

THE INTERNATIONAL STUDENT PROGRAM

120 BANK STREET, NEW YORK, NEW YORK 10014 212.675.2370 www.hbstudio.org

The U.S. Citizenship and Immigration Service (USCIS) states that HB Studio "is authorized under Federal law to enroll non-immigrant, alien students". This means that the Studio may certify student visa eligibility for individuals, generally with substantial theatre training, who wish to pursue what the USCIS regards as "a full course of study", and who meet both the USCIS and HB Studio requirements.

REQUIREMENTS FOR F-1 STUDENT VISA STATUS

- HB Studio defines a "full course of study" as a minimum of seven classes per week. Mandatory classes include at least two Acting classes, one Speech, one Speaking Voice class and one Movement class.
- Your studies must be your priority. While attending HB Studio, **NO OTHER ACTIVITY CAN TAKE PRECEDENCE OVER CLASSES.**
- Applicants must possess verbal and written fluency in English. Accepted students whose first language is not English must take the *TOEFL* test and enclose a copy, or submit a DVD with 2 contrasting monologues in English. You must also interview with a teacher from the HB speech department in order to determine which mandatory speech classes are best for you. A Conversational English class may be recommended.
- While studying as a F-1 Visa student, you must be able to support yourself without working. As part of your application packet you must submit proof of sufficient funds to cover your tuition and living expenses for the intended period of study.
- All international students pay an annual \$150 Administration Fee which is due and payable when you register.
- The Studio requires payment in full for tuition and all fees upon registration for each term. The studio accepts money orders, traveler's cheques, cash, wire transfers of U.S. funds and personal checks drawn on U.S. funds in U.S. banks only. You may pay with MasterCard, Discover Card and Visa for a minimum amount of \$25.
- The Studio does not offer refunds to students who are dropped or withdraw from the program.
- USCIS regulations require the Studio to monitor student attendance. Please review the attendance policy contained in your application and the *Student Policy Guide* before you make your commitment to study at HB Studio. The Studio adheres strictly to its policy regarding attendance.

APPLICATION DEADLINES

You must submit a complete application package during the periods specified below.

APRIL 1 – MAY 15 for study beginning with the fall term

JULY 1 – AUGUST 15 for study beginning with the winter term

OCTOBER 1 – NOVEMBER 1 for study beginning with the spring term

JANUARY 1 – FEBRUARY 1 for study beginning with the summer term

The Studio only processes applications received via postal mail & during these specified submission periods.

HOW TO APPLY FOR F-1 STATUS

A student must submit a complete application package in order to be considered for approval. An incomplete package will delay the review process, making it unlikely that you will be accepted for the term of your choice. You must complete all sections of each form listed below.

1. **APPLICATION FORM** (enclosed) **Please include a \$25 application fee in US dollars.** We accept international money orders or credit card payments only (do not send cash).
2. **THEATRICAL RESUME** (enclosed, or you may use your own format)
3. **STATEMENT OF PURPOSE** – In this statement you should explain your goals for training and why you chose to apply to HB Studio (not to exceed one page).
4. **TWO LETTERS OF RECOMMENDATION** - Current or previous teachers, directors, or others who can professionally evaluate your theatrical training and experience should write a letter of reference. These letters must be written in English, or with a full English translation.
5. **A FINANCIAL STATEMENT** - A bank or other financial institution must furnish a letter stating that you have at least enough money to cover tuition and living expenses for your specified period of study.
6. You must submit a **LETTER OF SUPPORT** if the Financial Statement is in the name of a close relative. Supporters must state that they are responsible for your financial obligations while you are in the U.S. If the account holder is a U.S. citizen, you must submit an **AFFIDAVIT OF SUPPORT**. For “Friends” who are not U.S. citizens, submit a Letter of Support. Contact your U.S. Embassy or Consulate – requirements may vary.
7. **A COPY OF YOUR TOEFL or DVD (with 2 contrasting monologues in English)**
8. **PLEASE INCLUDE A PHOTOGRAPH**

<u>Average Tuition & Fees</u>	<u>Average Living Expenses</u>	<u>Total</u>
\$6,800	\$17,200	\$24,000 for one-year (four terms), starting any term
\$5,500	\$14,000	\$19,500 for three terms
\$3,800	\$12,700	\$16,500 for two terms

These figures represent a minimal estimate of actual costs. The summer term is the only term students may take off.

For costs pertaining to intensive studies please see the Hagen Summer Intensive or Core Training applications

NOTIFICATION

The Studio will notify all applicants by mail.

IF YOU ARE ACCEPTED

The Studio will mail to you an acceptance letter and a completed I-20 form. Carefully read all and follow all instructions on the I-20 form. Take the completed I-20 form and your SEVIS fee I-901 payment receipt to a U.S. Consulate to have your F-1 student visa issued (check with the U. S. Consulate to verify all papers needed).

You must pay a \$ 200 SEVIS fee before you will be given an appointment at a U.S. consulate. For information and to make this payment by credit or debit card, contact the Student Exchange Visitor Program (SEVP) on the Internet at www.ice.gov/sevis/i901

Canadian citizens merely present all of your papers when you enter the U.S.

BEFORE YOU SUBMIT YOUR APPLICATION PACKAGE, MAKE A COPY FOR YOUR OWN RECORDS. HB STUDIO WILL NOT RETURN SUBMISSIONS, AND DOES NOT KEEP APPLICATIONS FOR THOSE WHO WERE NOT ACCEPTED.