



## **Incoming International Student Instructions**

Congratulations on your acceptance to New England Conservatory. To attend NEC, most students will need an F-1 Student Visa. Before you can get your F-1 Visa, you need to receive an I-20 Visa Sponsorship Form from us. To receive the I-20, you must follow the below instructions:

1. Submit your Candidate Response Form and a \$500 Tuition Deposit to NEC admissions.
2. Submit the attached **Certification of Finances (COF)** form, attached **Sponsor Letter of Financial Support** form for each sponsor you have (if any), and appropriate financial documents by **May 15, 2022**.
  - a. To submit these documents securely:
    - i. Go to this site: <https://necmusic.secureemailportal.com/>
    - ii. At the bottom of the page you will see a box that says New to Secure Email? Click the box that says Register.
    - iii. Enter your personal email address and create a password. Then click Register.
    - iv. You will get a confirmation message to your email account. Click on the link in the email.
    - v. You will be asked to activate your new password. Click Activate. On the next page click Continue.
    - vi. You will be taken to the login page. Enter your email and password and click Sign In.
    - vii. Once you are logged in, click the tab that says Compose.
    - viii. Under To: select **International Student Support Services** from the drop down menu.
    - ix. In Subject: put Your Name, Immigration Financial Documents
    - x. Click on the Box that says Attach File. You will be able to upload the completed documents you have saved on your computer. Only attach files in one of following formats: PDF, JPEG, or PNG
    - xi. Feel free to write message and then click the button at the top that says Send.
3. Once we have received your documents through the above process, we will start to review them. If we have any issues or questions, we will connect with you through email.
4. Once everything is reviewed and correct, we will begin processing your I-20. We will send your new I-20 to your personal email and will include any further directions you need to pay your SEVIS fee and get your F-1 Visa.
5. If you are currently a student at another school in the US or on your OPT, please email [International.Students@necmusic.edu](mailto:International.Students@necmusic.edu) to let us know. We will send you the directions to transfer your SEVIS record from your current school to NEC.

Please email [International.Students@necmusic.edu](mailto:International.Students@necmusic.edu) with any questions.



## **International Student Certification of Finances (COF)**

All applicants who are not U.S. citizens and need student visa sponsorship from NEC are required to submit proof of **full funding for at least 1 year** before an I-20 Form (for application to receive an F-1 student visa) will be issued.

The **total amount of support** should equal at minimum the projected expenses for the current academic year:

**\$78,795** (USD) for **Bachelor of Music** or **Undergraduate Diploma** students

**\$79,267** (USD) for **Master of Music, Graduate Diploma, Artistic Diploma,** or **Doctor of Musical Arts** students

Certification of finances can come from several different sources, including personal or family funds, foundation grants or scholarships, and/or scholarship assistance from NEC. **Verification** (usually in the form of a bank statement) **is required for all funds.**

**Please securely upload your documents through Zix by following the attached instructions no later than May 15 2022. Please email [International.Students@necmusic.edu](mailto:International.Students@necmusic.edu) with any questions.**

**Directions:** Applicants should complete the form below. If you are listing Sponsors, they must also complete the *Sponsor Letter of Financial Support* Form and submit financial verification of funds.

### **Student Information:**

Given Name (First Name, as it appears on passport) \_\_\_\_\_

Surname/Primary Name (Last Name, as it appears on passport) \_\_\_\_\_

Degree \_\_\_\_\_ Instrument \_\_\_\_\_

Personal email: \_\_\_\_\_

Have you ever attended a US school before?    Yes    No    Do you currently have an F-1 visa?    Yes    No

### **Foreign Address:**

Address \_\_\_\_\_

City \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Telephone Number \_\_\_\_\_

### **Shipping Address (if different):**

Address \_\_\_\_\_

City \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Telephone Number \_\_\_\_\_

### **Please mark all sources of funding:**

#### **NEC Scholarship**

NEC Scholarship amount: US \$ \_\_\_\_\_

#### **Student's Personal Funds** (must provide financial statement for proof)

Personal Funds amount: US \$ \_\_\_\_\_

#### **Sponsors** (must provide *Sponsor Letter of Financial Support* form and financial statement for proof for **EACH** sponsor)

Total Sponsor amount: US \$ \_\_\_\_\_

The total of the three lines should equal or exceed the amount listed above for your degree.



## **Sponsor Letter of Financial Support**

Please submit a form for **EACH** sponsor.

This form is to be completed by the sponsor. You must include verification (usually in the form of a bank statement) that the sponsor has the funds that are being pledged. This documentation cannot be older than six months. You **cannot** use proof of salary, credit card limits, stocks, bonds, retirement funds, or any other funds that are not accessible immediately.

### **Please Fill in the Below Information:**

Student Name: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

Sponsor's Relation to Student: \_\_\_\_\_

Amount pledging to support student **per year** (in US dollars): \$ \_\_\_\_\_

Sponsor Address: \_\_\_\_\_

Sponsor Email: \_\_\_\_\_ Sponsor Phone: \_\_\_\_\_

### **Please read the below statement:**

I pledge financial support on behalf of the student listed above during their study at New England Conservatory. I have included bank verification with this form. My support will equal the amount listed above. Should my circumstances change and I am no longer able to provide financial support, I will notify the student within 10 days of the change.

By signing below, I agree to the above statement.

\_\_\_\_\_  
sponsor signature

\_\_\_\_\_  
date