

Checklist for International Graduate Applicants

Required Application Materials

**Submit all materials directly to the Office of Graduate Admissions the program deadline. Late applications are accepted on a space available basis. Please contact us for more details.*

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

Application

- Online with \$50 Application Fee.

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

- Two (2) letters of recommendation—recommenders may either write their own letters or use the forms available for download on the program application webpage. Certain programs require three letters of recommendation.. Please see program specific requirements regarding further details about letters of recommendation.

English Language Proficiency

- Official hardcopy scores/certificate for any student whose native language is not English. Exceptions are made for students who hold the equivalent of a bachelor's degree from an English speaking, regionally accredited university or college located in the US, Canada, Australia, or Great Britain. Conditional admission option for students without passing English proficiency scores.

These additional requirements can be submitted any time prior to enrollment:

Certification of Finances

- A completed original hardcopy Certificate of Finances Form (included in this packet).
- 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.

Additional documents, as necessary

- See forms in packet and submit those that apply to you.

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 prior to enrolling in a Mills graduate program. You may submit these documents as part of your application, or you may wait until after you have received an admission decision. 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. Your I-20 cannot be issued without this information.

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.

Transcripts: Mills College requires all applicants who hold a bachelor's degree from outside the US to submit hard-copy official transcripts from their institution for all undergraduate and graduate work. If the transcript is written in a language other than English, we require one official transcript in the native language and one official transcript with a certified English translation. In addition, applicants are required to have their official transcripts evaluated by the [National Association of Credential Evaluation Services](#) (NACES) to ensure that it is equivalent to a four-year US baccalaureate degree. There is no exception to this requirement.

English Language Proficiency: All non-native speakers of English are required to show proof of English language proficiency unless they hold a bachelor's degree from an English speaking, regionally accredited university or college located in the U.S., Canada, Australia, or Great Britain. Mills College accepts the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the ELS Educational Services (ELS) Level 112 Certificate.

Graduate programs in the English department 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, www.ielts.org, and www.els.edu.

Conditional Admission: Students who have met the program academic requirements but have not yet satisfied the English language proficiency may be admitted to Mills under the conditional admission policy. Students admitted under conditional admission must enroll in an [English for Academic Programs](#) course at an ELS Language Center and complete the ELS Level 112 Certificate, or meet the minimum TOEFL or IELTS requirements for their program prior to enrolling at Mills. Conditional admission is valid for up to one year. If the language requirement is not met within this timeframe, students must re-apply to Mills. To learn more about the ELS Language Center, please visit www.els.edu.

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 to the Office of Graduate Admissions. 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 make an appointment at the nearest U.S. consulate in their country, and should take the I-20 form, their passport, proof of their financial ability, proof of SEVIS fee payment, and copies of their educational records to the appointment. 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 you plan to live on campus, we recommend you apply for on-campus housing early. If you plan to live off-campus, we advise you to research commuting options and neighborhoods, and contact us for assistance.

**ESTIMATED ANNUAL FINANCIAL REQUIREMENTS
FOR 2017-2018 ACADEMIC YEAR**

The total estimated costs for the academic year from 2017-2018 is the following by program area:

School of Education, School of Business & Public Policy, English Creative Writing MFA, English MA:	\$50,000
Fine Arts (dance, music, book art, studio art), Post-Bac Pre Medical, Computer Science, Applied Economics:	\$60,000
MFA in Translation:	\$30,000

These estimates include tuition, books, comprehensive fees, medical insurance, travel costs, 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, 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.

**2017-2018
\$ Estimated Cost**

Total \$30,000; \$50,000; \$60,000 depending on program list above	\$ _____
Add cost of dependents (Spouse \$11,300; Each Child \$9,000)	\$ _____
Equals	\$ _____

This is the minimum amount of funds that you must indicate on the Certificate of Finances Form for the 2017-2018 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.

*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 an 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 \$11,300 annually for your spouse and \$9,000 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 or call Wellness and Community Outreach at (+1) 510.430.2260.
4. Complete the "I-20 Transfer Request 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>.

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 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 SEVIS fee, including the methods and deadlines for payment, please see the U.S. Immigration and Customs Enforcement (ICE) SEVIS FEE Frequently Asked Questions page at:

<http://www.ice.gov/sevis/i901/faq.htm>

If you arrive to the U.S. via air or sea, an electronic I-94 form will be created for you. Your passport will be stamped upon entry into the U.S. Once you arrive and have access to a computer and printer, you must print your electronic I-94 form at <http://www.cbp.gov/i94>.

If you arrive to the U.S. by land, you will be given a paper I-94 form.

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/SURNAME FIRST NAME MIDDLE NAME (COMPLETE)

Address _____
STREET NUMBER & NAME 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	
Personal/Family Savings 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.			<i>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.</i> Signature of Bank Official: Name/Title: Date:
Parents 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). Signature of Parent(s): Address: Date:
Other Money available from sources other than parents. Sponsor's Name: Address: Please describe the source:			Sponsor's signature is required (see certification statement above). Signature of Sponsor: Relationship of Sponsor to Student: Date:
TOTAL SUPPORT			

Completing the Certificate of Finances form:

The total amount listed in the 1st-year Assured Support column must be equal to or greater than \$30,000 for Translation, \$50,000 for Education, Lokey, and English, and \$60,000 for Fine Arts, Pre-Med, Applied Economics, and Computer Science 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 (In U.S. dollars) 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 _____

Dependent Information Form

(To be completed by international students only.)

Legal Name: _____
LAST/SURNAME FIRST NAME MIDDLE NAME (COMPLETE)

Address: _____
STREET NUMBER & NAME CITY STATE/COUNTRY ZIP/POSTAL CODE

I plan to bring the following dependents with me to the United States. I understand that I will need to have an additional \$11,300 for my spouse and \$9,000 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.

Your Signature Date

Last Name First Name Date of birth Country of birth Relationship

Last Name First Name Date of birth Country of birth Relationship

Last Name First Name Date of birth Country of birth Relationship

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.

I-20 Transfer Request Form

(To be completed by F-1 visa holders that are currently studying in the United States)

Instructions to the student: Please complete Part 1 of this form and then submit it with a copy of your Mills College admission letter to the Designated School Official (DSO) at your current school. The DSO must fill out and sign Part 2 of this form and release your record to Mills.

Once this has been done, please return this completed form to Mills as soon as possible. Please mail the hard copy of the form and also email a pdf copy to grad-admission@mills.edu. Upon receipt of all required documents and notification from SEVIS that your record has been released to Mills College, we will then issue you a new I-20 form.

PART 1-To be completed by student:

Name (as it appears on your current I-20)

Last/Surname	First Name	Middle Name
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I intend to transfer to Mills College in the Fall Spring Year: _____

Date of Birth: _____ SEVIS Record #: _____
(month/date/year) (found on current I-20, ex: N0000111222)

Current Institution: _____ City & State: _____

Student Signature: _____ Date: _____

PART 2-To be completed by the Designated School Official (DSO) at current institution:

Dear Colleague,

The student named above has indicated that they will be enrolling at Mills College (SFR214F00602000) for the next term. We ask that you please fill out the form below, attach a copy of their current I-20, and release their SEVIS record to Mills College.

Please confirm the student's status:

- _____ 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 _____.
(semester and year)

SEVIS Transfer Release Date: _____

The student has been authorized for the following Practical Training:

Optional: _____

Curricular: _____

Name and Title of DSO : _____

Phone: _____ Email: _____

Signature of DSO

Date