

Columbia

COLLEGE CHICAGO

CHICAGO'S VISUAL, PERFORMING, MEDIA, AND COMMUNICATION ARTS COLLEGE



international student packet

information for the international graduate applicant for the application year 2007-2008

This booklet is a companion piece to the Graduate Bulletin and includes:

- the admissions process for international graduate students
- graduate fees and expenses for 2007-2008
(including estimated costs of attendance/international student expenses)
- guidelines concerning financial documentation needed
- additional information for the international graduate student
(including information about I-20s, visas, immunization, health insurance, etc.)
- supplemental international graduate application form
- international graduate student financial documentation forms
- immigration transfer verification form
- graduate programs available for the application year 2007-2008

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FORMS

This booklet includes several forms for international graduate students. The “Supplemental International Graduate Application Form” is required.

The other forms concern financial documentation. Please read the instructions in this booklet and the forms themselves carefully to determine whether or not that particular form is required for you. All forms must be submitted with the application materials by the appropriate departmental deadline. (Deadlines are listed in the “Graduate Admission & Deadline Chart” within the “Graduate Bulletin”.)

Supplemental International Graduate Application Form

(includes requests for educational and personal statement & financial resources statement)

If you wish to apply, please carefully detach the form and submit it to the Graduate Office with all other required materials by the appropriate deadline.

International Graduate Student Financial Documentation Forms

Certificate of Sponsorship (submit with your application if applicable)

Affidavit of Sponsorship Providing Free Room and Board (submit with your application if applicable)

Immigration Transfer Verification Form (submit with your application if applicable)

If necessary, carefully detach the form(s) and submit it/them to the Graduate Office with all other required materials by the appropriate deadline.

Thank you for your interest in the Graduate Program at Columbia College Chicago.

We look forward to reading your application. Please contact the Graduate Office at 312-344-7260, gradsch@colum.edu should you have any questions.

An Introduction

Welcome to Chicago! Columbia College Chicago staff, faculty, fellow international students and friends are all pleased to have you at Columbia College. Your choice to attend Columbia College provides us with an opportunity to serve you.

We have developed an International Student Advisory program that will offer you a variety of activities to assist you at Columbia College, as well as help you enjoy your stay in the United States. In addition, Chicago is an exciting destination for any international student.

However, if there is anything that either looks unfamiliar or makes you feel uncomfortable, we ask you to boldly come and see someone in Columbia. We are confident that your questions will be answered. We want you to excel in your studies, feel at home and take full advantage of the many exciting opportunities that Columbia College presents.

About Columbia

Founded in 1890, Columbia College Chicago is an undergraduate and graduate college located in vibrant downtown Chicago. Today, Columbia is the country's largest and most diverse private arts and communications college. The school's principal commitment is to provide a comprehensive educational opportunity in the arts, communication, and public information, within a context of enlightened liberal education. Sensitive to the educational needs and trends of the contemporary world, Columbia has added new academic departments, designed programs, and redesigned courses to provide a responsive curriculum. A Columbia College Chicago education combines the pragmatic and the theoretical, the entrepreneurial and the academic, thanks to our faculty members' immersion in the working world. With a "Hands-On, Minds-On" philosophy, the school is considered the premier center for study in the visual, performing, and communication arts in the entire Midwestern United States.

For more information about Columbia, please review the "Graduate Bulletin" and our website at www.colum.edu/graduate.

The Graduate Program and Admissions

The Graduate Program currently offers 18 Master's degrees and one graduate Certificate within 10 disciplines focusing on the arts, media, education, and communication. We welcome applicants who are committed to obtaining the highest level of excellence through a practical and professional graduate education. Please consult the "Graduate Bulletin" for application deadlines, other information about completing the basic application materials, and special instructions or any additional requirements from each of the graduate departments.

Further details about the admission process and about each graduate program may be found within the "Graduate Bulletin" and on our website at www.colum.edu/graduate.

Equal Opportunity

Columbia College Chicago complies with all local, state, and federal laws and regulations concerning civil rights. Columbia College Chicago does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or sexual orientation in its programs and activities. Inquiries regarding the non-discrimination policies should be directed to the Equity Issues Office or the Dean of Students.

Accreditation

Columbia College Chicago is accredited at the graduate and undergraduate levels by the North Central Association of Colleges and Schools and by the Illinois Office of Education. The College is accredited as a teacher training institution by the Illinois State Board of Education. For further information about Columbia's accreditation, contact the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL, 60602. 312-263-0456. Columbia College Chicago is an independent and unaffiliated institution of higher education.

Disclaimer Notice

The descriptions in this booklet, including the policies, descriptions, and dates listed herein, are intended to provide potential applicants with general information only. This information is subject to change without notice.

Using this Booklet

This booklet is designed to assist you with your international application to the Graduate Program at Columbia College Chicago. It includes information about Columbia's tuition and fees, international student expenses/budget, and guidelines concerning financial documentation, I-20s and visas. The "International Student Packet" should be used together with our "Graduate Bulletin", which includes not only our graduate application form, but also information about the college, the Graduate Program and its programs, graduate admissions, the application process, and application deadlines. Please read all of this information carefully before submitting your application.

All international students are required to complete and submit the "Supplemental International Graduate Application" and all required financial documentation in addition to the domestic application form and materials. Both the domestic application form and the supplemental international student form and all supporting materials for both (essays, letters of recommendation, transcripts, evaluations, financial forms, TOEFL, etc.) are required before an international student application can be fully processed. **Please refer**

to the “Graduate Admission & Deadline Chart” within the “Graduate Bulletin” for other admission details and international student deadlines. All application materials and financial documentation should be submitted to the Graduate Office, using the following address: Columbia College Chicago, Graduate Office, 600 S. Michigan, Suite 200, Chicago, IL, 60605-1996.

It is important that every applicant visit the Graduate Program website to fully understand the degree requirements for the program they are considering and to review the most up-to-date information about graduate programs and costs. Visit our website at www.colum.edu/graduate.

The information in this booklet is for international graduate students who plan to enter the Graduate Program at Columbia College Chicago in the **Fall of 2007** or the **Fall of 2008**. Application instructions and forms are updated every year, so please call before submitting any forms for the **Fall of 2007**. We look forward to reading your materials and we wish you the best of luck with the application process.

the admissions process for international graduate students

Except for a few additional required items the review process for international students is much the same as for our domestic students. (Details about graduate admission requirements for domestic and international students are listed in the “Graduate Bulletin”. Please follow those instructions carefully. A quick overview of the process and particular items of interest for international graduate students are outlined below.)

The Review Process

- When all required documentation is on file, the Director of Graduate Admissions will prepare an initial evaluation of your application. When it is determined that your credentials meet basic admission requirements and your application is complete, your file will be forwarded to the Graduate Faculty Admissions Committee for the specific graduate program to which you have applied. The Committee may contact you during the review process to arrange an interview or to request additional materials. Once the Committee has concluded its deliberations, the faculty recommendation is sent to the Director of Graduate Admissions, where it is reviewed once more before final notice of the admission decision is mailed to you directly from the Graduate Office.
- Only decisions rendered in writing by [the Graduate Office](#) may be considered official admission decisions.
- Due to the confidential nature of the admissions process, decisions are not normally given over the phone. Decisions may be communicated by email in advance of receipt of the actual decision letter.
- Please understand that while you are welcome to reapply, admission decisions are final and there is no appeal process.
- Columbia College Chicago admits students without regard to age, race, color, creed, sex, religion, handicap, disability, sexual orientation, and national or ethnic origin.

Decision Letters

Those not accepted by the Committee will receive an official letter saying so from the Graduate Office. Those the Committee determines are acceptable will receive the following from the Graduate Office:

1. a letter of acceptance, offering admission to the particular graduate program and describing the conditions (if any), which are attached to the offer;
2. special international student information such as the insurance brochure and immunization information.
3. any additional financial information or clarification needed to prepare your I-20.

The successful applicant who intends to enroll is then asked to return to the Graduate Office any additional materials requested along with a letter accepting our offer of admission, and a check or International Money Order for US \$225.00 as a Confirmation Deposit. (This non-refundable deposit confirms your spot in the new graduate class and is applied toward your tuition after you register for classes.)

Issuing I-20s

When the Graduate Office has received these items, the Acting Dean of the Graduate Program will work with the Assistant Dean for International Student Affairs to issue you the “Certificate of Eligibility” (Form I-20 A-B) that you are required to obtain in order to receive your visa and to register for classes as a student in the United States. It is very important that international students keep the Graduate Office informed of any changes in contact information so we can be sure to mail I-20 materials to the correct address and so we may follow-up with students regarding any specific questions.

Orientation and registration information is mailed to all admitted students in June/July for the fall term and in late December/early January for the spring term. This packet will include all of the details you will need to prepare for the start of classes and usually includes an invitation to our Graduate Program Orientation Reception.

Orientation and Registration

Decision letters are usually sent separately from orientation and registration information. Orientation and registration packets are mailed to those students admitted for the fall term by no later than July, and to those students admitted to the spring term by no later than early January. **Orientation is mandatory for new graduate students.** Registration usually begins in August for fall and in January for spring. Any questions about orientation or registration should be directed to the Graduate Office at 312-344-7260 or via email at gradsch@colum.edu.

Graduate Admissions Requirements

(The following sections are a re-print of pages 38-39 of the "Graduate Bulletin" Please be sure to read that entire document as well as this booklet for details instructions about applying to the Graduate Program at Columbia College Chicago.)

All applicants are considered on an individual basis within the context of selective admissions. Basic admission requirements for all graduate students are listed below:

1. All applicants must have (or will have earned by the term they wish to enroll) a Bachelor's degree (or its equivalent for international students) from an accredited college or university. Official transcripts validating this degree must be received by the Graduate Office in order to fully process the application. Applicants are also expected to have been in good standing at the last institution attended.
2. Applicants should possess an undergraduate cumulative grade point average (GPA) of 3.0 or better on a scale of 4.0. (While a 3.0 cumulative GPA is the preferred minimum, the Graduate Office *will consider* otherwise qualified applicants whose cumulative GPA is below a 3.0.)
3. Applicants must submit a complete application packet to the Graduate Office by the appropriate deadline. A complete application includes the following:
 - Application Form with signature
 - Self-Assessment Essay
 - Resume
 - Official Transcripts (2 official copies from every college-level institution attended)
 - Two Letters of Recommendation
 - Possible supplemental items required by the specific graduate department/program. (Consult the "Graduate Admissions & Deadline Chart" included in this booklet for details.)

A Few Notes About Graduate Admission Requirements

Supplemental Requirements

As mentioned in the previous section, applicants must also satisfy any applicable special admission prerequisites and/or requirements for the particular graduate program in which they plan to study. Many of the graduate departments have special instructions for applicants and/or require additional materials such as work samples or extra essays. Please refer to the "Graduate Admissions & Deadline Chart" included in this booklet for details before submitting your application to the Graduate Program.

Foreign Transcripts and Non-native Speakers

Any students who have completed their baccalaureate studies outside of the United States will also need to follow the instructions in item #6 listed under "Additional Admission Requirements for the International Applicant". In addition, unless waived by the Director of Graduate Admissions, any student whose primary language is not English is required to submit appropriate TOEFL scores (or an equivalent as dictated by the Director of Graduate Admissions) as described in item #8 in the aforementioned section.

A Note about International Students

See the "International Students" section of this booklet for additional requirements for international applicants. International applicants are expected to fully review the "International Student Packet" and submit all required forms and documentation as outlined therein. Any academic or admission/application related queries from international students should be directed to the Graduate Office at 312-344-7260 or gradsch@colum.edu. After they are admitted, many SEVIS I-20/visa issues should be directed to Gigi Posejpal, Assistant Dean for International Student Affairs at 312-344-7458 or gposejpal@colum.edu.

Tests

Given the artistic nature of the majority of our programs, we do not require the Graduate Record Examination (GRE) for admission. Applicants are welcome to submit their scores, but it is not required. The Illinois Test of Basic Skills *is* required for all applicants to the Educational Studies Department. (See the “Graduate Admissions & Deadline Chart” within this booklet for details.) The only other standardized test required is the TOEFL, which is required of all international applicants and any applicant whose primary language is not English. Please see the section entitled “Additional Admission Requirements for the International Applicant” for more information.

Additional Admission Requirements for the International Applicant

An international applicant is defined as any student who is not a U.S. citizen or does not have *official* Permanent Resident visa status. The Graduate Program welcomes applications from qualified international applicants who meet the requirements listed below:

1. International students must satisfy all of the basic admission requirements as listed in the “Graduate Admission Requirements” section included in this booklet. (All materials submitted must be in English.)
2. All international students must review the information in the “International Student Packet” and also submit the *Supplemental International Graduate Application Form*. (This form is included within the “International Student Packet”.)
3. International students must submit an Educational and Personal Statement with their *Supplemental International Graduate Application*. (Instructions for the statement are included in the application form.)
4. All international students must submit with their application materials an official bank statement (dated within 6 months) and any other financial forms as described in the “International Student Packet”. (The “International Student Packet” includes an estimated budget for international graduate students.)

The Graduate Office must have all of these supplemental application items and all of the basic application materials for an international student file to be considered complete.

5. International students are only admitted as full-time students and they must register for at least 9 *graduate* credit hours each term (fall and spring).
6. Applicants who have completed their baccalaureate studies outside of the United States must have transcripts translated into English and the degree and its contents authenticated and certified as (at least) equivalent to an American Bachelor’s degree by an official evaluation service in the U.S. (A course-by-course evaluation is strongly preferred however; we will accept a general evaluation.) Two companies that provide this service are:

World Education Services (WES)
P.O. Box 745, Old Chelsea Station
New York, NY 10113
Phone: 1-800-937-3895
Fax: 212-966-6395
support@wes.org Web: www.wes.org

Educational Credit Evaluators (ECE)
P.O. Box 92970
Milwaukee, WI 53202
Phone: 414-289-3400
Fax: 414-289-3411
eval@ece.org Web: www.ece.org

- These are the two companies our applicants use most often and this information is being provided as a service for our students. However, this in no way constitutes a recommendation of these companies on the part of the Graduate Program.
- Evaluation agencies such as those listed above send only the evaluation to the Graduate, not the original transcripts. Therefore, any student who submits an evaluation of a transcript must also still submit to the Graduate Office original or certified true copies of all college-level transcripts as required for all applicants. (High school-level transcripts are not required for any graduate students.) **The Graduate Office requires both the official transcripts and the evaluations in order to process your application.**

7. Because federal financial aid and the Follett/GOA/Getz scholarships are not available to international students, it is in your best interests to submit the application forms only if you feel certain about your ability to afford to attend. (While we will admit without regard to need, SEVIS I-20’s cannot be issued until students are admitted, have submitted a confirmation deposit, and adequate resources are documented through the appropriate forms included in the “International Student Packet”.)
8. The Test of English as a Foreign Language (TOEFL) is required for all international students and those students for whom English is not their primary language. As a demonstration of language proficiency, international applicants must receive a score of 600 or higher on the paper-based test or 250 or higher on the computer-based test to be considered for admission. Official notice of scores should be sent directly to the Graduate Office by the testing agency. (TOEFL scores must be from tests taken within the past two years.) The code for Columbia College Chicago is 1135. Should you have any questions about the TOEFL, please contact them at 609-771-7500, via email at toefl@ets.org, or at their website: www.toefl.org. (This requirement is waived only for those international students who have earned their Bachelor’s degree from an accredited U.S. college or university, or for those whose primary language is English.) The Director of Graduate Admissions also reserves the right to require the TOEFL or an ESL course of action for any student whose essay or interview reveals English language deficiencies.
9. All international students are required to have health insurance coverage while they are studying in the United States. Columbia College Chicago has implemented a mandatory insurance plan. You will not need to purchase insurance in your home country prior to your arrival to the College. Please consult the “International Student Packet” for more information. Also contact the Office of International Student Affairs at 312-344-7458 or gposejpal@colum.edu to receive the current cost of this plan.
10. Special Deadlines: Earlier application is essential for international students in order to allow for the proper review of documentation and for visa processing. **Because of recent regulations, it is strongly recommended that international students begin the application process as early as possible – even six months to a year before the term they would like to begin graduate study.** For final international student deadlines, check the “Graduate Admissions & Deadline Chart”

included in this booklet. Once admitted, international students will be mailed special instructions regarding SEVIS I-20 issuance. It is the international student's responsibility to make sure that any and all SEVIS regulations are met. Specific questions should be directed to the Office of International Student Affairs at 312-344-7458 or gposejpal@colum.edu.

Please also consult the Graduate Program website at www.colum.edu/graduate for more information.

graduate fees and expenses

Graduate Tuition, Fee & Payment Information 2007-2008

Graduate Tuition and Fees

Tuition charges are based upon the number of credit hours for which a student enrolls each semester. A full-time student is one who enrolls for 9-12 graduate credit hours. A part-time student is one who enrolls for 6-8 graduate credit hours in a semester. (Graduate students must register for at least 6 *graduate* credit hours each semester except if officially registered for thesis.) Tuition and fees are also listed each term in the "Registration Information Flyer", available during registration from the Graduate Office and graduate departments. Tuition and fees may change every year and are usually announced in late spring. Listed below are the **current 2004-2005 rates** for tuition and fees. For the most up-to-date information, please consult the Office of Student Financial Services website at www.colum.edu/sfs.

Basic Fees And Tuition *(Assessed to all prospective/current graduate students when applicable)*

- 1. Graduate Program Confirmation Deposit for Admitted Students: \$225.00**
To be submitted by those admitted students who are accepting our offer of admission. This very important non-refundable deposit confirms your decision to attend Columbia College Chicago's Graduate Program for that term. Checks should be made payable to "Columbia College Chicago." To pay with a credit card, simply call the Graduate Program at 312-344-7260. (Please do not pay this fee online.) Specific deadlines by which the deposit should be sent to the Graduate Office are usually included in the decision letter we send you. Should you wish to accept our offer but will have trouble meeting this deadline, you should contact the Director of Graduate Admissions at 312-344-7260. The confirmation deposit is applied to the first semester's tuition costs.
- 2. Graduate Tuition for 2007-2008: \$576.00 per credit hour**
Classes can range from one credit hour to six, but three is the most common, which means tuition for one graduate class is typically \$1,575.00 (\$576.00x 3 credit hours). To estimate how much tuition your particular graduate degree program might cost, multiply \$576.00 by the total number of credit hours required for the degree (typically 36-60 hrs.). Consult the appropriate sections of this booklet for detailed information about financial aid and Columbia College Chicago scholarships for graduate students. (Please note: To be eligible for federal financial aid, students must register for at least six hours of graduate coursework each semester.) Also note: like most colleges, our tuition usually increases slightly each year. (Estimate 6-10%.)
A Note About Special Program Fees
Please also keep in mind that both Urban Teaching and the Graduate Laban Certificate in Movement Analysis (GLCMA) programs have a different set of tuition costs.
Please contact the Graduate Office for details or consult the Student Financial Services website at <http://www.colum.edu/sfs/> for the most up-to-date information.
- 3. Graduate Class Fees: Varies - see information below.**
Many classes require a class fee for special materials used for the course. This is particularly true in the Photography and Film & Video programs. Typically, these class fees range from \$25.00 to \$100.00 per course, but for certain courses they will be higher, sometimes significantly so. On the other hand, many courses do not have any additional class fees. Consult the appropriate online *Schedule of Classes* at www.colum.edu/graduate or <http://oasis.colum.edu> for details about class fees each term.

Graduate Tuition and Fees Continued

Administrative Fees (Assessed to all graduate students each semester)

1. **Registration Fee:** \$50.00
All students are assessed a non-refundable \$50.00 registration fee each semester they register.
2. **Student Activity Fee:** see below
Full-time students (9-12 credit hrs): \$60.00
Part-time students (6-8 credit hrs): \$30.00
All students are assessed a non-refundable activity fee that is based on their enrollment status each semester they register.
3. **U-Pass Fee:** \$80.00 (assessed to full-time students only)
All full-time students are assessed this non-refundable fee each semester they register. (According to CTA rules, the U-Pass is not available to part-time students, which includes thesis students registered for fewer than 9 graduate credit hours.)
Columbia's agreement with the Chicago Transit Authority (CTA) provides every full-time Columbia College Chicago student with a CTA University Pass or "U-Pass," which allows unlimited riding aboard all CTA buses and trains for that semester. U-Passes are distributed during registration. Check with the Graduate Office at 312-344-7260 or the Student Activities Office at 312-344-7393 for specific dates and times. (Please note: CTA has final determination of the rate. For questions about the U-Pass, call the U-Pass Hotline at 312-664-7200, x3051.)
4. **Health Center Fee:** see below
Full-time students (9-12 credit hrs): \$25.00
Part-time students (6-8 credit hrs): \$10.00
All students enrolled during Summer Session: \$10.00
All students are assessed a non-refundable health center fee that is based on their enrollment status each semester they register.

Special Administrative Fees (Assessed to particular graduate students at specific times)

1. **International Student Health Insurance:** \$803.00
This non-refundable fee is charged each year to any international student who is required under the Insurance Brochure to sign up for this plan. For details consult with International Student Affairs at 312-344-7458 or gposejpal@colum.edu.
2. **Graduation Fee:** \$125.00
This one-time non-refundable fee applies only to those graduate students who have completed their degree requirements, submitted the three necessary graduation forms to the Graduate Office, and had indicated their intention to graduate. The fee is not assessed until the degree is posted and, for that reason, we recommend students pre-pay during their final semester enrolled so as not to delay diploma and transcript processing. For more information, contact the Graduate Office at 312-344-7260 or consult the website at: www.colum.edu/graduate. (Follow the Graduation/Commencement links.)

Remember, tuition and fee information is also available online at the Student Financial Services web page: <http://www.colum.edu/sfs/>. Be sure to look for **graduate** student information.

Payment Information For Tuition And Fees

After students complete their enrollment through OASIS (Online Administrative Student Information System), all appropriate tuition costs and fees will be assessed, and these can be viewed through the financial aid links on the student's OASIS account at <http://oasis.colum.edu>. (Remember, if you change your registration, your costs and fees may be affected.) New graduate students receive OASIS account information during orientation and registration.

Students may choose to either pay the entire balance of their tuition and fees by the end of the first week of classes or select the payment plan. (Students who do not pay their balance due in full by the end of the first week of the term will be automatically enrolled in the payment plan outlined within this section.)

Students may make payments by cash, check or credit card. Columbia College Chicago accepts American Express, Visa, Discover, or Master Card. Payments may be made:

- In person at the Columbia College Chicago Cashier Window at 600 S. Michigan, 5th Floor, from 9:00 am-5:00 pm, Monday – Friday.
- Online at www.colum.edu/sfs - go to Online Payments.
- Mail payments to: Student Financial Services, Columbia College Chicago, 600 S. Michigan, IL 60605, Attn: Payments. (Please include name, OASIS ID#, and payment semester on the check.)

Note: Please do not use the online payment form to pay your graduate application or graduate confirmation fee. To pay these with a credit card, please call the Graduate Office at 312-344-7260 to arrange payment over the phone.

Payment Information For Tuition And Fees Continued

Payment Plan

The payment plan allows students to defer the costs of their tuition and fees over the course of the semester in four equal payments. Payments will be due the 1st of every month beginning with the first full month after the start of classes and ending with the end of the last month of classes.

Students will be charged a \$15.00 monthly fee for every month that they continue to have an account balance.

Students will be automatically billed their minimum amount due which is balance of tuition and fees less any awarded financial aid and scholarships, divided by four.

Non-payment fee: Students who do not pay in full by the end of the first week or who don't pay their payment plan bill will also be charged a non-payment fee, in addition to the monthly fee. The fee is 1% of the entire balance due for every month of non-payment. Students will also be restricted from any further course registration.

Refund Schedule *(Applies to tuition only. Fees are NOT refunded.)*

Fall and Spring

1st Week	100% Reduction
2nd Week	80% Reduction
3rd Week	60% Reduction
4th Week	40% Reduction
5th Week	Full tuition charged***

Summer

1st Week	100% Reduction
2nd Week	Full tuition charged***

The above refund policy/schedule applies only when a student has complied with official drop procedures. Drop/withdrawal policies apply to one class, several classes, or an entire schedule. (Please consult the current "Registration Information Flyer" and the Acting Dean of the Graduate Program for details concerning withdrawing from the Graduate Program degree program.)

*** A pro-rated refund is calculated for all students who receive Title IV assistance at Columbia College and who totally withdraw through the ninth week.

Estimated Costs of Attendance 2007-2008

Information about Student Budgets from Student Financial Services

The academic year budget or, cost of attendance, for 2004-2005 includes direct expenses, or actual costs, for which Columbia College Chicago will bill you, such as tuition, registration and related fees (individual class fees will vary), and room and board (if you live on campus). Also included in this budget are *estimated* costs for indirect expenses, such as books, supplies, personal expenses, travel, and off-campus rent and food.

These figures are estimates only. Budgets for commuting students are less than budgets for students who live in the Residence Center. Budgets for international students are greater than those for domestic students. Dollar amounts other than tuition and fees are based upon a combination of federal regulations and cost surveys. We use a standard budget for financial aid purposes to ensure equitable distribution of resources. Some students will spend more than our estimates, and others will spend less. Use the budget in a realistic fashion dependent upon your particular circumstances.

International Student Expenses/International Graduate Budget

Financing your education is an investment of time, energy and, of course, money. We welcome international applicants, however, Columbia College Chicago is a private institution and is unable to provide financial assistance to prospective international students. Unfortunately, this means that international students are ineligible for the Follett and GOA as well as most of the other scholarships. In addition, the college does not usually employ new graduate student as Teaching or Research Assistants in the first year. For these reasons, it is extremely important for international students to be confident about their ability to afford to attend and complete the graduate program for which they have applied. This includes not only tuition and fees but also all other living expenses for the year. (SEVIS I-20's cannot be issued until students are admitted, have submitted a confirmation deposit, and adequate resources are documented through the required forms and bank statement as outlined within this booklet.)

It is always difficult for a school to predict the exact cost of attendance and living expenses for students however, an estimated international graduate budget has been provided in this section to assist prospective international applicants.

Estimated Costs Of Attendance for International Graduate Students 2007-2008

Please note: The figures used below are for 2007-2008 unofficial, approximate, subject to change, and should be considered to reflect only moderate expenses for a single person living a "student lifestyle" off-campus, for one academic year (assuming no summer enrollment).

Estimated Tuition and Fees:

Graduate Tuition	\$9,450 (\$4,725 per semester)
(an estimate assuming an average of 9 credit hrs/semester with graduate tuition at (\$576.00 per credit hour)	
Class Fees	\$800 (\$400 per semester)
(an estimate – class fees will vary depending on the courses selected by the student)	
Registration Fee	\$100 (\$50 per semester)
Student Activity Fee (full time)	\$120 (\$60 per semester)
UPASS (only available when full time)	\$160 (\$80 per semester)
Health Center Fee (full time)	\$50 (\$25 per semester)

Estimated Tuition and Fees: \$10, 650 (\$5,325 per semester)

Remember, this only includes 2 semesters of study (fall and spring). Several of our graduate programs intend for their students to study in the summer months as well, which would increase your estimated total. Please check with your department. If this is the case, be sure to budget any monies, especially your two federal loan disbursements (if applicable), accordingly.

Estimated Living Expenses: (for 12 months) (See ++ below)

Rent	\$7,200 (\$600 per month)
Food	\$4,800 (\$400 per month)
Transportation (for commuting students – gas, maintenance, etc.)	\$1,376 (\$115 per month)
Utilities	\$1,680 (\$140 per month)
Miscellaneous (book/supplies, etc.)	\$1,230 (\$103 per month)

Estimated Living Expenses: \$16,286 (\$1,357 per month)

Optional On-Campus Residence Facilities Expenses+++ (several housing options listed below)

a. 731 South Plymouth Court (contract period of 9 months)	\$7,155
(Double occupancy: 2 - 6 students / apartment, 2 students / bedroom)	
b. 18 East Congress Parkway (contract period of 9 months)	\$7,155 (double occupancy)
	\$7,770 (single occupancy)
c. University Center of Chicago	\$9,243 (4 bed/Quad Apt.)
	\$7,961 (2 bed/Quad Apt.)
	\$9,302 (1 bed/ semi-suite)#
	\$8,874 (2 bed/semi-suite)#

#: Includes meal plan

On-campus housing may also be available in the summer. Please visit the Residence Life website listed below for details.

Additional Expenses for International Students:****

Mandatory Health Insurance for international students for 12 months	\$803.00
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Possible Dependent Expenses: *** \$Case-by-case basis

Estimated Costs of Attendance

for International Graduate Students for 2007-2008:

\$27,642.00

(includes tuition and living expenses and health insurance, but does not include on-campus residence expenses)

Notes:

++ A student who is provided with free room by a relative or close friend living near the school will not need money for housing or utilities and will require cash for food only. Therefore, a graduate student who presents an affidavit of free room will need a minimum of \$24,000.00 in cash support.

* F-1 and J-1 degree-seeking students are enrolled on a full-time basis only.

** Class fees will vary depending upon the courses selected by the student.

*** Students planning to bring a husband, wife, child, or children in F-2 status, or who have F-2 family with them in the U.S. now must show an additional \$6,000.00 per year to support the spouse and \$3,000.00 per year for each child.

**** Health Insurance is mandatory for International students. A charge will be automatically be added to the student's bill.

+++ The Residence Life Office at Columbia can assist graduate students with on and off-campus housing options/suggestions. Residence Life offers comfortable and affordable apartment style housing for approximately 450 full-time Columbia students in three separate facilities, including a new complex, the University Center, which offers a variety of housing options. While there is no separate graduate student housing, grad students are welcome to take advantage of these housing options. On-campus housing is given on a first-come, first-serve basis, to admitted students (undergrad and grad) who live beyond a commutable distance, until full occupancy is achieved. You may contact the Residence Life Office at 312-344-7803. Additional housing information, photos, helpful links, and a housing application can be found at the Residence Life website at: <http://www.colum.edu/residencelife/index.html>.

Other Funding Opportunities

We urge students to pursue any and all sources of funding available to them. Remember that Columbia College Chicago is not able to offer financial assistance to incoming international students. Students should investigate outside scholarships from neighborhood or civic organizations on their own and through the Internet.

If you are interested in scholarships, grants or assistantships, you will need to contact Rotary International, Fulbright and the Institute of International Education for addresses and telephone numbers of offices located in your home country. These agencies need to be contacted by you directly in your home country. In addition, the Internet is a good source of funding information. The following are web sites addresses for international students seeking financial assistance: www.isoa.org, www.iefaf.org, www.internationalscholarships.com, www.educaid.com, www.fastweb.com, www.edupass.org, www.student-loan.com, www.petersons.com, www.teri.org, and www.accessgroup.org.

In order to be sure you are considered for as many scholarships/awards as possible, be sure to submit your degree application materials by the recommended/early admission deadlines listed by your program of choice in the "Graduate Admissions & Deadline Chart" within the "Graduate Application & Instructions."

As you will see from the "Graduate Financial Aid & Scholarship Chart" within this booklet, the Graduate Office coordinates four scholarships and two of those, the Follett and the DMAs are for new graduate students only. *All* eligible applicants to *any* of the Graduate Programs who submit a complete degree application to the Graduate Office by their program's particular recommended/early admission degree application deadline are *automatically* considered for these two awards during the admission cycle. No separate scholarship application forms are necessary.

Please note: The DMA is a new award for 06-07, which replaces the GOA for new students. The GOA will continue to be offered to continuing students.

Detailed eligibility requirements and all other necessary information about these two awards is listed below.

Details about the DMAs

What are the Departmental Merit Awards (the "DMAs")?

The DMAs are small merit-based awards ranging between \$250-\$3000 given to a selection of new graduate students each year, with some consideration given to need. The award is open to new entering graduate students only and it carries no work-service obligation. Depending upon the size of the award, payment may be split into the two semesters, but usually the full amount awarded is given during the student's first semester. Following confirmation of enrollment (at least 6 graduate credit hours) for each semester (fall and spring), charges for tuition and fees are deducted from the award monies. The award recipient then receives any remaining funds. If split into two semesters, the second semester's award will be contingent upon the results of a performance evaluation by your graduate program faculty.

Am I eligible to apply for a DMA?

Departmental Merit Awards are given to newly admitted graduate students who will attend at least part-time (6 graduate credit hours) the year during which the award is posted. Applicants should demonstrate outstanding academic performance and have an undergraduate cumulative GPA of at least a 3.0 on a 4.0 scale. Financial need may also be considered. If you have submitted a complete graduate degree program application file prior to or by the recommended/early admission deadline date *and* meet the requirements as listed above, you will be AUTOMATICALLY considered by your department for this award. No separate scholarship application form is necessary.

Spring applicants and those who deferred to the fall cycle are also automatically considered for this award. (While the award is open to students who apply for *either* the spring 2006 or fall 2006 semester, monies are disbursed during the 2006-2007 academic year.)

Please note that due to limited resources, Graduate Students-at-large, GLCMA students, and full-time Columbia College employees are not eligible for this award.

What is the deadline for the DMA and how do I apply?

While there is no separate scholarship application form for the DMA, interested students must submit a complete application for their graduate degree program of choice by the program's recommended/early admission deadline in order to be considered. (A list of all 06-07 application deadlines is available in the "Graduate Application & Instructions" booklet and on Columbia's graduate website at <http://www.colum.edu/graduate> Follow the deadline links.)

When and how do I learn if I have received a DMA?

DMA consideration is coordinated by the Graduate Office and applicants are reviewed by a Faculty Committee from the graduate program to which you applied. Selection and notification for the Departmental Merit Awards usually takes place between February and May, but it does vary greatly by program, and we always make every effort to notify students as soon as possible. Once your particular program has made its decision, you will be informed of the results by letter from the Graduate Office. If you receive an award, your letter will indicate a reply date deadline by which we will need to know of your acceptance and receive your signed award contract. Recipients of Departmental Merit Awards are expected to attend Graduate Program at least part time, which means they will take no fewer than 6 *graduate* credit hours the year the award is given.

Due to the timing of the application and review processes for admission and scholarships, scholarship notification is only sent to those students who have already been admitted or are still awaiting their final admission decision. Once students have been denied admission, deferred admission, determined incomplete, or withdrawn their application, they are dropped from scholarship consideration.

We wish you the very best of luck with the DMA competition.

Special Opportunities for Graduate Students:

There are also two special opportunities on campus that provide stipends for graduate students:

- Graduate Assistant Positions in the Residence Halls. Check with Residence Life at 312-344-6802 or at <http://www.colum.edu/residencelife/index.html> for more information. There may also be special graduate assistant positions available in the new University Center Residence Hall. Check their website at: www.universitycenter.com.
- The Graduate Office also offers stipends to members of our Graduate Student Advisory Board. Contact the Graduate Office at 312-344-7260 for details (after enrolling).
- Large and small funding opportunities are often in development. We strongly recommend that students check with the Graduate Office and their graduate department on a regular basis to keep abreast of funding options.

Contact Information For International Students Seeking Financial Assistance International Student Loan Services

Citibank's Citi Assist Program

(Requires a U.S. cosigner)

www.studentloan.com

1-800-967-2400

1-605-331-0821 (from outside the US)

1-800-539-5363

Nellie Mae

www.nelliemae.com

1-800-634-9308

College Loan Corporation

(Requires U.S. cosigner)

www.collegeloancorp.com

1-888-972-6311

Salle Mae Signature Loan

www.salliemae.com

1-888-272-5543

EduPass!

(Requires a U.S. cosigner)

www.edupass.org

1-412-422-6190

TERI

(Requires a U.S. cosigner)

www.teri.org

1-800-255-8374

International Student

(Requires a U.S. cosigner)

www.internationalstudent.com

Usia

www.usia.org

International Education Finance Corporation

(Requires a U.S. cosigner)

www.iefc.com

1-888-296-4332

AAUW Educational Foundation International Fellowships

www.aauw.org

1-202-728-7603

Applicants must be Graduate female foreign students

Comprehensive Access Loan

(Does not require a U.S. cosigner)

www.accessgroup.com

1-800-282-1550

Inter-American Foundation

www.oas.org

1-703-841-3864

Applicants must be from Latin America or the Caribbean

FinAid!

www.finaid.org

International Research & Exchange Board

www.irex.org

Applicants must be citizens of Eastern European countries and studying in the fields of Journalism or Mass Communication

International Education Financial Aid

www.iefaf.org

Phelps-Stokes Fund

www.psfcd.org

Applicants must be African

Institute of International Education

www.iie.org

Soros Foundation/Open Society Institute

www.soros.org

Applicants must be Eastern European studying in the fields of Communication and Journalism

Key Loans

www.key.com/educate

guidelines concerning financial documentation needed

Information Needed for Issuance of the I-20

Columbia College Chicago requires International Applicants to present documentation of financial resources adequate to cover all their educational, living and personal expenses in the United States while pursuing their studies at Graduate Program for at least one calendar year. This policy ensures Columbia College Chicago's compliance with the U.S. Immigration and Naturalization Service requirements that schools admitting international students certify that those admitted have sufficient funding to pursue a full course of study.

1. **Financial papers must be submitted by mail or delivered and our responses will be in writing, by mail.** Our decision will be made after looking at the documents with care and thought. All students are treated the same, whether they come from countries in which visas are "easy" or "difficult" to obtain. To the best of our ability, we try to see the documents as if we were particularly tough U.S. consuls. We have not helped a student by saying "yes" to financial papers if a consul later says "no" to the same papers. We have not supported the educational mission of our institution if we help a student come to the U.S. and fail because of insufficient funds for tuition, books and medical care, nor to earn poor grades because of lack of funds or insufficient food resources.
2. **Your sponsor's income is more important than your sponsor's bank statement.** Do not expect bank statements to convince CCC of a sponsor's ability to give the amount of money promised. Bank statements are very poor evidence of the ability to grant students the necessary funding unless the balance is a very large one. Proof of a sponsor's income should be on the employer's letterhead, or income tax returns, receipts, or estimated by a bank and/or private accountant when the sponsor is a self-employed businessperson. The income of a company is not the income of the owner of the business and will not be accepted as proof of income. You must provide an official statement of the salary paid to the owner/sponsor.
3. **We will not accept letters from banks or anyone else saying that a sponsor has enough money to support a student.** Only the Financial Aid Office can decide how much is enough to sponsor the student's education. When a sponsor wishes to keep his/her bank balance or income private, we will accept official documents saying that the savings or income is "more than" the U.S. dollar amount (or its equivalent) estimated by the College to cover educational and living expenses.
4. There are **no limits to the number of sponsors** that a prospective student can have. However, each sponsor must submit a "certificate" stating the amount that will be provided towards the student's education, (i.e., **educational expenses, living expenses, room and board, etc.**). All questions on certificates and affidavits must be answered. These certificates, whether a "Certificate of Sponsorship" and/or "**Affidavit of Sponsorship providing Free Room and Board**" must be signed by the sponsor in the presence of a notary public, bank official, or attorney, who then must also sign and stamp the document(s) with the official seal of notary public, bank officer, or attorney. Documents that have been altered in any way will be rejected unless both the sponsor and the official have signed each change. There are Notary Publics located in all U.S. Embassies and Consulates.

Information Needed for Issuance of the I-20 Continued

In the U.S., most neighborhood pharmacists are notaries, as are most lawyers and accountants. There are notaries in all countries, though the names for them may be different. They are officials licensed by the national or regional government to take sworn statements for courts of law or to witness contracts and property deeds.

5. **Sponsors should not promise too much money.** Some sponsors believe that the more money they promise, the more likely we are to say "yes." A sponsor should promise only what he/she intends to give and should give only as much as he/she can afford.
6. **Do not submit old documents.** Both the U.S. Government and Columbia College Chicago require current documents (no less than 6 months old).
7. **Do not send faxes or copies (unless the copies have been notarized).** Except for leases, tax documents, and deeds, all papers must be *originals*. In preparing these documents, students should make two sets of the same documents submitted to the college because the documents will need to be presented to the American Embassy at the time of the application for the student's visa.
8. **Every dollar of needed support must be proven through bank statements, income statements, or lease or deed documents.** Each dollar not provided by the student personally must be promised in a "certificate" or "affidavit" by a sponsor. Columbia College Chicago does not care how many sponsors the student may have, nor whether or not the sponsor is a U.S. citizens and/or where they live. Note that It is usually easier for a student to obtain a F-1 visa when at least part of the student's support comes from outside the United States.
9. **Students may sponsor themselves, either partly or in full.** No certificates are needed for the student's own funds. Recent bank statements in the student's name showings at least one (1) year prior banking providing documentation showing that funds were not recently borrowed and/or deposited. Students who have been granted employment authorization due to severe economic hardship should submit letter(s) from employers stating the individual's salary as part of the financial documents required for the issuing of the I-20. **However, students need to remember that the law requires financial support for their entire program in addition to readily available cash for the first year.** Unless they have enough cash to support themselves, their families (if

applicable) and their studies in the U.S. for their entire program, their cash will soon be depleted. A student will most likely need a sponsor who has the financial ability to finance his/her entire educational program.

10. Scholarships may be used to qualify for the 1 - 20. We must have an award letter from the private or governmental scholarship board stating how much money is to be awarded to the student and for how many years.
11. Free Room and Board is worth more than half the dollar amount of support for a student's academic school year. When a family member near the school gives a student a free place to reside and/or free meals, the student needs far less cash from other sponsors. In this case, an "Affidavit of Free Room and Board" must be submitted with a copy of the property deed or rental lease agreement.

additional information for the international graduate student

Applying for an F-1 Visa

As an international student, you will need an F-1 student visa to enter the United States to study. You may apply for the visa at the U.S. Embassy or Consulate, using the Form SEVIS 1-20 from Columbia College Chicago. Other items that may be required are the following:

- ✓ Acceptance letter from Columbia College Chicago;
- ✓ Evidence of financial support for the period of time and amount indicated on the SEVIS 1-20 Form (this should be the same information which was submitted for admissions purposes to the College);
- ✓ A passport valid for at least (6) six months after your proposed date of entry into the United States;
- ✓ Proof that you have a permanent residence outside the U.S.;
- ✓ Evidence of English proficiency;
- ✓ An application Form DS-156, together with a Form DS-158 (completed and signed);
- ✓ One 2x2 photograph according to consular specifications.

Once approved for an F-1 visa, the consular officer will place the visa in your passport. If you receive a multiple-entry visa, you may use it to reenter the U.S. up to the date of its expiration as long as you have a valid SEVIS 1-20.

Note:

- After receiving the SEVIS 1-20 Certificate of Eligibility, you must attend Columbia College Chicago for at least one semester.

RENEWING YOUR F-1 STUDENT VISA

Can I stay in the United States if my student visa has expired?

Yes, as long as you are a student in good standing and have not violated your status, you may legally remain in the United States with an expired F-1 Visa

Can I renew my student visa while in the United States?

No. For more information about visa applications visit the Department of State website at www.UnitedStatesVisas.gov.

Before you travel to a country other than yours to renew your visa, contact the U.S. embassy or consulate at which you plan to renew your visa.

If you exit the United States and apply for a visa, you cannot return to the United States until the visa is issued. This could require a lengthy stay. If the visa is denied, you will not be able to return to the United States as a student.

Can I go to Canada or Mexico and apply for a new visa?

In some cases, you can. Contact the individual U.S. embassy or consulate in Canada or Mexico. However, you cannot return to the United States until your visa is issued. If the visa is denied, you will not be able to return to the United States as a student. For more information about visa applications visit the Department of State website at www.UnitedStatesVisas.gov. You can also visit www.nvars.com, the site that provides appointments for consulates in Canada and Mexico.

Applying for a new visa is not the same as automatic visa revalidation. You cannot apply for a new visa and take advantage of automatic visa revalidation at the same time.

What is automatic visa revalidation?

Automatic visa revalidation allows most F-1 students to take a trip of less than thirty days to countries contiguous to the United States or adjacent islands and reenter on an expired visa provided you have proper documentation and have not applied for a new visa during the visit. This process revalidates your visa (making it eligible for the single trip) but does not renew it.

Immunization Information

All new graduate students must comply with Illinois Public Act #85-1315 regarding submission of medical records showing proof of special immunizations as follows: one tetanus/diphtheria shot within the last 10 years (actually 3 shots), two separate measles shots during your lifetime, one rubella shot and one mumps shot. Students who enroll in fewer than 6 credit hours in one term and/or students born prior to January 1, 1957 are exempt from complying with Illinois Public Act #85-1315. Medical Records should be sent to: The Records Office, Columbia College Chicago, 600 South Michigan Ave., Room 611, Chicago, IL 60605. Phone: 312-344-7224. FAX: 312-344-8073. These records should be on file at Columbia by the first day of your entrance term.

If you are unable to obtain your records, you must be re-immunized. The Chicago Department of Public Health will provide vaccinations at its immunization clinics. A current list of clinics can be found at the following website:
<http://www.cityofchicago.org/Health/Fastrak.html>.

Immunization Details

Illinois law requires incoming new students to document immunity to measles, rubella, mumps and tetanus/diphtheria. The following rules will apply:

1. All dates must include month, day and year.
2. Part II: Proof of immunity may be provided by a copy of the student's "Certificate of Child Health Examination" from an Illinois high school, which provides the complete information necessary to assure compliance with the act. The "Certificate of Child Health Examination" must be reviewed for compliance and attached to this form. Part III need not be completed.
3. Part III: must be completed and signed by a health care provider. *
4. All laboratory evidence of immunity must be accompanied by a copy of the laboratory report.
5. History of disease is not acceptable as proof of immunity for rubella.
6. All the live virus vaccines must have been given on or after the first birthday.
7. Mumps titer is not acceptable as proof of immunity.
8. Only the following **EXEMPTIONS** will be accepted and statements must accompany the record:
 - a. **Medical Contraindications**- a written, signed, and dated statement from a physician stating the specific vaccine contraindicated and duration or medical condition that contraindicates the vaccine(s).
 - b. **Religious Exemption**-a written, signed, and dated statement by the student (or parent/guardian if the student is a minor) describing his/her objection to immunization based upon bona-fide religious tenets or practice.
 - c. **Pregnancy or Suspected Pregnancy**-a signed statement from a physician stating the student is pregnant or pregnancy is suspected.
9. Anyone with a vaccine exemption may be excluded from the college/university in the event of a measles, rubella, mumps, or diphtheria outbreak in accordance with public health recommendations.
10. All records not in English must be accompanied by a certified translation.

*Note: Physicians licensed to practice medicine in all of its branches (M.D. or D.O) local health authority, college or university health service or a Department recognized vaccine provider.

Health Insurance Information for International Students

Health Insurance Information for International Students 2007-2008

Columbia College Chicago implemented a **mandatory** health insurance coverage requirement in the Fall 2001 semester through Koster Insurance Agency, Inc. Many colleges and universities in the United States have made health insurance coverage mandatory at their institutions since 1994. Koster Insurance Company will again be offering an insurance plan for the 2007-2008 academic year. (The most up-to-date brochure is usually sent to admitted international graduate students.)

ALL international students are automatically enrolled in the insurance plan. If you do not wish to be enrolled, then you must petition for a "waiver" every semester that you are a student at Columbia College Chicago. (To petition for a waiver, see the information listed below.) This plan includes a vision benefit as well. In addition, insured students may also opt to enroll their dependent children or spouse who resides with them in the U.S.

International students who **do not want** to be enrolled must provide proof of comparable coverage under another policy. Only students who have proof of comparable coverage with a U.S. domiciled insurance company will be allowed to waive out of the student insurance plan. Waiver procedures and deadlines are outlined in the insurance brochure.

For more information, please contact the Dean of Students Office or the Office of International Student Affairs.

Cost and Coverage

The cost is \$803.00 for 12 months of coverage, payable in two installments of \$401.50 each.

When to Pay

You must make two payments of \$401.50.

How to Pay

There are two ways to make your insurance payments.

- **In person.** Bring a check or money order payable to "Columbia College Chicago" to the Cashier's Window located on the 5th floor of the 600 S. Michigan Avenue building. Be sure to write your OASIS number on the check, and indicate that it is a payment for "International Student Health Insurance." Keep the receipt for your records.
- **Online.** Visit the Student Financial Services web site, www.colum.edu/sfs, and click on "Online Payment Form." Under "Payment Type," select "Intl Health Insurance," and follow the remaining prompts to make your payment. A receipt will be sent to your mailing address, be sure to keep it for your records.

Health Insurance Information for International Students 2007-2008 Continued

How to Petition for a Waiver

If you do not want to be enrolled in the health insurance plan, then you must petition for a waiver:

- You must submit a "Waiver Card" for EVERY SEMESTER that you do not want to be enrolled in the health insurance plan. Waiver cards are available at the Office of International Student Affairs.
- You must provide proof that your coverage is **comparable** to Koster's plan, i.e. dates of coverage, benefits provided, etc.
- The policy must be in English
- The insurance company providing the coverage must have a U.S. address.

Questions?

All questions regarding the International Student Insurance should be directed to the Office of International Student Affairs at (312) 344-7458, by fax: (312) 344-8024, or via e-mail: gposejpal@colum.edu. You may also contact Symon Ogeto, Coordinator of International Student Affairs at (312) 344-7457.

Important Contact Information for International Students

The "Graduate Bulletin" includes contact information for each of our graduate programs. Students should contact the Graduate Office for most admission inquiries and the department(s) for program-specific questions. International graduate students will also find the following contact information useful.

The Graduate Office

Graduate students should consider the Graduate Office one of their primary resources for any questions or concerns they may have during their time at Columbia College Chicago. The Graduate Office is not only the very *first* stop at Columbia -- through the submission of the initial application -- but it is also the very *last* stop - through the coordination of the graduate portion of Commencement. In between these two important benchmarks, we are here to assist graduate students and to serve as an advocate for them in their educational endeavors. The Graduate Office assists with registration each term, maintains all official graduate student files, and handles most graduate student service issues.

Dean of Graduate Administration and Student Services
Keith S. Cleveland, 312-344-7261, 600 S. Michigan, Suite 200, kcleland@colum.edu

Director of Graduate Admissions
Robert Garcia, 312-344-7262, 600 S. Michigan, Suite 200, rgarcia@colum.edu

The fax number for the Graduate Office is 312-344-8047.

International Student Affairs

Office of International Student Affairs (OISA) provides a wide range of student services including international undergraduate admissions, new student 'welcome' sessions and follow-up workshops, assistance at registration, verification of enrollment, information about on-campus and temporary housing, health insurance and immunization requirements for international students in addition to promoting and advising campus-based student organizations such as The International Student Organization at Columbia College, the Korean Student Association, AWWAZ, etc.

Also, OISA also serves as a "clearing house" of information related to immigration matters involving international students and scholars, such as visa requirements, Immigration and Naturalization Services (INS) laws and regulations, school transfers, extensions of stay, travel outside the US, on- and off-campus employment, compliance with state and federal (IRS) tax laws by offering seminars and workshops such as *College Smart Workshop Series*, *Understanding INS and I-Student Issues*, etc. In addition, OISA coordinates campus and community services available to international students by liaising with other universities and colleges, sponsoring agencies, foreign governments and local consular offices. OISA promotes interaction between international students, the college and local community through cross-cultural activities and college-wide programs.

The International Student Lounge
600 South Michigan, Room 1313/312-344-8557

The International Student Lounge offers students an *after* and *in-between* class “hangout” space to learn about the college and to experience its diverse cultural community, find information of interest and importance (germane) to international students, participate in a variety of on- and off-campus programs, relax, interact, make friends, munch on snacks, check e-mail, and more.

The Lounge is staffed by international students ready to help fellow students with college- and non-college-related matters, offer assistance to students with their studies and encourage participation in college-sponsored in addition to extra-curricular programs and activities. The Lounge is open Monday – Friday from 11:30 a.m. to 7:30 p.m. and 10:00 a.m. to 2:00 p.m. on Saturdays.

Assistant Dean of International Student Affairs
 Gigi Posejpal, 312-344-7458, 600 S. Michigan, Rm. 301 K, gposejpal@colum.edu, FAX: 312-344-8024
 International Student Advisor (for students once they are enrolled)
 Symon Ogeto, 312-344-7457, 623 S. Wabash, Rm. 301, sogeto@colum.edu

Records Office

The Records Office assists students with a registration and program revision, transcripts, I.D. cards, and immunization records.
 Main Phone Number and Location: 312-344-7769, 600 S. Michigan, Rm. 611
 Marvin Cohen, Director and Registrar, 312-344-7226

Immunization Fax: 312-344-8091

A Reminder about Registration Status for International Students

Once enrolled at Columbia College Chicago, international graduate students must register as full-time students, which requires a minimum of 9 *graduate* credit hours of coursework each semester. International students are also required to pay tuition and fees in full at the time of registration each semester (fall and spring terms). Failure to maintain full-time status and to meet financial responsibilities will result in the revocation of the student visa.

international graduate application checklist

Included?	Name of Item
<input type="checkbox"/>	Completed Domestic Application Form <ul style="list-style-type: none"> <input type="checkbox"/> Be sure your Social Security Number is clearly legible. (if applicable) <input type="checkbox"/> Don't forget to sign the form. <input type="checkbox"/> Is the form the most up-to-date for the term for which you are applying?
<input type="checkbox"/>	Self-Assessment Essay <ul style="list-style-type: none"> <input type="checkbox"/> See individual departmental instructions in the “Graduate Admissions & Deadline Chart” for details.
<input type="checkbox"/>	Resume
<input type="checkbox"/>	Two Letters of Recommendation <ul style="list-style-type: none"> <input type="checkbox"/> If possible, attach the completed Letter of Recommendation Cover Sheets to each and seal them in individual envelopes. <input type="checkbox"/> Check the appropriate box on the application form to indicate if the letter is included or being sent under separate cover.
<input type="checkbox"/>	Two Official Transcripts from each and every college attended <ul style="list-style-type: none"> <input type="checkbox"/> Check the appropriate box on the application form to indicate if the transcript(s) is included or being sent under separate cover. <input type="checkbox"/> Remember, we need a transcript from <u>each and every school</u> where you have ever taken college-level credit.
<input type="checkbox"/>	Official Evaluation and Certification of your Educational Records <ul style="list-style-type: none"> <input type="checkbox"/> Remember, transcripts must be translated into English and the degree and its contents authenticated and certified as (at least) equivalent to an American Bachelor's degree by an official evaluation service in the U.S.
<input type="checkbox"/>	Official TOEFL scores (if applicable) <ul style="list-style-type: none"> <input type="checkbox"/> The TOEFL is required of all international students unless English is your native language or you received your BA from an accredited U.S. college or university. <input type="checkbox"/> Scores must be at least 250/computer or 600/paper – sent directly from the test center – and be no older than 2 years.
<input type="checkbox"/>	Work Sample (if applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Consult the “Graduate Admissions & Deadline Chart” to determine whether or not your program requires a work sample. <input type="checkbox"/> If required for your program, be sure to fill in the appropriate information and description on the application form. <input type="checkbox"/> Remember, we cannot return your work sample unless you include appropriate and pre-paid mailing materials. You may also arrange to pick up your work sample by contacting the Graduate Office at 312-344-7260 or gradsch@colum.edu.

<input type="checkbox"/>	Other Requirements by Department/Program <input type="checkbox"/> Consult the “ Graduate Admissions & Deadline Chart ” to make sure you have satisfied and/or included any and all additional departmental requirements.
<input type="checkbox"/>	Supplemental International Graduate Application Form
<input type="checkbox"/>	Educational and Personal Statement (included within the Supplemental International Graduate Application Form)
<input type="checkbox"/>	Financial Resources Statement (included within the Supplemental International Graduate Application Form)
<input type="checkbox"/>	Official Bank Letter/Statement
<input type="checkbox"/>	Certificate of Sponsorship (if applicable)
<input type="checkbox"/>	Affidavit of Sponsorship (if applicable)
<input type="checkbox"/>	In addition to the above, international graduate students currently holding an F-1 or J-1 student visa and who are currently attending a school or college in the United States must also submit the following: <ul style="list-style-type: none"> <input type="checkbox"/> Immigration Verification Form (arrange for your foreign student advisor to complete and send this form on your behalf) <input type="checkbox"/> Photocopy of your current I-20 <input type="checkbox"/> Photocopy of the F-1/J-1 student visa stamp in your passport <input type="checkbox"/> Photocopy of the I-94 card, front and back <input type="checkbox"/> Photocopy of valid passport expiration date
	After being admitted, international graduate students must also submit:
<input type="checkbox"/>	Immunization Records
<input type="checkbox"/>	Other financial documentation or admission materials as outlined in your admission letter.

graduate programs available

FOR THE APPLICATION YEAR 2007-2008

Architectural Studies, MFA (60 credit hours)

Interior Architecture, MFA (60 credit hours)

Arts, Entertainment & Media Management, MAM (49 credit hours)

Creative Writing, MFA (45 credit hours)

The Teaching of Writing, MA (39 credit hours)

Combined Writing Degree, MFA/MA (63 credit hours)

Dance/Movement Therapy & Counseling, MA (60 credit hours)

Graduate Laban Certificate in Movement Analysis, (GLCMA) (18 credit hours)

Elementary Education (K-9), MAT (41 credit hours)

Art Education (K-12), MAT (40 credit hours)

Film & Video, MFA (60 credit hours)

Interdisciplinary Arts, MA (36 credit hours)

Interdisciplinary Arts & Media, MFA (60 credit hours)

Interdisciplinary Book & Paper Arts, MFA (60 credit hours)

Journalism, MA (36 credit hours)

Music Composition for the Screen, MFA (54 credit hours)

Photography, MFA (60 credit hours)

Poetry, MFA (40 credit hours)

If you would like to learn more about any graduate programs currently in development, please call the Graduate Office at 312-344-7260.

the graduate office

600 S. Michigan, Suite 200, Chicago, IL 60605, 312-344-7260, gradsch@colum.edu, www.colum.edu/graduate