

PROCTOR

Once you are admitted to Proctor Academy, sign the Enrollment Reservation Agreement, and submit the enrollment deposit, we will need to issue you a Form I-20. Please complete the following checklist and submit this packet (along with financial verification documents) to admissions@proctoracademy.org.

The email address where you would like to receive your Form I-20

A copy of the photo/information page of your passport (in color, if possible)

A signed Parent/Sponsor Financial Affidavit with supporting financial evidence (proof of income and bank statements as requested on the affidavit) *please keep the original copies for your Visa appointment

If you are currently studying in the US, please complete the SEVIS Transfer-In Form

Once we issue your Form I-20, you will need to apply for a F-1 Visa to study at Proctor Academy. To apply, please take the following steps:

Pay the Federal Sevis Fee

Schedule your Visa appointment at a US Embassy or Consulate (please plan on a 4-8 week waiting period). For more information about scheduling your Visa appointment and what to bring, please visit travel.state.gov

Gather the required documentation for your appointment: please visit the Study in the States website for more information

Make sure your passport is up to date and is not due to expire in the first six months of school

If you have any questions about the I-20/Visa process, please contact:

Amie Murdough
Admissions System Coordinator, Family Liaison
SEVIS PDSO (Principal Designated School Official)
admissions@proctoracademy.org
Office: 603-735-6652

Zhen Lei
International Student Advisor
leizh@proctoracademy.org
Office: 603-735-6817
Cell: 305-487-2426



Parent/Sponsor Financial Affidavit

I, _____, promise that I
 (YOUR NAME)

can and will give no less than U.S. \$83,570 to cover tuition and fees for every year of
 _____'s program of study
 (STUDENT NAME)

at Proctor Academy. In addition, I will cover the cost of all travel related expenses and
 annual cost of living increases on the above amount.

Full Legal Name of Student:

Name of Parent/Sponsor:

My relationship to the student is:

My address is:

Telephone:

Email:

Proof of income: please check the box next to the (1) financial document you are sending

Income Tax returns or receipts

Pay stubs for the last six months

Bank/investment statements for the last six months

In addition to the evidence provided above, please also provide a bank statement proving that you have the funding available in the name of the parent/sponsor only.

Parent/Sponsor's Signature: _____

Date: _____

Financial evidence must be translated into English and in U.S. currency



Proctor Academy SEVIS Transfer-In Form

If you are currently attending another institution in F-1 non-immigrant status, we require you to complete Part A of this form. Please have your current school complete Part B. To return this form, please scan and email to admissions@proctoracademy.org.

Part A: to be completed by student

Name:

LAST/FAMILY/SURNAME

FIRST/GIVEN NAME

MIDDLE NAME

Country of Citizenship:

Date of Birth: m

d

y

Student Signature: _____ Date: _____

(PLEASE PRINT AND SIGN)

Part B: to be completed by your current International Student Coordinator

Student SEVIS ID number:

SEVIS Release Date:

Student's Current Status in SEVIS:

Date of Graduation or Completion of Study:

Name of Person Completing Form:

Title: Institution:

Telephone:

Email: