

## **Information for Canadian Citizens Planning to Attend Vermont College of Fine Arts**

**CANADIAN CITIZENS** do not need Visas to study in the U.S. You do need to obtain an **I-20 Certificate of Eligibility** from the university you plan to attend. At the time you receive the I-20 you will be registered with SEVIS, the student tracking system. You will be assigned a SEVIS number, and the I-20 document will be mailed to you by the school prior to the on-campus residency period. *You must bring this document with you to the port of entry!*

**PAY THE SEVIS I-901 FEE (\$200):** This fee is required every time an I-20 is issued (which means every semester for VCFA students). VCFA will pay this fee in advance and it will be added to your student account for the semester. The receipt will be mailed to you along with the I-20. (You will also receive another copy of this receipt, also known as Form I-797, directly from the Dept. of Homeland Security.) *You must bring your receipt with you to the port of entry!*

**PLAN YOUR ARRIVAL:** You may be refused entry into the United States if you attempt to arrive more than 30 days before the program start date listed on your SEVIS I-20 form.

**LENGTH OF STAY:** Even though the length of a semester at VCFA is 6 months, the I-20 is issued **only for the on-campus residency period**. A new I-20 must be issued for each residency period.

**AT THE PORT OF ENTRY:** You will need to provide the following documentation when you cross the border at the Port of Entry:

- Proof of identity and citizenship (a Canadian passport, for example)
- The original I-20 certificate issued to you by the school
- Receipt for payment of the SEVIS fee
- Proof that you have the funds necessary for the duration of your stay (whatever documentation you provided to the school is fine)

*In addition, it is strongly recommended that you also have the following documentation with you:*

- Evidence of student status, such as your student ID card or recent tuition receipt
- Name and contact information for your “Designated School Official” including a 24-hour emergency contact number at the school (see pg. 2)
- A letter stating that your artwork is for educational purposes only and not for sale (if applicable)

***Always hand-carry your documents; do not check these documents in your luggage!***

If your luggage is lost or delayed, you will be unable to present the documents at your port of entry. As a result, you may not be able to enter the United States.

**Important:** You will receive an I-94 form at the Port of Entry. This is your arrival/departure form. You should keep this with your other documents and present it on your return trip. Be sure to show your I-20 at the Port of Entry, even if you aren't asked for it – just to be sure you are allowed in as a documented student in F-1 status, rather than in “visitor” status.

**Upon Arrival on Campus:** Please check in with Jody Maunsell, Registrar upon arrival (College Hall, Room 401C). If you arrive after hours or on a weekend, the next business day is fine. Also please see emergency contact info for the VCFA Registrar (who is the Primary Designated School Official for SEVIS) and Program Staff on page 2.

## IMPORTANT CONTACT INFORMATION AT VCFA

### **Primary Designated School Official (SEVIS):**

Jody Maunsell Parker, Registrar  
(802) 828-8724 (office)  
(802) 229-8103 (emergency # after hours)  
[registrar@vcfa.edu](mailto:registrar@vcfa.edu)

### **Program-Specific Contact Information:**

<b>Program Contact Info</b>	<b>Staff Member</b>	<b>Phone #</b>	<b>Email Address</b>
Writing	Louise Crowley, Program Director	802-828-8840	<a href="mailto:louise.crowley@vcfa.edu">louise.crowley@vcfa.edu</a>
Writing	Rachel Muehlmann, Asst. Director	802-828-8839	<a href="mailto:rachel.muehlmann@vcfa.edu">rachel.muehlmann@vcfa.edu</a>
Writing for Children & YA	Melissa Fisher, Program Director	802-828-8696	<a href="mailto:melissa.fisher@vcfa.edu">melissa.fisher@vcfa.edu</a>
Writing for Children & YA	Shannon Dixon, Asst. Director	802-828-8637	<a href="mailto:shannon.dixon@vcfa.edu">shannon.dixon@vcfa.edu</a>
Visual Art	Danielle Dahline, Program Director	802-828-8703	<a href="mailto:danielle.dahline@vcfa.edu">danielle.dahline@vcfa.edu</a>
Visual Art	Sabrina Fadial, Asst. Director	802-828-8614	<a href="mailto:sabrina.fadial@vcfa.edu">sabrina.fadial@vcfa.edu</a>
Music Composition	Carol Beatty, Program Director	802-828-8610	<a href="mailto:carol.beatty@vcfa.edu">carol.beatty@vcfa.edu</a>
Music Composition	Sarah Madru, Asst. Director	802-828-8534	<a href="mailto:sarah.madru@vcfa.edu">sarah.madru@vcfa.edu</a>
Graphic Design	Jennifer Renko, Program Director	802-828-8896	<a href="mailto:jennifer.renko@vcfa.edu">jennifer.renko@vcfa.edu</a>
Graphic Design	Samantha Eckert, Asst. Director	802-828-8772	<a href="mailto:Samantha.eckert@vcfa.edu">Samantha.eckert@vcfa.edu</a>