



## **International Students - Application Instructions**

As an international student applying to Digital Film Academy, please read the following instructions very carefully.

### **CREDENTIAL EVALUATION**

All students who apply to study here must show proof of previous education, at minimum a high school diploma OR college transcript (translated and notarized). If the document you submit is from a school or college outside the USA, we must verify that it is at least the equivalent of a U.S. high school diploma, even if it is a Bachelor degree. To do this, we need to have a **credential evaluation** done on your qualification. The organization we work with which performs these evaluations is called IES (International Evaluation Services).

Note: If you already had a credential evaluation done through another organization, for example WES, we will be happy to review that to see if it meets our requirements.

Please print the 2 page form below from IES and return it to us, along with copies / scans of your education qualification. We recommend you complete the form as follows:

1. Purpose of evaluation – choose 'Further Education' !
2. Basic Application Fees – choose 'General Document Review' \$50 !
3. Rush Service Fees – choose 'Four (4) Days (\$75)' !

Establishing the link in world education

RETURN COMPLETED APPLICATION TO: Digital Film Academy or to INTERNATIONAL EVALUATION SERVICES P.O. BOX

505 MARLBORO, NJ 07746-0505 Tel:(732)462-5502 Fax:(732)462-5664



APPLICATION FOR EVALUATION

**PLEASE SEE INSTRUCTIONS ON REVERSE SIDE BEFORE FILLING OUT THIS FORM**

1. **PURPOSE OF EVALUATION:** ☐ Immigration ☐ Employment ☐ Further Education ☐ Professional ☐ Certification/Licensing
2. **BASIC APPLICATION FEES** (choose) ☐ General Document Review (\$50) ☐ Course by Course Report (\$100) ☐ Professional/Work Experience (\$250)
3. **RUSH SERVICE FEES** (choose) ☐ Same Day (\$125) ☐ One (1) Day (\$100) ☐ Four (4) Days (\$75) (Rush Fees are in addition to the Evaluation Fees)
4. **EXTRA COPIES** Copies Requested \_\_\_\_\_ (at \$10 each) Notarized Evaluations \_\_\_\_\_ (at \$10 each)
5. **INCLUDE PAYMENT WITH EVALUATION REQUEST: Amount Enclosed \$** \_\_\_\_\_
6. **APPLICATION** (please print or type)  
Name (Last/Family name) (First/Given) (Middle or other) \_\_\_\_\_  
Mailing Address (Number and Street) (Apartment Number) \_\_\_\_\_  
(City) (State/Province) \_\_\_\_\_ (Zip/Postal Code) (Country) \_\_\_\_\_
7. Day Phone ( ) \_\_\_\_\_ Fax \_\_\_\_\_ ( S.S./ID No. (optional) \_\_\_\_\_  
E-Mail \_\_\_\_\_ ☐ Male ☐ Female
8. Date of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_
9. Have you ever submitted an application to IES? ☐ Yes ☐ No If yes, Date \_\_\_\_\_ IES Reference # \_\_\_\_\_  
From whom did you learn about IES? \_\_\_\_\_
10. Please list all educational institutions attended, beginning with secondary school and including the one you are currently attending.

Name of Institution	Degree / Diploma	Year of Graduation	Country	Start date of Attendance	End date of Attendance

I hereby certify that all the information provided herewith by me is correct, I have read and understood the instructions and conditions provided in this application and agree to the terms stated herein. I understand that this report is advisory and not binding upon any agency or institution that uses it. Finally, I release International Evaluation Services and its officers from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation report.

.....  
Signature of Applicant or Legal Representative

.....  
Full Name (printed)

.....  
Date

THIS STATEMENT MUST BE SIGNED IN ORDER TO HAVE AN EVALUATION PREPARED

---

## INSTRUCTIONS AND TERMS

### Section I (Required Documentation)

Check or Money Order payable to: **International Evaluation Services**. A **self addressed, stamped envelope** (9.5" x 4.25" business size).

Clear and legible photocopies of all original educational documents must accompany each application. All final degrees, diplomas and certificates. All transcript/grade reports / marksheets that show all the subjects studied/examinations/and grades. All non-English documents must be submitted with a complete, literal, word-for-word official English translation. IES will not require original documents unless their authenticity is questionable. In addition, for combined professional/educational evaluations, the following is also required: a) Detailed resume listing job titles, responsibilities, and number of years employed; b) Professional diploma(s)/Certificate(s), if any; c) Letter(s) from employer(s) stating number of years employed, duties and job title(s), including last job title attained; d) A thorough description of the job duties.

### Section II (Types of Evaluation Reports)

o **General Document Review** - This report includes an evaluation and explanation of each educational diploma or certificate and its American equivalencies. This report is best suited for those seeking employment, professional licensing, and/or immigration status. Be sure to enclose copies of all terminal diplomas or certificates.

o **Course-by-Course Report** - In addition to describing each educational diploma or certificate, this report provides comparable American grade and credit equivalencies for undergraduate and graduate level education. This report is best suited for those wishing to be considered for advanced standing at a college and/or university, or for other matters such as licensing and employment, where specific subject areas must be identified. o **Professional/Work Experience** - This report includes an educational evaluation combined with work experience in accordance with INS Regulation 8CFR214.2(H)(4)(iii)(DX5).

### Section III (Fee Schedule)

o **General Document Review** . . . . . **\$50.00**

o **Course- by-Course Report** . . . . . **\$100.00**

o **Work Experience/Professional Report** . . **\$250.00**

Reports are usually generated within (10) to (15) business days from the receipt of all fees and documentation.

#### (Rush Service - fees in addition to the evaluation fee)

o **Same Day** - The evaluation is completed, faxed, and mailed **on the same business day: \$125.00**

o **Priority Rush** - The evaluation is completed, faxed, and mailed **within one (1) business day: \$100.00**

o **Rush Service** - The evaluation is completed, faxed, and mailed **within four (4) business days: \$75.00**

#### (Extra Copies/Notarized and Mailing Service)

o **Additional Copies:** One original report is included in the evaluation fee. Additional copies requested with the initial evaluation report cost **\$10.00** each. If the request is made at a later date, each copy requires a fee

o **Notarized Evaluation Report:** Each notarized evaluation report requires a fee of **\$15.00**.

o **Mailing Service (fees subject to change):** ☐ Domestic Overnight (add **\$15.00**) ☐ Certified Mail (add **\$5.00**)

### Section IV (Procedures and Terms)

**Request for Additional Documentation or Information** - In case of incomplete documentation and information, a document request will be issued. An evaluation report will be prepared after all necessary documents have been submitted to International Evaluation Services. **Re-evaluation** - Re-evaluations based on documents not submitted with the original request are considered new evaluations, and a second payment of the basic fee is required.

**Re-Assessment of Educational Equivalencies** - IES evaluations are based upon the investigation and interpretation of the most current information and resources available to qualified evaluators in the United States. IES reserves the right to modify educational equivalencies as new and additional information becomes available. **Forged and/or Altered Documents** - IES reserves the right to verify the authenticity of documents submitted to us by contacting the issuing institution(s). If IES is notified that the document(s) has/have been forged, altered/or tampered in any way, the evaluation report will be canceled. All documents become the property of International Evaluation Services. All the recipients on the application form will be notified, and no fees will be refunded.

**International Evaluation Services** reserves the right not to accept an application for evaluation.

---

## THE EVALUATION STANDARDS FOLLOWED ARE THOSE APPROVED BY THE NATIONAL COUNCIL OF THE EVALUATION OF FOREIGN EDUCATIONAL CREDENTIALS

(Mario Caruso, Director. Member, AACRAO, NAFSA, and Charter Member of the Association of International Education Credential Evaluators, AIECE)



1. **If you are not yet in the USA** and you want to apply for an F-1 student visa, then Digital Film Academy will need to issue an I-20 document to you. Before we do this, you must:

(a) send us the standard application forms (Enrollment Agreement, General Guidelines, Student Profile etc.).

(b) pay the I-20 deposit fee (US\$500). If it happens that you are denied the F-1 student visa, this amount is fully refundable, except for a \$100 administration fee which we keep, plus any costs we had to pay to send you the I-20 by postal mail or courier (example: DHL) plus any bank fees from your bank or our bank which we incur in order to return the money to you.

(c) send us the proof of financial funds which shows you will have enough money to cover all costs of your stay while in the USA. This must be a minimum of US\$ 32,000. This amount is made up of a minimum base of \$20,000 + \$13,200 living expenses (\$1,100 x 12 months). If you anticipate having lower living expenses, this required amount might be lower. Example: if you will not be paying rent during your studies, because you will stay with a relative / friend. This proof of finances can be a bank statement or a letter from your bank or other financial Institution confirming that you have these financial resources. If the document is not already in English, it must be translated and the translation must be notarized by a notary public. If you do not yourself have the financial resources, you can also have a family member, relative or other sponsor agree to support. In that case, he or she must sign an 'Affidavit of Support' form (see below) and also provide proof of finances.

Note: The proof of finances does not have to come from only one person. If 2 or more people wish to provide proof of finances, this is also OK. We will need a signed 'Affidavit of Support' from each person and proof of finances from each person.

(d) send us the 'I-20 creation and delivery' form (see below).

2. **If you are already in the USA** and you are an international student with an F-1 visa, then in addition to the standard application forms (Enrollment Agreement, General Guidelines, Student Profile etc.) we will also need a copy/scan of your:

- F-1 student visa.
- I-20 document from your current school.
- completed 'I-20 Transfer-In' form (see below). Please complete Part 1 of this form and give to the D.S.O. or international student advisor at your current school to complete Part 2. Pick up the completed form from them and return it to us.



## **Health Insurance for international students**

If you become sick or need medical help during your stay in the USA, you will find that medical expenses in the USA can be very high. As an international student here in the USA, we strongly recommend that you have health insurance. It is your responsibility to organize this for yourself.

Option # 1: If you already have health insurance from your home country, then that health insurance MIGHT cover any health expenses while you are in the USA. Check directly with your health insurance organization about that. Explain to them that you will be in the USA on an F-1 student visa and explain what dates you expect to be in the USA, including study dates and any additional time if you plan on applying for OPT. They might charge you an additional fee in order to extend their coverage to include your period of study in the USA.

Option # 2: If you prefer to buy your own health insurance from a U.S.-based insurance provider, below is a list of organizations which offer health insurance options for international students:

[www.isoa.org](http://www.isoa.org)

[www.guard.me](http://www.guard.me)



### Academic Calendar

The dates for our next upcoming One Year Programs will be a full 12 month academic year as follows Please use these dates as you fill in the 'Enrollment Agreement' form) according to the U.S. system of month/day/year (mm/dd/yyyy):

For Jan. 2019 Start

- Term # 1: 1/14/2019 to 5/3/2019
- Term # 2: 5/10/2019 to 8/26/2019
- Term # 3: 9/4/2019 to 12/21/2019

OR

For May 2019 Start

- Term # 1: 5/10/2019 to 8/26/2019
- Term # 2: 9/4/2019 to 12/21/2019
- Term # 3: 1/14/2020 to 5/3/2020

OR

For Sept. 2019 Start

- Term # 1: 9/4/2019 to 12/21/2019
- Term # 2: 1/14/2020 to 5/3/2020
- Term # 3: 5/10/2020 to 8/26/2020

Daytime schedule	Evening schedule
<b>Term # 1</b> 4 days during the week (usually Tuesday to Friday), 10:30 AM to 5 PM, but later reducing to 3 - 4 days per week	<i>not available</i>
<b>Term # 2</b> 3 days during the week, exact days unconfirmed as yet, 10:30 AM to 5 PM	<i>not available</i>
<b>Term # 3</b> 3 days during the week, exact days unconfirmed as yet, 10:30 AM to 5 PM	<i>not available</i>

All exact details above are subject to change, but at least this will give you an idea about how it will be structured.



### Payment schedule

For international students, the payment schedule is as follows:

.....

#### **ONE YEAR PROGRAM: Total cost \$17,995**

Payment for Term # 1: \$6,390 is due at the latest 4 weeks before start date of 1<sup>st</sup> Term or before you enter the USA (minus the \$500 which you will already have paid as a deposit for the I-20) = \$5,890

Payment for Term # 2: \$5,490 is due 4 weeks before start date of 2<sup>nd</sup> Term

Payment for Term # 3: \$6,115 is due 4 weeks before start date of 3<sup>rd</sup> Term

.....

#### **ONE YEAR ADVANCED PROGRAM: Total cost \$17,560**

Payment for Term # 1: \$6,390 is due at the latest 4 weeks before start date of 1<sup>st</sup> Term or before you enter the USA (minus the \$500 which you will already have paid as a deposit for the I-20 document) = \$5,890

Payment for Term # 2: \$5,490 is due 4 weeks before start date of 2<sup>nd</sup> Term

Payment for Term # 3: \$5,680 is due 4 weeks before start date of 3<sup>rd</sup> Term

.....



### Payment methods

In order to make any payment to Digital Film Academy, choose one of the options below:

#### 1. International wire transfer from outside USA.

In order to make the required payment from abroad to Digital Film Academy in the USA, please **add a US\$30 fee** to cover the U.S. bank fee which our school will be charged for an **international wire transfer**. Details are as follows:

.....  
ACBB (Atlantic Central Bankers Bank)  
1400 Market Street  
Camp Hill, PA 17001-1109  
Receiving Bank's Swift Code: NORHUS33  
Beneficiary Bank Name: Savoy Bank  
Beneficiary Bank Address: 1675 Broadway, New York, N. Y. 10019  
Beneficiary Routing Number: 026014407  
Beneficiary Bank Account Number: 220400

For further Credit to...  
ACCOUNT NAME: The Digital Film Center LLC  
Account number: 2005734  
Account address: 630 9th Avenue, New York, N. Y. 10036

IMPORTANT: Send the money DIRECTLY to ACBB (Atlantic Central Bankers Bank). Do NOT send it to Savoy Bank! Atlantic Central Bankers Bank is the correspondent bank of Savoy Bank. Savoy Bank has an account with Atlantic Central Bankers Bank.

.....

For 'Ref.' or 'Reference' or 'Description', please use something such as these examples:

- '[STUDENT NAME] I-20 deposit' OR
- '[STUDENT NAME] Term 1 tuition'

OR

#### 2. Domestic payment (from a bank account in the USA to our bank account in USA)

Payment can be made:

- by credit card (please contact our admissions department to request the credit card authorization form)
- by check (made payable to "Digital Film Academy" and mailed to the school, marked 'Attention: Registrar, Digital Film Academy')
- by bank transfer / wire transfer. Please **add a US\$20 fee** to cover the U.S. bank fee which our school will be charged for a **domestic wire transfer**. Details are as follows:

#### Domestic Incoming Wire Instruction:

Receiving Bank: Savoy Bank  
Receiving Bank ABA #: 026014407  
Beneficiary: The Digital Film Center LLC, Account number: 2005734  
.....

After you have wired the money, please email us whatever you have as proof of payment. Once payment has been received, an official receipt will be issued to you at a later date by Student Services department.





## I-20 creation and delivery

Complete the following fields carefully USING CAPITAL LETTERS or UPPERCASE LETTERS. We will use this information to create an I-20 for you and afterwards mail the physical, paper original to your address. Please be **as exact as possible**:

1. Your nationality: \_\_\_\_\_ (WRITE ALL ANSWERS IN **CAPITAL** LETTERS LIKE THIS!)
2. Your country of birth: \_\_\_\_\_
3. Your date of birth in this format: Month Day Year (example: June 6 1995)\_\_\_\_\_

4. Your foreign address where you LIVE (Note: these are the exact fields below which we are required to use when entering your information in the database. So please follow the EXACT format below, or as closely as possible. Reminder again: WRITE **CLEARLY** IN CAPITAL/UPPERCASE LETTERS):

Address 1: \_\_\_\_\_  
Address 2 (example, apartment number): \_\_\_\_\_  
City: \_\_\_\_\_  
Province/Territory: \_\_\_\_\_  
Postal Code / Zip code: \_\_\_\_\_  
Country: \_\_\_\_\_

5. Write again the city name from above here: \_\_\_\_\_
6. Write again the Province/Territory city from above here: \_\_\_\_\_

7. Your address where you want us to mail the I-20 (Note: these are the exact fields below which we are required to use when entering your information in the database. So please follow the EXACT format below, or as closely as possible):

Address 1: \_\_\_\_\_  
Address 2 (example, apartment number): \_\_\_\_\_  
City: \_\_\_\_\_  
Province/Territory: \_\_\_\_\_  
Postal Code / Zip code: \_\_\_\_\_  
Country: \_\_\_\_\_

Telephone number: \_\_\_\_\_

8. Write again the city name from above here: \_\_\_\_\_
9. Write again the Province/Territory from above here: \_\_\_\_\_

10. How do you want us to send you the original I-20 and Letter of Acceptance? Since you will have to pay this cost of postage /mailing back to Digital Film Academy later, please choose which option you prefer:

(a) by U.S. mail = slower but cheaper (approx. 1 to 2 weeks, approx. \$15)  
or

(b) by Fedex = faster but more expensive (approx. 3 to 5 days, approx. \$50 - \$120, depending on which country and which location)

Note: don't worry about paying this cost right now. We will arrange this later with you.  
I choose: \_\_\_\_\_ (U.S. mail or DHL courier ?)



### AFFIDAVIT OF SUPPORT

*To be filled out by sponsor or family member if supporting student*

I certify that I am willing, able, and do promise to provide my

\_\_\_\_\_, \_\_\_\_\_  
Sister Minahil Shafique  
(relation to student) (name of student)

with the minimum amount of U.S. \$ \_\_\_\_\_ 32,000 \_\_\_\_\_

for their tuition and living expenses at Digital Film Academy. Evidence of my financial resources accompanies this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_ 01/14/2021

PRINTED name \_\_\_\_\_ Fahad Shafique

Address \_\_\_\_\_ 126 Border Street, Apt, 524

\_\_\_\_\_ East Boston, 02128, MA

TO BE FILLED OUT BY NOTARY:

Sworn to and subscribed before me this \_\_\_\_\_ (day) of

\_\_\_\_\_ (month), \_\_\_\_\_ (year)

Signature and Seal of Notary Public:

\_\_\_\_\_

PRINTED name \_\_\_\_\_



## I-20 Transfer-In form

*Complete this form ONLY if you already have an I-20 document from another school.*

**Part 1: To be completed by student.**

I intend to transfer to Digital Film Academy. I grant permission for the information requested below to be forwarded to my International Student Advisor at Digital Film Academy, 630 Ninth Ave. (Suite # 901), New York, NY 10036.

Tel: 212 333 4013      Email: [admissions@digitalfilmacademy.edu](mailto:admissions@digitalfilmacademy.edu)

Signature

Date \_\_\_\_\_

## Part 2

**To be completed by International Student Advisor of previous institution**

Name: \_\_\_\_\_ SEVIS #: \_\_\_\_\_

Has student been pursuing a full course of study? \_\_\_\_\_ Yes \_\_\_\_\_ No

Did student maintain F-1 of M-1 status while at your institution? \_\_\_\_\_ Yes \_\_\_\_\_ No

Dates attended at your institution: from: \_\_\_\_\_ to: \_\_\_\_\_

Studies completed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Expected completion date 1-20 from your institution:      Month\_\_\_\_\_ Year\_\_\_\_\_

Has student been granted **work authorization**: \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes**, what type of work authorization:

\_\_\_\_\_ Optional Practical Training

\_\_\_\_\_ Curricular Practical Training

\_\_\_\_\_ Due to unexpected financial hardship

Dates of work authorization: \_\_\_\_\_ Other, explain in **Comments** below

From \_\_\_\_\_ To: \_\_\_\_\_

**Comments:**\_\_\_\_\_

SEVIS RELEASE DATE:

Name of International Student Advisor:

Name and Address of Institution: \_\_\_\_\_

Signature of International Student Advisor: \_\_\_\_\_

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

Please release I-20 in SEVIS to Digital Film Academy, SEVIS school code: NYC214F01806000. Please return this form to Tom Griffin, Director of Admissions at: [admissions@digitalfilmacademy.edu](mailto:admissions@digitalfilmacademy.edu) or fax: 917.398.9853