

Step-by-Step of Procedures for International Student

I. Welcome! And thank you for showing interest in **International College of Cosmetology's** study abroad program. If you would like to apply for admission to our institution, please **call us** at **510-261-8256** or email us at **admission@icoc.edu**.

II. Once you submit your application, our institution will review you eligibility.

Student eligibility is based on:

Completed Application

1. Non-Refundable / Non-Transferable registration + SEVIS fee of \$400 U.S. dollars.
2. Passport size photograph for applicant and each dependent
3. Passport I.D. page for applicant and dependent
4. Original bank verification letter and/or scholarship letter
5. Health insurance verification
6. One page Personal Essay with statement of why student would like to study abroad at International College of Cosmetology
7. Completion of High School Diploma

III. If you meet satisfactory requirements, our school will send a signed I-20 form (allows students to stay in the USA and indicated the end date allowed for the student) that you must submit to the United States Consulate in your country, along with an application for an M-I (Vocational Student) Visa.

IV. Once students decide to attend International College of Cosmetology, students must submit I-901 form and fees.

Documents you need to apply for the student visa:

- I-901 (Visit <https://www.ice.gov/sevis/i901/faq> for more information).
- Passport at least valid for six months
- One photograph 1 ½ inches square (37mm X 37mm) for each applicant, showing full face without head covering; each person desiring a visa must make an application.
- Fill out Nonimmigrant Visa form DS-160. Visit www.ceac.state.gov/genniv for more information.
- Diploma from final education.
- Bank statement (must be in English)
- College transcript from the last three years (must be in English)
- Original receipt of payment for Visa application fee (note: please check with your local US embassy/consulate for application fees)
- Return envelope (note: attach enough stamps and a self-addressed envelope)
- If you have been arrested or convicted, you must attach a record of your conviction in English.
- Place all of the documents mentioned in standard IV in a **CLEAR PLASTIC FOLDER**. If you are submitting other documents, please also place this in the folder.

- Go to American Embassy website and make an appointment for interview.

Note: If you are missing even one document, they may deny your visa and you will need to make another appointment again. Make sure that you have all documents above prepared and bring it to the interview. For more information please visit

<https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html>.

V. Once students receive the M-I Visa, students may board plane to the United States. At the Port of Entry, students must have:

1. M-I Visa
2. Signed 1-20 from International College of Cosmetology
3. Documentation of ability to pay for the tuition fees and expenses during student's stay in the United States.

Note: In some cases, students may be asked to step aside for further questioning. I-94 will be granted to students. If students do not have required documentation, POE may choose to issue an I-515 form, Certification of Eligibility to Enter the United States to allow students to enter for thirty days. During this time students must correct deficiencies listed in the I-515 form.

Form I-94: USCIS Inspector may ask you questions about the purpose of your trip, length of stay in the United States and your residence abroad. You will receive an I-94 (Arrival-Departure Record) form from the USCIS inspector. This is a legal form that proves that you arrived in the country legally and that you have not stayed beyond the authorized period. Turning in the Form I-94 form proves that you did not violate U.S. laws by staying in the country too long. Proof that you are willing to obey U.S. immigration laws will be very important if you again want to travel to the U.S. as an immigrant or nonimmigrant in the future.

VI. Once admitted into the United States, students must report to International College of Cosmetology within 30 days of arrival (otherwise students will be terminated from SEVIS and must return to country of origin).

VII. DSO will register students into SEVIS [Student Exchange and Visitor Program].

VIII. Student will continue school and meet.

IX. Once program is completed students have a 30 day grace period to leave the United States. If students require an extension to complete the program, students must file before end date. Students must submit an 1-901 form with fees to change status. An 1-539 form may also be required to extend students' stay.

Note: DSO must maintain student records and report immediate termination of students or of any other changes in status.

Students who would like to bring dependents see "M-2 Requirements".

Students who would like to work see "M-I Permission to Work".

Students who would like to transfer IN to International College of Cosmetology see "Instructions for Transfer Students".

Proof/Documentation of Ability to Pay

International College of Cosmetology and the United States Immigration Law requires that students must have sufficient funds to pay for student's studies and expenses during the duration of their stay in the United States. Student must show proof in their bank statement of sufficient funds:

Program	Duration	Tuition Fee (U.S. dollars)	Estimated total funds student should have for possible miscellaneous expenses
Manicurist	2.5 month program + grace period	\$2,900.00	\$8,200
Esthetician	4 month program + 1 month grace period	\$7,900.00	\$14,500
Cosmetology	10 month program + 1 month grace period	\$15,950.00	\$32,000

Note: Students with a spouse or dependents must have an additional \$2000 for each additional person for every three months student is planned to stay for a course program. In the chart above, we have provided an estimate of funds a student should have depending on the course they take and possible supply expenses.

Students may also show documentation of sufficient scholarship funds as a substitute.

Students also must be full time in order to qualify for M-1 Visa. Student kit, equipment, and textbook fees are included in the tuition fee.

Accommodation/Meals

Student must have sufficient funds to pay for place of residence and meals. International College of Cosmetology International College of Cosmetology does NOT have a dormitory facility under its control or assist students in finding housing. However, there are available housing located reasonably near our institution between E.12th Street and E.14th Street in Oakland, CA. Housing options around the area range from 1 – 2 bedrooms at a cost range between \$1,900 - \$3,000. For more information, you may check online at www.apartments.com. There are many restaurants within walking distance of the school.

Personal Expenses

Students must have sufficient funds to cover other expenses such as personal supplies and amusement expenses.

Instruction for Transferring Student

1. Contact the institution you would like to transfer **OUT** of to receive a pending transfer I-20.
2. Contact the institution you would like to transfer **IN** to (in this case, International College of Cosmetology) and receive an admission application form.
3. Fill out the application for admission and have the following documents prepared:
 - a) Completed application
 - b) Non-refundable/non-transferable application fee of \$200 U.S. dollars.
 - c) Passport size photograph for applicant and each dependent
 - d) Passport ID page for applicant and dependent
 - e) Original bank verification letter and/or scholarship letter
 - f) Health insurance information
 - g) Personal essay
4. Bring all of the documents listed above to International College of Cosmetology and receive an I-20.
5. Fill out form I-539. Send both I-20s from transfer **OUT** and **IN** school, completed I-539 form, and filing fee of \$370 to DHS service center. Visit www.uscis.gov/i539online for more info. You may be prompted to pay online if filing online. If filing by mail, visit www.uscis.gov/i-539-addresses for more info. **NOTE:** You DO NOT need to pay additional I-901 fees as long as you have maintained status in your transfer **OUT** school.
6. If you are approved prior to release date:
 - a) SEVIS automatically updates your record to show “*transfer request has been approved*”
 - b) SEVIS changes the active record at the transfer **OUT** school to “*deactivate*” on the release date
 - c) You can enroll to International College of Cosmetology!

If you have filed a timely request but approval transfer is still *pending at the release date*:

- a) SEVIS automatically deactivates your record at your transfer **OUT** school
- b) Students must report to the transfer **IN** school to begin classes upon the program start date at the new school.
- c) Student’s SEVIS record at the transfer **IN** school still shows transfer pending
- d) The DSO at the transfer **IN** school must activate the record upon the student’s enrollment.

If you are denied approval after release date:

- a) SEVIS automatically terminates the student’s record at the transfer **IN** school for denied transfer
- b) SEVIS automatically moves your record back to the transfer **OUT** school.

- c) USCIS notifies the student of the denial. If you wish to continue studies, you must apply for re-instatement through the transfer **OUT** school; otherwise you must leave the country immediately.

Permission for Foreign Students to Work

M-1 students may not work. However they may apply for optional practice training (OPT) for INS

Requirements and rules governing OPT for M-1 students are strict because M-1 visas are not initially approved without proof that the potential student can provide for themselves in their education without the need to work during their stay in the United States.

M-1 students must use recommendations by the designated school official on Form I-20 along with form I-765 (Application for Employment Authorization) to apply for employment authorization from the INS. The instructions on the Form I-765 should answer any of your questions about the student employment, and filing fees required, and where to file the application. Visit <https://www.uscis.gov/i-765>.

Note: Students who apply for OPT must be in the Esthetician or Cosmetology course program. For every four full months in the course program, student is allowed one month in the OPT.

You are barred from accepting any off-campus or OPT employment unless, and until, you receive authorization by the Department of Homeland Security. If you are found working without permission, you are subject to deportation.

Visas for the Spouse and Dependent Children of Foreign Students

Note that if there has been any major change in the information on your 1-20A-B or 1-20M-N, a new form will need to be obtained and submitted by the foreign student.

When the family members enter the United States, they will present their passport and form 1-20A-B or 1-20MN to the immigration inspector. The inspector will issue each person a form 1-94, Arrival-Departure Record, which notes the authorized period of stay. This period of stay will match that of the foreign student. Please note that F-2 or M-2 visa holders are barred from accepting employment or engaging in business under any circumstances while in the United States. To do so will subject the individual to deportation.

The American Consulate in your native country would determine whether the above requirements are met and qualifies as a spouse or dependent child for an F-2 or M-2 visa. In addition, form 1-20A-B or 1-20M-N from the school which the foreign student is either going to attend or is currently attending must be submitted to the American consular officer in order to support the application for the F-2 or M-2 visas.

If the spouse and or dependent child are going to accompany the foreign student to the United States, the foreign students' form 1-20A-B or 1-20M-n may be used as the basis to request the F-2 or M-2 visas.

If the spouse and or dependent child are joining the student later, they will need to submit to the United States consular officer a properly endorsed form 1-20A-B or 1-20M-N from the school the foreign student is attending. For a spouse and/or dependent children to enter the United States with an F-1 or M-1 student, or to join them later, the spouse and/or dependent children must meet certain requirements. These requirements are:

1. They each must hold a valid passport, unless they are citizens of Canada or exempt from passport requirements
2. They must prove they have sufficient funds to meet all their expenses while in the United States
3. They must agree to depart the United States upon the termination of the foreign student's F-1 or M-1 visa.

For more information on bringing a dependent to the U.S. as a foreign student, visit <https://studyinthestates.dhs.gov/students/bringing-dependents-to-the-united-states>.