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## **Welcome**

**On behalf of everyone at the League I want to extend special greetings and welcome you to The Art Students League of New York. Our international students have always made a great addition to our student body bringing their unique cultural backgrounds to the rich artistic League environment. I hope and expect that your time at the League will be exciting, productive and prepare you for a life and career as an artist.**

**Ira Goldberg  
Executive Director**

# **INTERNATIONAL STUDENT SERVICES**

## **NEW INTERNATIONAL STUDENTS**

To study at the Art Students League as an international student on a F/1 Visa the student must apply for the four-year Prescribed Courses of Study Program either in Fine Arts Painting, Fine Arts Printmaking or Fine Arts Sculpture. Upon completion of the program a Certificate of Completion in Fine Arts Painting, Fine Arts Printmaking or Fine Arts Sculpture is awarded. The school year is 9 consecutive months with a 3-month school break. The student is required to attend a minimum of 25 hours a week.

### **General Information for New Students Applying to Study at the Art Students League**

1. A signed, written request for the application is required. It cannot be faxed or sent via e-mail.
2. Students must submit a written statement of their career objective or purpose in mind before applying to the League. Previous art studies for one school year's basic fine art studies either in painting, sculpture or printmaking are required. Degrees, diplomas or grades are not required.
3. You must prove that you have sufficient funds available to you to cover costs of tuition and living costs in the U.S. for the four-year program. The minimum amount is \$20,000 per year.

### **Transfer Students**

#### **Newly Arrived (Initial) Students Who Wish to Transfer to the Art Students League**

Newly arrived students may transfer to the ASL without registering at the school that issued their initial

I-20. The student must report within 15 days of the program start date to the initial school and notify their intentions to transfer to the ASL, and must immediately report to the ASL to process the transfer. The student must be able to start classes at the ASL immediately. The student cannot defer registration for a later date.

#### **Housing**

The Art Students League does not provide dormitory accommodations. A list for temporary places to stay is provided upon request.

#### **FOR APPOINTMENT:**

Please contact the ASL International Students Office by calling 212, 247-4510, ext. 162, Monday through Friday between 10:00 AM & 4:00 PM, or e-mail inquires to: [tom@artstudentsleague.org](mailto:tom@artstudentsleague.org)

## **CURRENT STUDENTS**

### **IMPORTANT INFORMATION**

You must attend full-time in your chosen Prescribed Courses of Study Program in one of the following categories: Fine Arts Painting - Fine Arts Sculpture - Fine Arts Printmaking. Please note that you cannot take full-time drawing or watercolor classes in place of your full-time painting, sculpture or printmaking classes. Your full-time class must be during the day session either mornings or afternoons. The school year is 9 consecutive months with a 3-month school break. Attendance records are kept in the International Students Office. You must enter your signature in the electronic system before and after classes in a timely manner. Chronic class cuts, chronic tardiness and/or monthly absences of more than 15% considered unsatisfactory attendance and can result in violation of your student status. If you wish to travel abroad during the school year, please refer to the section on Travel Information.

### **KEEPING DOCUMENTS CURRENT**

**Passport** - Keep your passport up to date. Renew your passport six months before it expires. You can renew your passport in New York at your Consulate Office. If you have dual citizenships, use the passport that you used to enter the U.S.

For the address of your Consulate in New York refer to the website: [www.state.gov/cpr/rls/feco](http://www.state.gov/cpr/rls/feco).

**I-20 Form** – You must obtain an updated I-20 Form if you have a change in your finances; change of program; change of name; new dependent(s); a request for an extension to complete your program of study and to complete another program of study.

**I-94 Boarding Pass** – Check to see if your I-94 is stamped: F-1 D/S. “D/S” means Duration of Status. When you travel abroad and return to the U.S., you will be presented a new I-94. Be sure your International Student Advisor receives a copy of the newly issued I-94. When leaving the U.S., be CERTAIN that the Officer at the Gate of Departure takes your I-94.

Do not throw away any of your immigration documents – you may need them in the future.

### **VISA INFORMATION**

The visa is the stamp placed in the passport at a U.S. Consulate. It is the permit necessary to enter the U.S. for the terms and conditions of that visa classification. The visa indicates the specific classification, the expiration date, name of the bearer, the number of valid entries (M – means multiple entries), and the location and date it was issued. Please note you can remain in the U.S. as an international student with an expired student visa, but you must have a valid up-to-date I-20 Form and not be in violation of your student status.

**Visa Renewal:** Students are encouraged to renew their visas. It is always easier to apply for a new visa in your home country. The U.S. Consular Officers in your country can easily determine eligibility to obtain a renewal. The visa renewal process will be the same procedure that you followed the first time you applied for a student visa. Each time you apply for a visa you must prove to the consular officer that you have enough funds to continue studying; that you have been a full-time student, and that you plan to return to your home country after completion of your studies. It is important that you ask your International Student Advisor to help you in this process before submitting your application to the American Consulate. You will be required to submit another payment of \$100 for the Form I-901 before you go for your interview. Check the American Consulate in your country before making an appointment for your visa renewal. Consular and Embassy websites are found at <http://usembassy.state.gov>. It is important to check for updated application procedures before you make an appointment.

**Renewing your visa in Canada and Mexico:** It is possible to renew your visa in Canada or Mexico. You can make an appointment on line at: [www.nvars.com](http://www.nvars.com). Contact the Mexican Consulate and Canadian Consulate for details before making plans to renew your student visa. However, we do not encourage students who are not citizens of Canada or Mexico to apply for a visa in these countries, because there is a chance that your visa may be denied. Your passport will be annotated to show there has been a visa denial, and re-entry to the U.S. will be barred.

### **TRAVEL INFORMATION**

F-1 students planning to return home or to visit another country should make sure the I-20 Form is valid and that it has been signed on the back by your International Student Advisor within the past six months. If your visa is not valid, you will need to renew it at a U.S. Embassy or Consulate abroad.

If you are absent from the U.S. for 5 months or more, you will need to apply for a new F-1 visa from the American Consulate and a new I-20 Form must be issued..

**Traveling During Your School Year:** There may be times that you need to travel abroad during your 9-month school year. See your International Student Advisor to inform of your travel plans. You must complete a Travel Form. The International Student Advisor will give you a letter authorizing the break for travel during the school year. Keep this letter together with your passport. If time missed from classes is over 2 weeks, you must make-up that time during that school year or during your 3-month school break. Failure to do so may place you in violation of your student status. You will need to complete a "Travel Request" form and to attach a copy of your round trip plane ticket.

### **SEVIS**

SEVIS is an internet-base system that requires schools and U.S. Citizenship & Immigration Service (USCIS) to exchange and report data on the status of international students. Accurate and current information will be transmitted electronically throughout an F-1 student's academic career while in the U.S. U.S. embassies and consulates also have access to SEVIS. The student's dependents (F-2) are also included in the SEVIS reporting requirements.

#### **The following information is reported to SEVIS:**

❖ Confirmation that a student has enrolled in the required time for each school year and upon return from approved travel, or notification of failure to enroll.

- ❖ All changes of residential addresses or legal name changes.
- ❖ Completion of program prior to the end date listed on the I-20.
- ❖ Whether the student drops below a full course of study without prior authorization from the International Student Advisor.
- ❖ Procedures such as program extensions, school transfers, changes in level of study, employment authorizations, reinstatements and changes in financial status.
- ❖ Dismissal or withdrawal date, and reason for dismissal or withdrawal.
- ❖ Any student who fails to maintain status or complete her or his program for any reason.
- ❖ Academic or disciplinary actions taken due to criminal conviction.

### **HOW TO MAINTAIN F-1 STUDENT STATUS**

- ❖ Attend fulltime in your chosen Prescribed Courses of Study Program in one of the following categories: Fine Arts Painting - Fine Arts Sculpture - Fine Arts Printmaking. Please note that you cannot take only drawing classes. You must be in the four year Prescribed Courses of Study Program which leads to a Certificate of Completion. Full-time means 25 hours a week. Registering for one full-time class and one part-time class will give you the required hours: 5 mornings or 5 afternoons a week in a painting, sculpture, or printmaking class (*Full-time evenings cannot replace your full-time day class.*) and 2 mornings, 2 afternoons, 2 evenings, or 5 late afternoon classes.
- ❖ Attend the school you are authorized to attend on your I-20.
- ❖ Obtain permission to be less than full-time **BEFORE** you drop, withdraw or stop attending. If you do not believe you cannot be full-time for any reason, contact your international student advisor ***before*** you drop, withdraw or stop attending classes. There are a few limited exceptions to the full-time requirement for which you might qualify if you obtain permission in advance. **Failing to notify before will cause you to be in violation of your student status.**
- ❖ Keep your I-20 and passport valid.
- ❖ Notify your International Student Advisor within 10 days when you change your address, telephone number or legal name change home address in your country.
- ❖ Do not engage in unauthorized off-campus employment.
- ❖ Failure to apply for a timely transfer, I-20 extension or change in program of study.
- ❖ Make sure your program completion date on your Form I-20 is accurate. This date must always be correct. If you do not think you will be able to complete your program by the completion date on your Form I-20, you must apply for a program extension *before the completion date expires* and get an updated Form I-20. See *Extension of Study* information. If you expect to complete your program earlier than the I-20's program completion date, you must get an update Form I-20 with the correct program completion date *before you complete your program.*
- ❖ Obtain a SEVIS transfer to attend another U.S. school. If you plan to attend another U.S. school, you must notify the international student advisor and be "Transferred Out" in SEVIS before your F-1 status ends. See *Transfer* information.
- ❖ Obtain change of education major to begin a new program of study. If you have been admitted to a

new program of study at the Art Students League, you must obtain a new Form I-20 for your new program before you complete your current program of study. See *To Complete Another Program*.

❖ Depart the U.S. within 60 days of your program completion date or Optional Practical Training end date. If you have no further plans to study or to change your visa status, you must depart the U.S. within 60 days.

### **OTHER RESPONSIBILITIES OF F-1 STUDENTS**

❖ Notify your International Student Advisor within 10 days when you change your address, telephone number or legal name change.

❖ Keep your I-20 and passport valid.

❖ Get an updated Form I-20 when any of its information changes. Notify the International Student Advisor if there are any changes in the information on your Form I-20, such as name, citizenship, dependents, funding, or change of program, and get an up-dated Form I-20.

❖ Get a travel endorsement on your form I-20 every term to return to the U.S. If you are leaving the country during your school year, please refer to information on *TRAVEL*.

❖ File a federal income tax form every year you are in the U.S., even if you did not receive any income. See *Taxes* for further information.

### **VIOLATION OF STUDENT STATUS**

#### **What are the Consequences When the Student Fails to Maintain Student Status?**

The records will be updated with SEVIS at specified intervals or at the time a student commits a violation of the regulations. A student who fails to maintain status loses the privileges of student status and becomes subject to deportation. Specific consequences may include denial of re-entry to the U.S.; denial requests for Practical Training; denial of requests to change visa status; and possible denial of all future visa applications. See “Note” below. It is possible for a student can apply for reinstatement to student status . For further information refer to “How to Regain Legal Status” below.

Note: If you have ever overstayed your immigration status in the U.S., you may not be allowed to apply for an entry visa in any country except in your country of citizenship or permanent residence. If you have overstayed since issuance of your last entry visa, your entry visa is no longer valid and you are required to obtain a new one. If you have overstayed 6 months, you will be barred 3 years from entering the U.S. If you have overstayed over 1 year, you will be barred from the U.S. for 10 years.

#### **How to Regain Legal Status.**

The student may apply to USCIS for reinstatement. The International Student Advisor will advise you. Please note that reinstatement to student status can only be considered if the student can prove the violation resulted from circumstances beyond his or her control.

As specified by the USCIS, acceptable reasons for applying for reinstatement include the following: serious injury or illness; closure of the school; or natural disaster. Students are advised that reinstatement will only be available to a few students who meet these specific requirements and that student inadvertence or oversight will not be accepted as reasons for reinstatement nor a student's claim of not knowing the regulations. For example, a student who mistakenly lets an I-20 document expire or fails to enroll within the required date, or willfully does not attend classes as required will not be able to apply for reinstatement and will have their record terminated by USCIS in the SEVIS database.

Those students who fall "out of status" with the USCIS and who are ineligible for or denied reinstatement, must leave the United States, apply for a new visa at a U.S. Embassy, and re-enter the U.S. in order to regain legal status and continue their studies at the ASL.

## **EMPLOYMENT**

There are different kinds of employment which are listed below:

### **ON-CAMPUS**

F-1 students are permitted to work up to 20 hours per week on campus while school is in session, and up to 40 hours per week during vacation periods. You will need to speak with your International Student Advisor for a letter stating you are eligible to work on campus and to obtain a Social Security Number.

### **OFF-CAMPUS**

F-1 students are allowed to work off-campus after one school year of 9 months and have severe, unforeseen economic need. This work authorization, called F-1 Economic Necessity, must be obtained from the USCIS by submitting documented proof of the change in financial circumstances, as well as filing an application and paying the required fee. For more information, see your International Student Advisor.

### **OPTIONAL PRACTICAL TRAINING**

The Art Students League is not a degree or diploma awarding institution. Optional Practical Training, Curricular Practical Training or Apprenticeships are not available.

### **EMPLOYMENT OF DEPENDENTS (F-2)**

F-2 dependents may not be employed under any circumstances.

## **SOCIAL SECURITY**

A Social Security number is an identification number required for working in the U.S. If you plan to engage in lawful employment, you will need to obtain a Social Security number. The Social Security Office requires international students to present a letter from their International Student Advisor before they will issue a SS number.

Contributions for Social Security and Medi-Cal should not be withheld from wages. Be sure to inform the Accounts Payable Office at the ASL before beginning employment.

It is not necessary to have a Social Security number to open a bank account. You will not be able to obtain a SS number for banking purposes. You should obtain an Individual Taxpayer Identification Number (ITIN) from the US Internal Revenue Service (IRS). The form to obtain an ITIN number can be obtained from the bank or the IRS website at [www.irs.gov](http://www.irs.gov).

### **DRIVER'S LICENSE**

The Department of Motor Vehicles requires a Social Security number. As an International Student you are not eligible to obtain a number for this purpose. In lieu of a number, the Social Security Office will issue a letter stating you are not eligible for a number. This letter will allow you to apply for a NY Driver's License. Go to the nearest Social Security Office to be issued this letter. The office closest to the ASL is 237 West 48<sup>th</sup> Street, 5<sup>th</sup> Floor – Monday through Friday: 9AM to 4PM.

### **TAXES**

All international students must file federal tax forms every year they are in the US. **Even if they do not earn any money in the U.S.** If no income was earned, file Form 8843 and mail it to IRS before June 15. This applies to F-1 & F-2 individuals. If you earned income, file Form 8843 and federal, state and city tax forms. The deadline is April 15. Forms 8843 can be picked up in the ASL International Student Office.

**TAX HELP:** There are several tax assistance businesses that can prepare your taxes for you and help you apply for a refund if you are eligible. Check the yellow pages in the telephone book, but make sure the one you use knows about non-immigrant tax laws. One fee-based business is Tax Back International. Click on the link to get free refund quote. [WWW.taxback.com/fellow](http://WWW.taxback.com/fellow).

**FREE assistance** is available at IRS offices in Manhattan. No appointment is necessary...just walk in or call for an appointment if you wish by calling the number below and leaving a message.

The following Manhattan IRS Offices listed below are opened Monday through Friday from 8:30 AM to 4:30 PM. Telephone number: 212 – 436-1000 Leave a message and the office location you want.

Harlem - 55 West 125<sup>th</sup> Street  
Midtown - 110 West 44<sup>th</sup> Street  
Downtown - 290 Broadway

## **CONCURRENT ENROLLMENT**

F-1 visa students are allowed to enroll concurrently at more than one academic institution (limited to 2) provided the combined enrollment equals a full course of study. The course work at the other institution(s) must be acceptable towards the ASL Certificate, and the other school must be authorized by DHS (Department of Homeland Security) to issue the I-20 Form. Registration and attendance for one full-time class (Monday through Friday - AM or PM) at the Art Students League is required. The student will be excused from registering and attending the part-time – two-days-a week class – at the ASL.

## **REDUCED COURSE LOAD**

If you wish to submit a request for a reduced course load, attach a copy of the enrollment verification from the school(s) you wish to enroll. This request must be submitted before you reduce your course load at the ASL. When you complete or terminate your studies at the other school(s), submit an official transcript to the International Student Advisor at the ASL.

FAILURE TO SUBMIT A REQUEST FOR REDUCED COURSE LOAD **before** the deadline or if the request is not approved, and you are not attending the required hours at the ASL will place you in violation of your student status. To ensure that you are maintaining proper status, submit the request for concurrent studies and verification of enrollment by the deadline as required.

## **EXTENSION OF STUDY**

If an F-1 student is unable to complete his/her program of study by the date on their I-20 Form, may be granted an extension. However, it is only if the student has continually maintained status and that the delays are caused by compelling medical reasons which can be documented. A request for extension must be received 60 days before the expiration date on the I-20. If an F-1 student is unable to complete their program within the time listed on their I-20 Form and who is ineligible for program extension is considered out of status.

## **TO COMPLETE ANOTHER PROGRAM**

If you wish another level of study, you must have completed your current program and submit an application for the new program 60 days before the expiration date on your I-20. You will need to submit a new financial statement.

## **COMPLETION OF STUDIES**

When you have completed your course of study and any authorized practical training following completion of studies, you have 60 days in order to depart, transfer, or file for change of status. Please provide your final departure date from the U.S. Please leave an address, so that you can be contacted if necessary. If you intend to transfer to another school, please refer to “Transfer” listed below.

## **EARLY WITHDRAWAL**

A student who has been authorized to withdraw from classes before completion of their program of study has 15 days to depart from the U.S. Students who terminate their course of study without obtaining prior approval are not eligible for any additional grace period.

## **TRANSFER-OUT**

F-1 students who wish to transfer to another school upon completion of studies at the ASL have 60 days to complete the transfer. The ASL must “transfer” your SEVIS records to the new school. In order to do so a letter of acceptance and Transfer Certification Form must be received from the new School. You must obtain a new I-20 Form from your new school as soon as the Release Date is given by the ASL to your new school. Should you travel abroad, you must use your new school’s I-20 to reenter the U.S. You are required to report to your new Designated School Official at your new school no later than 15 days after you start your new program.

If you are engaged in Optional Practical Training (OPT) from your last school after completion of your studies, your work authorization automatically ends on the date your SEVIS record is released to your new school regardless of the dates indicated on your EAD (Employment Authorization Document). If you continue employment, you will be in violation of your F-1 status.

If you were previously granted Optional Practical Training upon completion of a higher degree program at another school, you are not eligible for OPT, because your studies at the ASL is not at a higher educational level. *Twelve months of OPT are available to students in F-1 status at each higher degree (bachelors, masters, Ph.D.)*

## **NEWLY ARRIVED (INITIAL) STUDENTS WHO WISH TO TRANSFER FROM THE ASL TO ANOTHER SCHOOL**

Newly arrived students may transfer to another school without registering at the school that issued their initial I-20. The student must report within 15 days of the program start date to the ASL International Student Advisor to notify their intentions to transfer to another school, and must immediately report to the new school to process the transfer. The student must be able to start classes at the new school immediately. The student cannot defer registration for a later date.

## **REPORTING**

The following information is reported to SEVIS:

- ◆Registration information for each student.
- ◆A change in a student’s or dependent’s name or address.
- ◆A change in student’s financial claims (Item 8 – I-20).
- ◆Reduced course load with date and reason for the authorization & date of next semester.

- ◆Date student resumed full course load.
- ◆An early completion of studies before the completion date on I-20 Form.
- ◆Extension to complete program approved by International Student Advisor.
- ◆Failure of student to enroll for classes as required.
- ◆Student's failure to maintain status or complete a course study.
- ◆A disciplinary action against the student as a result of a conviction for a crime; and any other notification request made by SEVIS with respect to current student status.

If you are unsure of any of these rules or regulations and would like to discuss them, please feel free to contact the International Student Advisor. Please call 212, 247-410, EXT. 102 or email: [rebekah@artstudentsleague.org](mailto:rebekah@artstudentsleague.org).

## **EMERGENCY PLANS**

### **911 is the emergency police telephone number – available at all times.**

Hospital emergency rooms are open 24 hours a day. Locate the one nearest your place of residence so that you know where to go if you need help.

For emergency preparedness information: <http://www.Ready.gov>

For emergencies concerning extreme weather and other hazardous conditions; for locations for emergency shelters contact the website: <http://www.nyc.gov>

For any unusual or suspicious activity – Contact Homeland Security: NYC 1-888-NYC-SAFE  
NYSTATE 1-866-SAFE-NYS

For emergencies concerning extreme weather and other hazardous conditions; for locations for emergency shelters contact the website: <http://www.nyc.gov>

For emergency preparedness: <http://www.Ready.gov>

The information is provided in Spanish, Japanese, Chinese, Korean, Arabic, Polish, & Russian

## **EMERGENCY EVACUATION TIPS FOR INTERNATIONAL STUDENTS:**

Remember to take important documents with you which include:

Passport, visa, I-94; I-20 Form(s), Social Security Card, financial records, bank checks, credit cards and plane tickets. Know your SEVIS Number which is listed on the upper right hand corner on your I-20.

Take any contact numbers or email addresses to keep in touch with your International Student Advisor. Check the ASL's web site, the ASL telephone operator, or International Student Office for

instructions. You must provide information on how you can be reached, if you are displaced. It is important to communicate with the International Student Advisor.

**ASL International Student Office: 212, 247-4510, ext. 102**

**Email: [rebekah@artstudentsleague.org](mailto:rebekah@artstudentsleague.org)**

**ASL Telephone Operator: 212, 247-4510, ext 0**

If you cannot get in touch with the ASL, contact SEVP (Homeland Security) to provide information on where you are and you can be reached. Be sure to have your SEVIS Number handy. (SEVIS Number is located on the upper right hand side on your I-20 Form. (Example: N000012345)

**Email to SEVP: [SEVIS.source@dhs.gov](mailto:SEVIS.source@dhs.gov) or Call: 1-800-961-5294**

If the ASL is not able to contact you, check the following web site for information and guidance:

**[www.ice.gov/sevis](http://www.ice.gov/sevis); email: [SEVIS.source@dhs.gov](mailto:SEVIS.source@dhs.gov) or call tool-free 1-800-961-5294 to report your location and contact information.**

If you decide to transfer to a different school, because the ASL is closed down, get in touch with SEVP web site at [www.ice.gov/sevis](http://www.ice.gov/sevis) or call 1-800-961-5294. They will help you with your transfer and provide other necessary information you may need.

### **USEFUL WEB SITES:**

United States Citizenship and Immigration Service (USCIS):

<http://www.uscis.gov/graphics/indefx.html>

Embassies:

[www.embassy.org/embassies/Index.html](http://www.embassy.org/embassies/Index.html)

Foreign Consular Offices in the United States:

[www.state.gov/s/cpr/rls/fco](http://www.state.gov/s/cpr/rls/fco)

[www.citidex.com](http://www.citidex.com)

Currency Converter / Exchange Rates:

[www.canda.com/convert/classic](http://www.canda.com/convert/classic)

Social Security Number Information:

<http://www.ssa.gov/SSA> html:

U.S. Telephone Directory:

[www.qwest.com](http://www.qwest.com)

Time Zone Converter:

[www.timezoneconverter.com/cgi-bin/tzc.tzc](http://www.timezoneconverter.com/cgi-bin/tzc.tzc)

