



Studio

THE INTERNATIONAL STUDIO CLASS PROGRAM

120 BANK STREET, NEW YORK, NY 10014 212-675-2370 international@hbstudio.org

The Student and Exchange Visitor Program (SEVP) 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 SEVP regards as “a full course of study,” and who meet both the SEVP 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 class, 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, IELTS or equivalent test score. All applicants must submit a link to a video audition with 2 contrasting, contemporary monologues in English and an acapella song. 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 credit cards (Mastercard, Visa and Discover), money orders, traveler’s cheques, cash, wire transfers of U.S. funds and personal checks drawn on U.S. funds from U.S. banks only.
- The Studio does not offer refunds to students who are dropped or withdraw from the program.
- SEVP regulations require the Studio to monitor student attendance. Please review our attendance policy and all program details 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 1 – 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

AVERAGE TUITION AND LIVING EXPENSES

<u>AVERAGE TUITION</u>	<u>AVERAGE LIVING EXPENSES</u>	<u>TOTAL</u>
\$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.

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)
2. **\$25 APPLICATION FEE** in U.S. dollars – HB Studio accepts international money orders or credit card payments only (do not send cash).
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. **THEATRICAL RESUME** (enclosed, or you may use your own format)
5. **HEADSHOT** – Please include a current headshot.
6. A link to your **VIDEO AUDITION** (with 2 contrasting, contemporary monologues in English and an acapella song).
7. **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 letterhead, and submitted in English.
8. **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. Statement must contain the letterhead of the bank, the full name of the account holder and not be more than six months old. Must be in English or with English translation.
9. You must submit a **LETTER OF SUPPORT** if the Financial Statement is in the name someone other than yourself. 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 a **NOTORIZED AFFIDAVIT OF SUPPORT**. Contact your U.S. Embassy or Consulate – requirements may vary.
10. **THE BIOGRAPHICAL DATA PAGE OF YOUR PASSPORT** – (with photograph).
11. Students whose first language is not English must submit a **TOEFL** or equivalent test score.
12. **FOR TRANSFER STUDENTS** – If transferring from another U.S. institution, please submit copies of your current visa, I-20 Form, I-94 Form and EAD card if you are currently on Optional Practical Training (OPT).

NOTIFICATION

The Studio will notify all applicants of the results of their applications.

If you are accepted the Studio will mail to you an acceptance letter and a completed I-20 form. HB Studio does not cover expedited shipping of International Student documents. Students are liable for additional shipping costs outside of standard USPS ground shipping.

Carefully read and follow all instructions on the I-20 Form. You must pay a \$350 SEVIS fee I-901 before you will be given an appointment at a U.S. Embassy or Consulate. The SEVIS fee I-901 can be paid online by credit or debit card at <https://fmjfee.com>. Take the completed I-20 Form, SEVIS fee I-901 payment receipt, your passport, your current financial statement(s) with enough funds to cover your tuition, fees and living expenses while studying at HB Studio and evidence of ties to your home country to a U.S. Embassy or Consulate to have your F-1 student visa issued. Contact your U.S. Embassy or Consulate — requirements may vary.

Canadian citizens are not required to obtain a visa to study at HB Studio but will need to provide their documents at the Canada-U.S. border. Please contact the U.S. Embassy or Consulate for the most current information.

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 STUDIO CLASS PROGRAM

120 BANK STREET, NEW YORK, NY 10014 212-675-2370 international@hbstudio.org

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)

LINK TO YOUR VIDEO AUDITION (with 2 contrasting, contemporary monologues in English and an acapella song). Include link(s) below and email link(s) to international@hbstudio.org.

Attach a copy of your TOEFL or equivalent test, if not a native English speaker. TOEFL SCORE _____

ARE YOU TRANSFERRING FROM ANOTHER SCHOOL? YES ___ NO ___
(If "YES" please explain on the back, and include copies of your F-1 visa, I-20 form, I-94 form and EAD card, if applicable.)

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 form, I-94 form, 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 STATEMENT OF PURPOSE (ONE PAGE OR LESS).
 2. YOUR THEATRICAL RESUME (SEE ATTACHED RESUME SAMPLE).
 3. YOUR HEADSHOT.
 4. TWO RECOMMENDATION LETTERS (IN ENGLISH, SIGNED, ON LETTERHEAD).
 5. FINANCIAL STATEMENT FROM A BANK OR OTHER FINANCIAL INSTITUTION. (IN ENGLISH OR WITH TRANSLATION, NO MORE THAN 6 MONTHS OLD)
 6. IF REQUIRED, THE LETTER OF SUPPORT OR NOTORIZED AFFIDAVIT OF SUPPORT
 7. COPY OF THE BIOGRAPHICAL DATA PAGE OF YOUR PASSPORT.
 8. COPY OF TOEFL, IELTS OR EQUIVALENT TEST.
 9. TRANSFER STUDENTS: COPY OF CURRENT F-1 VISA, I-20 FORM, I-94 FORM AND EAD CARD (IF CURRENTLY ON OPTIONAL PRACTICAL TRAINING).
 10. APPLICATION FEE PAYMENT (NOT CASH)

NOTE: APPLICATIONS WILL NOT BE CONSIDERED UNTIL ALL DOCUMENTS HAVE BEEN SUBMITTED. 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 212-675-2387

(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 Student Advisor will notify you in writing that you are on academic probation. If you incur **more than six absences**, the Studio notifies you *and* then the Student and Exchange Visitor Program (SEVP) 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 SEVP 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.
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. The Studio must always adhere to SEVP 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 not attending will not be counted against you.
9. For students participating in any of the Uta Hagen Institute intensive programs, no unexcused absences are permitted.

Please use your allotment of absences wisely.