

## **Information for International Students Planning to Attend Vermont College of Fine Arts**

**INTERNATIONAL STUDENTS** (other than Canadian citizens) must obtain a student Visa prior to arriving in the U.S. Complete instructions for the student Visa process can be found online:

[http://travel.state.gov/visa/temp/types/types\\_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html)

### **Obtaining your Visa:**

#### **Required documentation for obtaining a Student Visa:**

- Form I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status) – issued by VCFA
- The receipt for the SEVIS I-901 fee (which must be paid each time an I-20 is issued)
- A completed Visa application
- MRV fee receipt to show payment of the Visa application fee
- A passport valid for travel to the United States
- One (1) 2x2 photograph

#### **Applicants should also be prepared to provide the following when applying for a Visa:**

- Transcripts and diplomas from previous institutions attended
- Financial evidence that shows you have sufficient funds to cover your tuition and living expenses during the period of your intended study. (Whatever you provided to VCFA is fine.)

### **Traveling to the United States:**

**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.

**Always hand-carry your documents. Do not check the following 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.

1. Your passport, valid for at least six months beyond the date of your expected stay
2. Your student Visa
3. SEVIS Form I-20 and receipt for the I-20 fee
4. Name and contact information for your “Designated School Official” including a 24-hour emergency contact number at the school (see pg. 2)

**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.

If you have any questions about the SEVIS process,  
please contact the VCFA Registrar at [registrar@vcfa.edu](mailto:registrar@vcfa.edu)  
or by phone at (802) 828-8724.

## 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:

Program Contact Info	Staff Member	Phone #	Email Address
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>