Instructions for Completing the International Verification Form for Otis College

Part A
1. Your name, date of birth and citizenship information should match your passport.
2. Clearly write in your permanent foreign address.
3. Clearly write the address your I-20 should be mailed to. This could be the same or different from your permanent foreign address. We typically mail the I-20 document in the summer.
4. If you have a sponsor(s) who is supporting you financially, the form must have an original signature from sponsor(s).

Part B
1. This series of questions is to figure out if you are currently on an F-1 student visa and studying in the U.S. The process is different if you are on a visa or will be applying for a new visa.
2. If you are currently on an F-1 student visa, you MUST complete section C1 and have your designated school official complete part C2.

Part C1 (only if you are on an F-1 student visa currently)
1. Please complete this section if you are on an F-1 student visa before submitting it to your current designated school official to complete part C2.

Part C2 (only if you are on an F-1 student visa currently)
1. This section is to be completed by the designated school official at the school you are transferring from.
2. If you are a BFA/MFA Writing/MFA Graphic Design, the campus your record will need to be transferred to is the Main Campus: LOS214F00178000.
3. MFA Fine Arts students should have their record transferred to Graduate Fine Arts: LOS214F00178002.

Part D
- For the 2018-19 academic year, you must verify that you have $66,310 in liquid assets on your financial statement. This is not the amount you will pay to Otis College for tuition, but an estimate of the annual cost of attendance including living expenses.
- If a sponsor(s) is providing financial support, the name should match exactly the sponsor’s name and signature from Part A of the International Verification Form.
- You can provide a certificate of deposit, official bank letter or official bank statement.
- You must provide an official translation for financial statements not in English.
- If you have received a scholarship from Otis College, you can deduct this amount from the total you need to verify in the bank statement. Please enter this amount in the blank space.

Part E
- In addition to providing your signature, you will need to upload the following documents in the student portal at admissions.otis.edu/status in the Upload Materials section.
- If providing a scan of your official bank statement(s), they should be clear and easy to read.
- Copy of your Passport
  - Please provide a color scan of the picture identification page of your passport.
  - Your passport must be valid for 6 months from the date that you will be entering the United States. If you have a passport that will soon expire, you will be required to renew your passport and send me an updated copy.

The following items are required for students currently on a visa:
- Screenshot of your most recent I-94 entry (if applicable)
- Copy of your current I-20 (all 3 pages, if applicable)
- Color copy of your current visa (if applicable)

Once your documents are received and verified, I-20s will be issued starting in mid-May (unless you are starting in summer). We will prioritize students based on date of deposit, date of document completion and countries with extended processing timelines.

If you have any questions, please contact one of our Designated School Officials:

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