

# FULL-TIME TRAINING IN ANAHEIM

## INTERNATIONAL APPLICANT CHECKLIST

### I. INTERNATIONAL APPLICANTS NOT CURRENTLY IN THE U.S. (EXCEPT CANADA):

- ❑ Take the TOEFL and call the FTTA for a language interview (714-991-4688). Please note that international students who are citizens of countries whose national language is English do not need to take the TOEFL nor have a language interview. Make sure you use code number 6301 when indicating the FTTA as your score recipient.
- ❑ Apply for the FTTA. Follow the steps outlined on our website, [www.ftta.org](http://www.ftta.org). **In addition to the steps for regular applicants, please attach the following forms with your FTTA application:**
  - A completed and signed I-20 Information Form.
  - A copy of your official TOEFL score report.
  - A copy of your transcript of your most recent highest degree.
  - A completed, signed and notarized copy of the “Statement of Financial Responsibility” form (available at [www.ftta.org](http://www.ftta.org)) with a copy of all the required supporting documents attached.
  - Required processing fee (\$30.00).
- ❑ If your application is approved, you will receive an I-20 and an FTTA English Language Proficiency Verification.
- ❑ Pay the SEVIS I-901 fee. You must pay the SEVIS I-901 fee prior to applying for a visa. You may prove payment of the fee using:
  - A printed receipt from: <http://www.fmjfee.com>
  - A receipt from the Western Union QuickPay option
  - A mailed receipt (Form I-797)

*Note: the receipt number will be used to make appointments online.*

- ❑ Carefully read the steps to apply for the M-1 visa, available at: [http://travel.state.gov/visa/temp/types/types\\_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html).
- ❑ Carefully read the instructions to apply for an M-1 visa from the website of the U.S. embassy or consulate of your country. Visit the section for “Non-Immigrant Visas” and follow the links for “Studying in the U.S.” (<http://www.usembassy.state.gov/>). Note that the instructions for each country will be different.
- ❑ Apply for an M-1 visa. Visa application forms are available at <http://evisaforms.state.gov>.
- ❑ Schedule an appointment with your local U.S. consulate or embassy.

*Note: To give yourself ample time for the processing of the visa, pay the SEVIS fee and schedule an appointment as soon as you have completed most of your supporting documents.*
- ❑ Apply for an M-1 visa at your local U.S. consulate. This requires a visa interview, and you must bring several items to the interview:
  1. The signed Form I-20 from the FTTA
  2. Evidence that the SEVIS I-901 fee has been paid (bring receipt)
  3. A signed passport, valid for at least six months after the date of entry into the United States
  4. A Form DS-156, Nonimmigrant Visa Application with photo. The completed DS-156 will have a barcode, and you must bring the bar-coded form.
  5. For males ages 16-45: a Form DS-157, Supplemental Nonimmigrant Visa Application
  6. A Form DS-158, Contact Information and Work History for Nonimmigrant Visa Applicant
  7. Also be prepared to provide:
    - a. Transcripts and diplomas from previous educational institutions

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- b. TOEFL scores and an FTTA English Language Proficiency Verification.
- c. Financial evidence of sufficient funds to cover tuition and living expenses for at least the first year of study. Acceptable forms of evidence are:
  - Your personal bank statement, if you are able to support yourself.
  - A completed, signed and notarized copy of the “Statement of Financial Responsibility” form (available at [www.ftta.org](http://www.ftta.org)) with a copy of all the required supporting documents.
  - You may also present land titles, business licenses, or anything that establishes your ties with your country of citizenship.

*Note: The EducationUSA web site: <http://www.educationusa.state.gov> lists counseling centers that help non-immigrants prepare for visa interviews.*

- Apply for entry into the U.S. through a U.S. Port of Entry (POE) no more than 30 days prior to the program start date on your I-20.

*Note: The Port of Entry is the place where you first enter the U.S. If you are coming through Canada or Mexico, it will be the immigration checkpoint. For airplane travelers, the POE is at the airport. Having a visa does not guarantee that you can enter the U.S. The POE official makes the final decision.*

### **II. INTERNATIONAL APPLICANTS CURRENTLY IN THE U.S. (you must have a valid non-immigrant status, not a B-2, unless you have indicated during your entry that you are intending to apply for school):**

- Take the TOEFL and call the FTTA for a language interview (714-991-4688). Please note that international students who are citizens of countries whose national language is English do not need to take the TOEFL nor have a language interview. Make sure you use code number 6301 when indicating the FTTA as your score recipient.
- Apply for the FTTA. Follow the steps outlined on our website, [www.ftta.org](http://www.ftta.org). **In addition to the steps for regular applicants, please attach the following forms with your FTTA application:**
  - A completed and signed I-20 Information Form.
  - A copy of your official TOEFL score report.
  - A copy of your transcript of your most recent highest degree.
  - A completed, signed and notarized copy of the “Statement of Financial Responsibility” form (available at [www.ftta.org](http://www.ftta.org)) with a copy of all the required supporting documents attached.
  - Required processing fee (\$30.00).
- If your application is approved, you will receive an I-20 and an FTTA English Language Proficiency Verification.
- \*Apply for a change of status to M-1 with the USCIS by filling out an I-539 Form. You may go to [www.uscis.gov](http://www.uscis.gov) and click on “Change My Nonimmigrant Status” for the application and more details.
  - Required documentation to submit the I-539:

*Note: Keep your own copy of every document you submit.*

    - I-539 completely filled-out

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- Original I-94 Form. Retain a copy of front and back.
- Original I-20
- Copy of biographic page of a signed passport, valid for at least 6 months after the date of entry into the U.S.
- Copy of current visa with stamp of admission
- Check or money order in the amount of \$300.00 (filing fee), payable to U.S. Department of Homeland Security (do not abbreviate).
- Financial evidence of sufficient funds to cover tuition and living expenses for at least the first year of study. Acceptable forms of evidence are:
  - Your personal bank statement, if you are able to support yourself.
  - A completed, signed and notarized copy of the “Statement of Financial Responsibility” form (available at [www.ftta.org](http://www.ftta.org)) with a copy of all the required supporting documents.
  - You may also present land titles, business licenses, or anything that establishes your ties with your country of citizenship.
- Mail form with check either to USCIS California Service Center, PO Box 10539, Laguna Niguel, CA 92607-1053 or to USCIS Vermont Service Center, 75 Lower Welden St., Saint Albans, VT 05479, depending upon where you currently live.
- Be prepared for an interview. Make sure you are ready to present your original passport, I-94, and proof of financial support (your personal bank statement or I-134).

*Note: Application for change of status only allows you to have the status to study in the U.S. You will not be granted a visa to travel.*

\*Disclaimer: Please check the USCIS website for updated information. Prices and addresses are subject to change.

### III. APPLICANTS FROM CANADA:

- Apply for the FTTA. Follow the steps outlined on our website, [www.ftta.org](http://www.ftta.org). **In addition to the steps for regular applicants, please attach the following forms with your FTTA application:**
  - A completed and signed I-20 Information Form.
  - A copy of official TOEFL score report.
  - A copy of your transcript of your most recent highest degree.
  - A completed, signed and notarized copy of the “Statement of Financial Responsibility Form” (available at [www.ftta.org](http://www.ftta.org)) with a copy of all the required supporting documents attached
  - Required processing fee (\$30.00).
- If your application is approved, you will receive an I-20 and an FTTA English Language Proficiency Verification in the mail.
- Pay the SEVIS I-901 fee. You must pay the SEVIS I-901 fee prior to applying for a visa and may prove payment of the fee using:
  - A printed receipt from: <http://www.fmjfee.com>
  - A receipt from the Western Union QuickPay option
  - A mailed receipt (Form I-797)

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## INTERNATIONAL APPLICANT CHECKLIST

- ❑ Go to the Port of Entry, and expect a second interview. Bring the following documents with you:
  1. The signed Form I-20 from the FTTA
  2. Evidence that the SEVIS I-901 fee has been paid
  3. A signed passport, valid for at least six months after the date of entry into the United States
  4. A Form DS-156, Nonimmigrant Visa Application with photo. The completed DS-156 will have a barcode, and you must bring the bar-coded form.
  5. For males ages 16-45: a Form DS-157, Supplemental Nonimmigrant Visa Application
  6. A Form DS-158, Contact Information and Work History for Nonimmigrant Visa Applicant
  7. Transcripts and diplomas from previous institutions
  8. Financial evidence of sufficient funds to cover tuition and living expenses for at least the first year of study. Acceptable forms of evidence are:
    - Your personal bank statement, if you are able to support yourself.
    - A completed, signed and notarized copy of the “Statement of Financial Responsibility” form (available at [www.ftta.org](http://www.ftta.org)) with a copy of all the required supporting documents.
    - You may also present land titles, business licenses, or anything that establishes your ties with your country of citizenship.

#### IV. CURRENT TRAINEES ON AN M-1 VISA, REQUIRING EXTENSION OF THEIR STATUS:

- ❑ Obtain a new I-20 from the FTTA office 60 days before the end of the term.
- ❑ \*Apply for an extension of your M-1 status with the USCIS by filling out Form I-539 15 days before the end of your second term.
  - Required documentation:

*Note: Keep your own copy of every document you submit.*

    - I-539 completely filled-out
    - Original I-94 Form. Retain a copy of front and back
    - Original I-20
  - Copy of biographic page of a signed passport, valid for at least 6 months after the date of entry into the U.S.
  - Copy of current visa with stamp of admission.
  - Check or money order in the amount of \$300.00 (filing fee), payable to U.S. Department of Homeland Security (do not abbreviate).
  - Financial evidence of sufficient funds to cover tuition and living expenses for the remaining year of study. Acceptable forms of evidence are:
    - Your personal bank statement, if you are able to support yourself.
    - A completed, signed and notarized copy of the “Statement of Financial Responsibility” form (available at [www.ftta.org](http://www.ftta.org)) with a copy of all the required supporting documents.
    - You may also present land titles, business licenses, or anything that establishes your ties with your country of citizenship.
- ❑ Mail form with check to: USCIS California Service Center, PO Box 10539, Laguna Niguel, CA 92607-1053.

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\*Disclaimer: Please check the USCIS website for updated information. Prices and addresses are subject to change.

*Note: If approved, this will grant you change of status, NOT a visa. Therefore, you will not be able to travel outside the U.S. If you desire to travel outside the U.S., you should go back to your country to apply for another M-1 visa.*

**INTERNATIONAL APPLICANT CHECKLIST DISCLAIMER:** The above checklist is solely intended to help international applicants to apply for M-1 status as vocational students in the Full-time Training in Anaheim. The FTTA is not an academic institution; therefore, you cannot apply for an F-1 (student visa) or H-1B (work visa) with an I-20 issued by the FTTA. If you have a spouse or dependents, please check the government websites for more details. Another helpful website is: <http://faq.visapro.com/M1-Visa-FAQ.asp>. Also note that all prices and mailing addresses for government agencies are subject to change. The checklist should not be taken as legal advice. If your situation is complicated, please consider hiring an immigration attorney. If you notice any inaccuracy in the above, please inform us at [visa@ftta.org](mailto:visa@ftta.org).