

# 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](https://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:**

Emily León  
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Courtney Richter  
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