

## International Student Admissions Checklist

All prospective international students applying for admission must fulfill all admissions requirements and be accepted a minimum of 60 days prior to the start of the first trimester. This will allow for enough time to successfully process all I-20 documents and for the applicant to arrive here in the US before the start of classes.

### **Applying for Admission - Applicants must provide:**

- Complete the application form online at <http://www.muih.edu/admissions/application-process/application>
  - Application fee must be submitted along with the online application
  - Resume and Essay must be uploaded along with the online application
- An official evaluation of all credits/degrees earned from all post-secondary institutions must be received by the Office of Graduate Admissions in order to consider the applicant for admission.
  - The evaluation agency must be a member of the National Association of Credential Evaluation Services (NACES), the Association of International Credential Evaluators (AICE), or the American Association of Collegiate Registrars and Admissions Officers (AACRAO).
    - [www.naces.org](http://www.naces.org)
    - [www.aice-eval.org](http://www.aice-eval.org)
    - [www.aacrao.org](http://www.aacrao.org)
- English Language Proficiency must be proven in **one** of the following ways:
  - The language of instruction from an earned degree was English or the degree was earned in Canada (excluding province of Quebec), United Kingdom, Ireland, Australia, and New Zealand
  - A TOEFL score of:
    - IBT: 71 (minimum Speaking Exam score of 26 and minimum Listening Exam score of 22)
    - PBT: 527
      - Learn more about TOEFL at [www.ets.org/toefl](http://www.ets.org/toefl)
  - An IELTS score of:
    - 6.0
      - Learn more about the IELTS at [www.ielts.org](http://www.ielts.org)

## Confirming Admission

- Once an applicant has been accepted, the applicant must return the Admissions Reply Form stating their intent to begin their indicated program, with the required, non-refundable tuition deposit.

## Requesting the I-20

The following items must be sent to the Office of the Registrar at [registrar@muih.edu](mailto:registrar@muih.edu), US mail, or overnight delivery to: **Office of the Registrar, Maryland University of Integrative Health, 7750**

### **Montpelier Road, Laurel, MD 20723**

Upon confirmation, the applicant must send all of the required documents to receive the I-20, or begin the transfer process (transfers are applicants looking to come to MUIH from another U.S. college or university). These must be sent to the Office of the Registrar and include:

- Financial Responsibility Form/I-20 Application
- Original Bank Statements
  - o The bank statements must be written in English, on official bank letterhead contain the bank seal/stamp, account number, the amount of money available in U.S. or foreign currency, and must be signed and dated by a bank official no more than six months prior to the date you are applying on. The sponsor(s) name(s) must also be mentioned on the bank statement.*
- Copy of Passport Identification Page
  - o If this is not available, a copy of your birth certificate*

## Access Your MUIH Student Account and Register for classes

- Review initial email from the Office of Information Technology regarding your new student account
- Review the registration information found within your Data Portal and register for class
- Contact your Academic Advisor or the Office of the Registrar with any questions specific to class registration
  - o Additional information about class registration can be found in your Data Portal*

## Prepare for travel

- Research housing and transportation options. Students are responsible for securing their own housing. For a list of short term/temporary housing options, please visit <http://www.muih.edu/visit/hotels-and-restaurants-near-muih>

- Maryland University of Integrative Health does not provide or arrange housing for students
- Make airline reservations and travel arrangements
  - Baltimore-Washington International Airport (BWI) is the closest airport to MUIH
- Notify DSO of date of entry to United States
- Secure temporary housing if long-term housing cannot be arranged right away
- Consult “Tips For Traveling To The United States” at:
  - <http://muih.edu/admissions/admission-requirements/international-students>
- Plan expenses, including tuition, books, housing, food, transportation etc.
  - A list of local banking options can be found at:
    - <http://muih.edu/admissions/admission-requirements/international-students>

### **Upon arrival**

- Check in with the Office of the Registrar/Designated School Official (DSO) located on the first floor of Maryland University of Integrative Health. Check-in is mandatory. You must bring your current passport/visa, I-20 and the International Student Admissions Checklist.
- Update all personal contact information with the Office of the Registrar
  - Temporary addresses must be updated as soon as a permanent address is secured
- Obtain your student ID
- Attend orientation
- Pay tuition



# Financial Responsibility Form & I-20 Application for International Applicants

## Personal Information

Please print your full name exactly as it appears on your passport or birth certificate. We cannot issue your immigration document (I-20) until we receive this form from you. Please complete both pages of the form and attach all required documents. If you have not already returned your Admissions Reply Form confirming your enrollment, it must be included with this application before an I-20 will be issued.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Gender:  Male  Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

City & Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Country of Legal Permanent Residence: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Foreign Residence Address *(This is required, even if you currently reside in the United States)*

U.S. Address (if applicable) \_\_\_\_\_

To which address would you like your I-20 mailed?  Foreign Address  U.S. Address

## Immigration Information

**Please attach a copy of your passport identification page, of if your passport is unavailable, a copy of your birth certificate.**

Are you currently in the United States?  Yes\*  No

*\*Please attach a copy of your current immigration document (Form I-20, DS-2019) and I-94 card*

If Yes:

(1) What is your current immigration status?  F-1  Other: \_\_\_\_\_

(2) What is your SEVIS ID number, if you currently have one? \_\_\_\_\_

(3) If you are currently in F-1 status, please list the college/university you are attending:

(4) Are you planning on leaving the United States before coming to MUIH?  Yes  No

(5) If yes, when? \_\_\_\_\_

## Dependent Information

If your family will accompany you, you must show evidence of an additional U.S. \$7,000 per year for each dependent.

**For each dependent, please attach a copy of passport identification page or birth certificate.**

I plan to come alone  I plan to bring the following dependents who will enter the US with me

The following dependents are currently with me in the United States and will remain with me

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Relationship:  Spouse  Child | Gender:  Male  Female | Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

City & Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Country of Legal Permanent Residence: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Relationship:  Spouse  Child | Gender:  Male  Female | Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

City & Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Country of Legal Permanent Residence: \_\_\_\_\_

*(Please continue on separate sheet if needed)*

## Funding

The University is required to review your financial documentation prior to issuing an I-20 form. You must document sufficient funds for your first year's academic and living expenses, and assured sources of support for subsequent years. You are responsible for all payments to the University in accordance with the tuition/fee schedule in effect at the time of your enrollment for each trimester of attendance. **The amount shown on this form and your I-20 is an estimate.** Your living expenses may vary depending on your housing and lifestyle choices. All costs are subject to change.

### Estimated yearly cost by academic program

Academic Program	Estimated Yearly Tuition & Fees	Estimated Living Expenses	Estimated Total Expense Per Year *
Academic Certificates	\$13,000/year	\$18,000	\$30,000
Masters Programs	\$29,000/year	\$18,000	\$46,000
Doctoral Programs	\$29,000/year	\$18,000	\$46,000

\*Additional expenses could include health insurance. See [www.healthinsurance.gov](http://www.healthinsurance.gov)

## Sources of Funding

You must document your sources of funding for the full term of your study at Maryland University of Integrative Health. The funds for the first year must be guaranteed, either currently on deposit or documented in a scholarship letter if you are a sponsored student. Funds for the subsequent years must be committed by your sponsor or scholarship source. If you are relying solely on your own personal funds, you must show funding on deposit for the full term of your study. Bank statements may include checking or savings accounts, certificates of deposit, or money market accounts. **We do not accept real property, corporate assets, or salary letters.** Applicants with a sponsor will be required to submit the I-134 Affidavit of Support. Send current (within previous 6 months) original bank statements and/or letters of support, including the appropriate signatures of the issuing authority. If the source(s) of your support will change after the first year, please explain on a separate sheet.

**Your signature is required below.**

Please Note:

- (1) Students holding F-1 visas should not anticipate employment as a means of support while attending Maryland University of Integrative Health. Employment options for F-1 visas are restricted.
- (2) MUIH is not responsible for changes in the student's financial circumstances while enrolled.
- (3) The tuition schedule is posted at <http://www.muih.edu/admissions/tuition-fees>

**Applicant:** I certify that the information provided here is correct and complete. I will be responsible for adhering to all university tuition and fees payment schedules.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Place Signed: \_\_\_\_\_

**Sponsor:** This is to certify that I have read the information provided by the applicant on this form; it is true, accurate, and complete; and the funds are available and will be provided as stated.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Place Signed: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

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

Please include the Form I-134 Affidavit of Support if you are receiving financial sponsorship found at:  
<http://www.uscis.gov/sites/default/files/files/form/i-134.pdf>.

## Special Conditions for International Applicants

Federal regulations prohibit students on visitor visas (B-1 and B-2) from enrolling in school. Students who enter the United States on a visitor visa should not plan to study.

Federal regulations prohibit F-2 spouses of F-1 students from engaging in full-time study, and F-2 children may engage in full-time study only from kindergarten through 12th grade. F-2 dependents may engage in study that is vocational or recreational in nature. F-2 dependents seeking to pursue full-time or degree study in the United States must change their status to F-1.

Students enrolled at the University in F-1 status must maintain full-time enrollment each trimester. Full-time status for international graduate students is defined by the Office of the Registrar as 6 credits per trimester, although it is suggested that F-1 students follow the standard course progression as outlined for each program by its academic department. Students should expect to carry between 6-19 credits a trimester, depending on their program. F-1 students do not qualify for part-time or fully online programs.

Admission for international students is offered for the fall (September) and spring (January) trimesters.

Prospective students who seek to enter the United States in F-1 immigration status, or who seek to attend Maryland University of Integrative Health following attendance at another US school, must complete the Financial Responsibility Form/I-20 Application. This form and financial support documents must be submitted to the Office of the Registrar.

Students already in the United States should submit copies of immigration documents verifying current nonimmigrant status. This documentation should be submitted with the application for admission.

Prior to issuing an I-20, the University is required to verify that a student has sufficient financial support to pay for both educational and living expenses. If the financial source is a sponsor, confirmed funding must be documented for the first year of study, typically with a sponsor letter and current bank statement, or a scholarship award letter. The source of funding for subsequent years must be shown; although for sponsored students a bank statement is required only for the first year. Students who are self-funded must show funds on deposit for the full term of their program. The Financial Responsibility Form/I-20 Application gives an estimate of annual expenses, including tuition, living expenses; and it also explains what type of documentation is accepted.

Financial sponsors who wish to be billed directly must provide a U.S. billing address. Maryland University of Integrative Health does not bill third parties overseas. It is the student's responsibility to make sure tuition and fees are paid on time.

International students applying for 100% online graduate programs with the intention of completing them while in their home country must fulfill all of the above general and international admissions requirements, but are not required to submit the Financial Responsibility Form/I-20 Application, or go through the F-1 visa application process.

## F-1 Visa Process

### Step 1: Read your SEVIS Form I-20

Your SEVIS Form I-20 indicates that we have created a record for you in the Student Exchange Visitor Information System (SEVIS). Your assigned SEVIS ID number is in the upper-right-corner of page 1 of your SEVIS Form I-20. If any information on your SEVIS Form I-20 is incorrect, contact the Office of the Registrar.

### Step 2: Make Sure Your Passport is Valid

In order to avoid problems applying for a visa, or entering the United States, it is required that your passport be valid for at least 6 months beyond the date you intend to remain in the U.S.

### Step 3: Pay the SEVIS Fee

The U.S. Department of Homeland Security (DHS) requires proof of payment of the SEVIS fee before issuing a visa, or approving any benefits of status. This fee must be paid by new F-1 students. We suggest that students pay this fee as soon as the I-20 is received (*immigration regulations indicate that the fee should be paid a minimum of three business days prior to a visa application at a U.S. Embassy or Consulate*). Please refer to the Student and Exchange Visitor website for more information <http://www.ice.gov/sevis>.

- If you do not pay the SEVIS I-901 fee, your visa application will be denied by the Department of State (DOS).

### To Pay the SEVIS Fee Online

- Log onto the following website: <https://www.fmjfee.com/i901fee/index.jsp> and follow instructions
- Complete the Form I-901 online
- Submit the electronic Form I-901 and electronic payment
- Print a copy of the online receipt to use as temporary proof of payment until you receive the Form I-797 receipt
- A formal Form I-797 receipt notice should be issued within three days from date of payment. It will be sent to the address you indicated on Form I-901. Be sure to make copies of your receipt, and keep the original with your other important immigration documents

Note: The SEVIS Fee is not the same as the visa fee and is non-refundable. However, if your F-1 visa application is denied by the U.S. Embassy or Consulate, you will not be required to pay a new SEVIS fee if you reapply for a new F-1 visa within 12 months of the denial.

### Step 4: Obtain a valid F-1 Visa

Citizens of all countries, except citizens of Canada and Bermuda, are required to have F-1 visas to enter the U.S. to study. You must contact the nearest U.S. Embassy or Consulate to initiate your visa application. Most Consular Posts will process an application 120 days prior to the start date of the academic program listed on your SEVIS Form I-20.

To apply for a Nonimmigrant Student Visa, you will need to submit these forms and documentation:

- [A completed application](#): Nonimmigrant Visa Applicant Form DS-156, together with a Form DS-158. Both forms must be completed and signed.
  - Some applicants will also be required to complete and sign Form DS-157. The DS-156 must be the March 2006 date, electronic "e-form application." Select Nonimmigrant Visa Application Form DS-156 to access the electronic version of the form DS-156.

- Important Notice: At certain U.S. Embassies and Consulates abroad, nonimmigrant visa applicants are now required to apply for their visa using the new [DS-160 Online Nonimmigrant Visa Electronic Application](#), instead of the nonimmigrant application forms DS-156, 157, 158, and other related forms.
- Original financial documents proving the availability of sufficient funds, as reflected on your SEVIS Form I-20, and documents indicating that you intend to return home after your studies
- Letter confirming admission to Maryland University of Integrative Health
- The SEVIS Form I-901 or Form I-797 fee receipt
- Visa fee receipt to show payment of the visa application fee (MRV fee)
- SEVIS Form I-20, Certificate of Eligibility for Nonimmigrant (F-1) Student Status from Maryland University of Integrative Health
- Passport
- Pay visa application fee.
- One 2 x 2 "passport" size photograph.

### **Step 5: Travel to the U.S.**

Once you have obtained your F-1 visa, you are ready to travel to the United States. Immigration regulations allow you to enter the U.S. no earlier than 30 days prior to the start of your program indicated in section 5 of your SEVIS Form I-20. You must carry all items listed in Step 4. Place these documents in a folder or envelope that you will have with you at all times during your travels. During your trip to, or upon your arrival in the U.S. you will be given a form called Arrival Record/Departure Record (Form I-94). Using a pen, print the information requested on this form, making certain to spell your name exactly as it is spelled in your passport.

### **Step 6: Apply for "entry" to the U.S. (Port of Entry)**

When you arrive in the U.S., you will apply for "admission" and an Immigration Inspector will examine your documents.

You will need to present the following documents:

- I-94 Arrival/Departure Card
- Passport with valid F-1 visa
- SEVIS Form I-20
- Proof of SEVIS fee payment

You will need to have the following documents ready to present, should the Inspector ask for them:

- Admission letter from Maryland University of Integrative Health
- Original financial documents
- Proof of housing/address you will be residing at upon entry

Once the immigration officer has inspected your documents and determined your eligibility for admission into the United States as a non-immigrant foreign student the officer will photograph and fingerprint you. The officer also has the right to question you about your financial status, your intentions regarding working in the United States, and your intent to attend the school indicated on your visa and I-20.

When you pass the inspection, the officer will stamp your passport and Form I-20, and will write "D/S F-1" on your I-94 card.

**Remember:** The I-94 card documents your authorized stay in the US, so it's very important to keep it in your passport.