



Procedure for International Professional Training Division (PTD) & Trainees

STUDENT VISA PROCEDURES

The following is the procedure to obtain an I-20 Certificate of Eligibility for M-1 Non-immigrant Vocational Student Status issued by Ballet West Academy and instructions on how to apply for an M-1 visa issued by the United States consulate prior to arriving to Salt Lake City. I-20s are issued following notification of student's offer and acceptance into the PTD or trainee programs.

IMPORTANT:

An I-20 is not a visa. An I-20 is an application for a visa and does not allow entry into the US. Students must visit a US consulate in order to receive a student visa prior to arriving to the US. The consulate reserves the right to deny an application for a student visa should the application be incomplete or if the student is unable to provide sufficient evidence of their intention to return to their country of origin following the end of their program.

1) NOTIFY BALLETT WEST ACADEMY

Please notify Hilary Hancock (hhancock@balletwest.org) and Jennifer Hildreth (jhildreth@balletwest.org) via email of your international status immediately following your acceptance of placement in the PTD or trainee program. The email should contain the following information:

- Full legal name (as stated in passport)
- Gender
- Country of Citizenship
- Date of Birth
- Number of years you plan to study at Ballet West Academy
- Country of birth
- City of birth
- Email address
- Permanent Address
- Phone Number
- If under the age of 18, we also require your parent or guardian's name, email address, and phone number.

2) REQUIRED FINANCIAL DOCUMENTATION

As required by the United States Citizenship and Immigration Services (USCIS), prospective students must document that they have sufficient financial means to provide for themselves during the entire duration of their studies. International students on M-1 visa status are not legally allowed to work in the United States, so it is absolutely imperative that you have the funds to cover your RENT, TUITION, and LIVING EXPENSES while living in Salt Lake City.

ACCEPTABLE FORMS OF FINANCIAL DOCUMENTATION:

A) Official Bank Statement or Bank Letter: A bank letter must indicate at a minimum the amount indicated in the financial chart on the last page of this document. The amount may be indicated in U.S. dollars or in foreign currency with verification from your bank of the current U.S. dollars conversion. The letter must be on official bank letterhead and clearly state the dollar value of the account. For example: "NAME is maintaining a bank account with us with a balance currently exceeding \$XX,XXX.00." The statement must be in the name of the applicant (you), a parent or a sponsor. The statement and or letter must be in English or be accompanied with a certified translation. The statement and/or letter must be signed and sealed by an official in the bank.

B) Affidavit of Support: Provided by the School. Must be notarized.

C) Official Award Letter or proof of other funding: If the applicant is receiving a government or institutional scholarship, grant or loan, please submit the award letter. The award letter must state the amount and duration of the scholarship, grant or loan and must specify if the funds are renewable on an annual basis . It must be written in English or accompanied by a certified translation . If the award does not cover the total cost of tuition, fees and living expenses, additional financial document must be included (as indicated above).

D) Official proof of income or employment of family member : If you are being funded by your family you must also provide one of the following : A letter from an employer, a paycheck stub, or an annual income tax return proving that they are gainfully employed and will be able to provide for your tuition and living expenses for the years of your study. It must be written in English or accompanied by a certified translation . If the award does not cover the total cost of tuition, fees and living expenses, additional financial document must be included (as indicated above).

ESTIMATED FUNDS REQUIRED FOR ISSUANCE OF I-20 FORM

The following indicates the approximate current costs of studying & living in Salt Lake City. Visas are issued for one year. Participation in summer intensive programs requires additional costs. Please be advised these are estimated costs and may vary from what is listed below.

	Total Cost per School Year
Tuition	\$7,440
Housing & Household Items (average based on sharing a two-bedroom apartment with one roommate)*	\$9,000
Monthly UTA Hive Pass**	\$378
Food	\$2,700

Telephone	\$600
Entertainment	\$600
Miscellaneous Expenses	\$700
Administration Fee	\$125
Airfare to/from SLC	\$1,500
TOTAL:	\$23,043

*Ballet West Academy has a limited number of apartments available in the North Park Apartment building. To express interest in BWA housing, please fill out the interest form. You can read more about Academy housing at: <https://www.academy.balletwest.org/housing>

**UTA offers discounted monthly transit passes for Salt Lake City residents. To learn more visit <http://www.ridewithhive.com/>.

3) SUBMITTING DOCUMENTATION

The following documentation must be submitted at the same time via email to Jennifer Hildreth at jhildreth@balletwest.org:

- Copy of your passport
- Copy of your birth certificate
- Affidavit of Support
- Bank Letter/Statement
- Any other supporting Financial Documentation
- Copy of your Signed Award Letter

4) MAKING TRAVEL ARRANGEMENTS:

Students are strongly advised to NOT purchase plane tickets or make non-refundable travel arrangements until they have received an **I-20 Certificate of Eligibility and all the necessary papers are in order.**

Please allow at least 2 to 4 weeks processing time once you have submitted financial documentation to Ballet West Academy.

5) RECEIPT OF YOUR PAPERWORK

Upon receipt of all your paperwork an I-20 and Letter of Invitation will be issued for you and will be mailed to the address reported on your application via FedEx or similar courier arrangements.

6) FILING THE I-901 FEE

When you have received your I-20 form, you must then file the I-901 payment form and send a copy of your receipt to Hilary and Jennifer (email addresses listed above). Payment can be made at <https://www.fmjfee.com/i901fee/index.html>. Please make sure you print out the payment confirmation and email a copy to BWA. As of February 2024, the fee is \$350. Scholarship students should contact Jennifer Hildreth regarding financial assistance regarding the I-901 fee.

7) APPOINTMENT WITH THE CONSULATE

After receiving your I-20 and filing the I-901 you can go to your local American Consulate to get your visa. You must bring a copy of your I-20 form, passport, birth certificate, Affidavit of Support, I-901 payment confirmation, Letter of Invitation and all Financial Support documentation with you to your appointment. You may apply for your visa up to 90 days in advance of your program start

date, but the Consulate will not issue a visa until 30 days prior to the program start date. The entire process can take up to three months from the time you submit your documents to school so it is advisable to contact the consulate nearest you and inquire about their procedures for interviewing prospective M-1 students.

8) TRAVEL ITINERARY

You must send Ms. Hildreth your travel itinerary which includes your arrival and departure dates & times, the airport you are flying from and to and the airline you are using.

9) ARRIVAL IN THE US

After arriving in the US you must make an appointment with Ms.Hildreth. This must be completed within one week of arrival.

For more information visit <https://studyinthestates.dhs.gov/students>.