



Studio

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 (Acting the Song and Improvisation are not considered acting classes), one Speech, one Speaking Voice class, one Movement class and two electives.
- 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. Applicants whose first language is not English must submit a *TOEFL* or equivalent test score. All applicants must submit a link to your video audition with 2 contrasting monologues in English. If you are in New York, you may schedule an audition at HB Studio.
- While studying as an 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.

MARCH 15 – MAY 15 for study beginning with the fall term

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

OCTOBER 1 – NOVEMBER 15 for study beginning with the spring term

JANUARY 1 – FEBRUARY 15 for study beginning with the summer term

The Studio only processes complete applications received 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 reference. Letters must be signed, on letterheads, and submitted in English.
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. You are responsible to present new financial documents when they become due to continue your studies at HB Studio.
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 link to your **VIDEO AUDITION** (with 2 contrasting monologues in English). Students whose first language is not English, must also submit a **TOEFL** or equivalent test score.
8. **THE BIOGRAPHICAL DATA PAGE OF YOUR PASSPORT**– (with photograph).

Average Tuition	Average Living Expenses	Total
\$12,000	\$17,000	\$29,000 for one-year (four terms), starting any term
\$ 9,000	\$14,500	\$23,500 for three terms
\$ 6,000	\$12,500	\$18,500 for two terms
\$ 3,200	\$ 5,800	\$ 9,000 for one term

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.FMJfee.com

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.



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APPLICATION FOR INTERNATIONAL STUDENT STATUS

120 BANK STREET, NEW YORK, NEW YORK 10014 212-675-2370 fax 212-675-2387

NAME _____ DATE OF BIRTH _____
Last First Middle Month/Day/Year

MALE _____ FEMALE _____

COUNTRY OF BIRTH _____ COUNTRY OF CITIZENSHIP _____

Permanent Address _____
(Outside of the U.S.) _____

Telephone Number _____ e-mail _____

Local Address _____

Telephone Number _____

DO YOU SPEAK ENGLISH FLUENTLY? YES _____ NO _____ (if "no" explain on back)

STUDENTS ARE REQUIRED TO SUPPLY AN AUDITION VIDEO LINK (with 2 contrasting monologues in English). Students who take the TOEFL or equivalent, attach a copy of your transcript. YOUR TOEFL SCORE _____

ARE YOU TRANSFERRING FROM ANOTHER SCHOOL? YES _____ NO _____
(If "YES" please explain on the back, and include copies of your Visa, I-20, I-94, etc.)

ARE YOU EXTENDING A CURRENT U.S. IMMIGRANT STATUS? YES _____ NO _____
(If "YES" please explain on the back, and include copies of your Visa, I-20, I-94, etc.)

PERIOD OF STUDY: ___ ONE YEAR (4 Terms) ___ THREE Terms ___ TWO Terms ___ ONE Term
BEGINNING WITH THE: ___ FALL TERM ___ WINTER TERM ___ SPRING TERM ___ SUMMER TERM

HOW DID YOU HEAR ABOUT HB STUDIO ? _____

- PLEASE ATTACH:
1. YOUR THEATRICAL RESUME (SEE ATTACHED RESUME SAMPLE).
 2. YOUR STATEMENT OF PURPOSE (ONE PAGE OR LESS).
 3. TWO RECOMMENDATION LETTERS (IN ENGLISH, SIGNED, ON LETTERHEAD).
 4. THE FINANCIAL STATEMENT FROM A BANK OR OTHER FINANCIAL INSTITUTION. (IN ENGLISH OR WITH TRANSLATION)
 5. IF REQUIRED, THE LETTER OF SUPPORT OR AFFIDAVIT ACCOMPANYING YOUR FINANCIAL STATEMENT.

REFER TO HOW TO APPLY FOR F-1 STATUS INSTRUCTIONS FOR DETAILS (Enclosed)

NOTE: APPLICATIONS WILL NOT BE CONSIDERED UNTIL ALL DOCUMENTS HAVE BEEN SUBMITTED.
LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
PLEASE REFER TO THE INFORMATION SHEET FOR DEADLINE DATES.
SUBMISSION OF A COMPLETED APPLICATION DOES NOT GUARANTEE ACCEPTANCE INTO THE PROGRAM.
DO NOT SEND MONEY WITH YOUR APPLICATION.

SIGNATURE OF APPLICANT: _____ DATE: _____

THEATRICAL RESUME

HB STUDIO, 120 Bank Street, New York, NY 10014 212-675-2370 fax 675-2387

(Please print when using this form) Your Name: _____

THEATRICAL TRAINING & EDUCATION				
ACTING (CLASS TITLE/TEACHER)	INSTITUTION	DATES		
			To	
			To	
			To	
VOICE - - Speaking / Singing (Class / Title / Teacher)	INSTITUTION	DATES		
			To	
			To	
			To	
MOVEMENT (CLASS / TITLE / TEACHER)	INSTITUTION	DATES		
			To	
			To	
			To	
THEATRICAL EXPERIENCE (PLAY TITLE)	Character Played	Dates		
OTHER PERFORMING EXPERIENCE				

SIGNATURE OF APPLICANT _____ DATE _____

ATTENDANCE POLICY

HB Studio International Student Program

1. Students are allowed a maximum of **six absences** during any term. It is your responsibility to keep an accurate account of your absences. When you incur **three absences**, the International Advisor will notify you in writing that you are on academic probation. If you incur **more than 6 absences**, the Studio notifies you *and* the USCIS in writing that you have been dropped from the program.
2. The International Student Advisor will only notify you about your absences twice: when and if you are placed on academic probation, and when and if you exceed the maximum number of absences and are being dropped from the program. Please remember that if you exceed the maximum absences for a term and are dropped from the program, the Studio is required to immediately contact the USCIS about the change in your visa status. *This notification is not reversible.*
3. A late registration counts as an absence.
4. Each missed class counts as **one absence**. For example, if you are enrolled in three classes on the same day and miss all three classes, you incur a total of three absences for that day.
5. Late arrivals and early departures are not allowed. If you have a special circumstance (I.E. one class ends when your next class begins) speak with an F-1 advisor. Each lateness counts as **one absence**.
6. You must contact the Key Student in each of your classes when you are not able to attend class. It is your responsibility to get the Key Student's telephone number at the first class. If you are going to miss a class in the first week of a term, contact the International Student Advisor.
7. Should you have an extraordinary circumstance surrounding an absence, it is your responsibility to contact the International Student Advisor. You should make your request for special consideration in writing as early as possible. Please understand that even in extraordinary circumstances, a doctor's note does not mean that all absences are excused and you have an additional 6. The Studio must always adhere to USCIS regulations, and therefore, cannot guarantee approval.
8. You may not make up an absence in another class. If a teacher cancels a class, you are not marked absent. If there is a teacher provided make-up class, you may attend of course, but, it will not be counted.
9. For students participating in any of the intensive programs, no absences are permitted.

Please use your allotment of absences wisely.