Information Form" if you are currently in the U.S. and have an I-20 form from another institution, whether you have completed a degree there or not. If you are not traveling outside the U.S. during the summer, we will hold your I-20 form until you arrive and register at the beginning of the semester.

There are a number of web sites where you can find information regarding regulations of the F-1 visa status in the U.S. The official web site for the United States Citizenship and Immigration Services (USCIS) is: <http://www.uscis.gov>.

For more information regarding applying for a F-1 visa from a U.S. Embassy or Consulate in your country, please visit the official web site of the U.S. Department of State at <http://usembassy.state.gov>.

## New SEVIS Fee Rule

The U.S. Department of Homeland Security (DHS) recently published the final rule to implement collection of the Student and Exchange Visitor Information System (SEVIS) fee. The rule sets the SEVIS fee for students and scholars at \$100. The purpose of this congressionally mandated fee is to cover the costs for the continued operation of the Student and Exchange Visitor Program (SEVP), including the administration and maintenance of SEVIS, compliance activities, and the establishment of additional DHS support personnel positions.

Students and visiting scholars applying for a new F or J visa to begin a NEW program and for whom the Form I-20 or Form DS-2019 for the new program was issued on or after September 1, 2004 are required to pay this fee prior to applying for a visa.

**NOTE:** The SEVIS fee is a U.S. Government fee paid to DHS. It is not a Mills College fee and provides no funds or services to Mills College.

The new SEVIS fee is generally a one-time fee.

**In order to apply for your F-1 or J-1 visa at a U.S. consulate or embassy, you must have proof of payment of the SEVIS fee.  
Please follow the instructions below to make payment.**

### ***How is the fee paid?***

- Through the Internet at [www.FMJfee.com](http://www.FMJfee.com) by using a credit card and completing the online Form I-901 (Fee for Remittance for Certain F, M, and J Nonimmigrants). You may print an electronic receipt to use as proof of payment; or
- Through the mail by submitting a completed Form I-901 and a check or money order drawn on a US Bank and payable in US currency. A receipt of payment will be mailed to you.

For more information about the new SEVIS fee, including the methods and deadlines for payment, please see the U.S. Immigration and Customs Enforcement (ICE) SEVIS FEE Fact Sheet at:  
<http://www.ice.gov/graphics/news/newsreleases/articles/SEVISFactSheet.htm>

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During your airplane flight to the U.S. you will receive an I-94 card. When you arrive in the U.S., an officer from the U.S. Citizenship and Immigration Services (USCIS) will inspect your I-94, passport, visa, and I-20. The USCIS officer **must** stamp the I-20 and the I-94. Please be sure both documents are stamped before you leave the USCIS officer.

You might want to staple the I-94 to your passport, because it is important not to lose. The I-94, I-20 and the F-1 visa indicate your legal non-immigrant status in the U.S.

Please note that you are permitted to enter the U.S. no earlier than 30 days before the start of your program, as indicated on the I-20.

# Certificate of Finances Form

(To be completed by international students only.)

Legal Name \_\_\_\_\_  
LAST FIRST MIDDLE (COMPLETE)

Address \_\_\_\_\_  
STREET CITY STATE/COUNTRY ZIP/POSTAL CODE

Enter the expected amount of annual support, in U.S. dollars, from the sources listed below. Please print all entries.

Student's Sources of Funds	ASSURED SUPPORT	PROJECTED SUPPORT	Official Certification of Amounts/ Sources of Funds
	1ST YEAR	2ND YEAR	
<b>Personal/Family Savings</b> Name of Bank:  Address of Bank:  A bank official's signature is required on the certification if the student is partially or totally supported by personal savings.			This is to certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement, and that the funds are available and will be provided as indicated. <b>Signature of Bank Official:</b>  Name/Title:  Date:
<b>Parents</b> Money available from sources other than savings.  Father's Name:  Mother's Name:  Please describe the source:			Parent's Signature is required (see certification statement above). <b>Signature of Parent(s):</b>  Address:  Date:
<b>Sponsors</b> Money available from sources other than parents.  Sponsor's Name:  Address:  Please describe the source:			Sponsor's signature is required (see certification statement above). <b>Signature of Sponsor:</b>  Relationship of Sponsor to Student:  Date:
<b>Your Government</b> Name of Agency:			Enclose a copy of your award letter.
<b>TOTAL SUPPORT</b>			

## Completing the Certificate of Finances form:

The total amount listed in the 1st-year Assured Support column must be equal to or greater than \$50,000 (\$55,000 for Studio Art applicants) in liquid assets for use toward the student's educational expenses, with additional funding to support dependents, if applicable. The Projected Support columns for 2nd year should indicate slightly higher amounts as all fees typically increase yearly.

Return this form along with an original bank statement or letter in English from your bank indicating the amount of funds on deposit that are available to you for your educational costs. Applications returned to the Mills Office of Graduate Admission without the fully completed Certification of Finances form and letter or statement from your bank will not be considered.

I certify that the information on this form is true, correct, and complete.

I understand that any misrepresentation may be cause for refusing or revoking admission.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Please return to: Office of Graduate Admission • Mills College • 5000 MacArthur Blvd. • Oakland, CA 94613  
 510.430.3309 • grad-studies@mills.edu • www.mills.edu/grad

# Dependent Information Form

(To be completed by international students only.)

Legal Name:

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LAST	FIRST	MIDDLE (COMPLETE)
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International Mailing Address:

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STREET	CITY	STATE/COUNTRY	ZIP/POSTAL CODE
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I plan to bring the following dependents with me to the United States. I understand that I will need to have an additional \$10,500 for my spouse and \$8,200 for each child per year, and I have included that in my financial documentation. I also understand that Mills College strongly suggests that I purchase health insurance for my dependents.

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Your Signature	Date
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Last Name	First Name	Date of birth	Country of birth	Relationship
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Last Name	First Name	Date of birth	Country of birth	Relationship
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Last Name	First Name	Date of birth	Country of birth	Relationship
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**NOTE:** Your dependents will be listed on your I-20 form. This form may be used for them to apply for F-2 visas, and to enter the U.S in your company. If they will be entering the U.S. separately from you, you will need a duplicate copy of the I-20 form issued by Mills College. Dependents with F-2 visas are NOT eligible to work while in the United States, and their status in the U.S. is only lawful as long as you maintain your lawful F-1 status.

# F-1 School Transfer Information Form

(To be completed by international students who currently hold a F-1 visa only)

**Instructions to the student:** If you have been enrolled in a school or college in the U.S. and currently hold a F-1 visa, complete Part 1 of this form and submit it with a copy of your Mills College admission letter to the designated school official at your current school. Upon notification from SEVIS of your "Release Date," Mills will then issue you a new SEVIS I-20 form. Please return completed form to: Jean Han, Office of Graduate Admission, Mills College, 5000 MacArthur Blvd., Oakland, CA 94613.

## ***PART 1: To be completed by student:***

I intend to transfer to Mills College in the  Fall  Spring semester of \_\_\_\_\_(year.)

NAME: \_\_\_\_\_  
Last First Middle

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## ***PART 2: To be completed by designated school official (attach copy of student's Form I-20)***

\_\_\_\_\_ The student has a SEVIS I-20 form. \_\_\_\_\_ Date of "release" of your SEVIS record.

\_\_\_\_\_ The student is/was in lawful F-1 status according to US-ICE regulations at this school.

\_\_\_\_\_ The student is/was NOT in lawful F-1 status according to US-ICE regulations at this school because:

\_\_\_\_\_  
\_\_\_\_\_

Please include any information that may be helpful in a reinstatement application.

The student is currently enrolled or was last enrolled in the \_\_\_\_\_ semester.

The student has been authorized for the following Practical Training:

Optional: \_\_\_\_\_

Curricular: \_\_\_\_\_

\_\_\_\_\_  
Signature of Designated School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Title and School

\_\_\_\_\_  
E-mail Address