



Institute of Culinary Education

EST. 1975

NEW YORK | LOS ANGELES

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INTERNATIONAL STUDENT GUIDELINES

Thank you for your interest in studying at the Institute of Culinary Education (ICE) in New York City. ICE is pleased to welcome international students to its career-training programs. Refer to the following **International Student Guidelines** to help you understand the requirements for the M-1 visa process. Please note that ICE's New York campus sponsors only an M-1 visa, our Los Angeles campus sponsors both M-1 and F-1 visas. All programs at ICE are taught in English.

TABLE OF CONTENTS

Enrolling at The Institute Of Culinary Education.....	2
Demonstrating English Proficiency	3
Requesting the Form I-20, Application for Certificate of Eligibility for Nonimmigrant (M-1) Student Status for Vocational Students	3
Demonstrating Financial Resources.....	4
Requirements for a Sponsor Providing Room and Board	5
Sevis Fee.....	5
Applying for an M-1 Student Visa	5
Upon Arrival and Maintaining M-1 Student Status While in the U.S.....	7
Optional Practical Training (Opt) and Work Visa Options	7
M-1 Visa Acknowledgement	8

ENROLLING AT THE INSTITUTE OF CULINARY EDUCATION

All international students who wish to attend ICE must first apply and enroll before any student visa applications can be released. International students seeking an M-1 visa are eligible to enroll in the below career programs and schedules at the New York City campus:

Career Culinary Arts Program

*7:00 am – 11:00 am	Monday through Friday
11:00 am – 3:00 pm	Monday through Friday
3:00 pm-7:00 pm	Monday through Friday

Career Pastry & Baking Arts Program

*7:00 am – 11:00 am	Monday through Friday
11:00 am – 3:00 pm	Monday through Friday
3:00 pm-7:00 pm	Monday through Friday

Career Health-Supportive Culinary Arts Program

*7:00 am – 11:00 am	Monday through Friday
11:00 am – 3:00 pm	Monday through Friday
3:00 pm-7:00 pm	Monday through Friday

Hospitality & Hotel Management Diploma Program

1:00pm-5:00pm	Monday through Friday
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*International students who would like to enroll in the Diploma in Restaurant & Culinary Management program must select a daytime schedule that does not interfere with their Culinary Arts, Pastry & Baking Arts, or Career Health-Supportive Culinary Arts Programs. The Diploma in Restaurant & Culinary Management is not a visa- eligible program. It is, however, an eligible program for a student with a valid status in the United States, including those planning to attend on an M-1 visa for another program

International students who will be attending school at ICE while on a visa other than an M-1 should visit the SEVIS website to confirm their visa will allow them to enroll in vocational training. A copy of the existing visa must be provided to ICE at enrollment.

To enroll at ICE, all international students regardless of visa type must provide the below:

1. Completed *Application for Admission* along with non-refundable \$85 registration fee
2. Education documentation demonstrating at least completion of a formal level of education equal-to or greater-than a US high school diploma
3. Proof of English proficiency (see [page 3](#))
4. Valid passport that has not expired
5. Signed *Enrollment Agreement*

6. Signed *Contract to Make Payment in Full Prior to Class Start Date* along with 10% initial tuition payment. Students from countries with monetary withdrawal restrictions may be eligible to make payment in two installments. Please consult your admissions representative
7. Copy of valid visa on-or-before first day of classes

DEMONSTRATING ENGLISH PROFICIENCY

Institute of Culinary Education requires that its students be able to speak, read, write and understand English fluently. We are required to collect proof of English language proficiency for all non-native speakers who wish to study here. Below are recognized ways to demonstrate English language proficiency:

1. Diploma/Degree: If you hold a high school diploma or an undergraduate or graduate degree from a United States college or university, you may submit your official transcript as proof of English proficiency. Similarly, if you have a high school diploma or degree from a college or university where English was the primary language of instruction, a transcript demonstrating such information may also be provided as proof of language proficiency.
2. English Language School/ESL Programs: If you have attended an English language school or ESL program, you may provide documentation from the school proving that you have successfully completed the coursework that is equivalent to a score of 500 in the paper version of the TOEFL exam.
3. Test of English as a Foreign Language (TOEFL) score of at least:
 - a. 500 - paper version
 - b. 173 - computerized version
 - c. 61 - internet-based version
4. International English Language Testing System (IELTS) score of at least 6.
5. Common European Framework of Reference (CEFR) score of at least B2.
6. ICE ESL Exam scoring 42 points or higher.

REQUESTING THE FORM I-20, APPLICATION FOR CERTIFICATE OF ELIGIBILITY FOR NONIMMIGRANT (M-1) STUDENT STATUS FOR VOCATIONAL STUDENTS

In addition to documentation listed above for enrollment, ICE will need to receive the following items in order to release your I-20 for an M-1 visa:

1. A complete, legible copy of your passport, including all pages from front to back cover
2. Proof of financial resources (see below)
3. Copies of any previous visas to the United States
4. Proof of living arrangements for program duration
5. Verification of home address and phone number that you will be returning to upon completion of study
6. I-94 Release Form
7. Signed *M-1 Visa Acknowledgment* (last page of this document)

If you will also need a spousal or dependent M-2 visa, ICE will additionally need:

1. A complete and legible copy of the passport(s) for all additional parties
2. Proof of relationship to student (marriage or birth certificates)
3. Proof of financial resources to support dependents

DEMONSTRATING FINANCIAL RESOURCES
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International students are required to prove that they have funds to pay for the entire tuition including, but not limited to, books, uniforms, knives, and tool kits plus the cost of living while studying at the Institute of Culinary Education. The requirements are as below:

1. Prior to enrollment, international students must make a 10% initial tuition payment and sign a *Contract to Make Payment in Full Prior to Class Start Date*.
2. Proof of funds for your education and living expenses must be demonstrated by providing a current bank statement or a letter of certification that meets all of the following criteria:
 - a. If funds are in student's name, a letter meeting the following criteria must be met:
 - i. Written in English
 - ii. Typed on bank letterhead
 - iii. Signed by a bank official
 - iv. Dated within 6 months of the start date of the program
 - v. List account number(s)
 - vi. List specific balance of account(s) in preferably in U.S. dollars
 1. Balance of account(s) must cover full tuition and at least \$2,200 per month for living expenses for the duration of the program (see below if sponsor is providing room and board)
 2. No letters can be accepted that do not specify exact balances unless the bank attests that the balance is a minimum of \$100,000
 - vii. Every person named on the bank account (other than the student) must provide a letter of support stating that the funds in the account can be used to fund the student's education and living expenses
 - b. If the student's education and/or living expenses are being paid by another individual, a letter meeting the following criteria must be met:
 - i. Written in English
 - ii. Signed by the sponsor
 - iii. Dated within 6 months of the start date of the program
 - iv. Specify the sponsor's relationship to the student
 - v. List the name of the bank and account numbers that are stated to be intended for support of the student
 - vi. Be accompanied by a copy of a bank statement in U.S. dollars to verify the minimum balance of the full tuition plus at least \$2,200 per month for living expenses (see below if student's room and board are being provided by a sponsor)

REQUIREMENTS FOR A SPONSOR PROVIDING ROOM AND BOARD

If the student is planning to stay with a sponsor while attending school, we must receive a letter from the sponsor meeting the following criteria:

1. Written in English
2. Specify the sponsor's relationship to the student
3. State that the sponsor will provide the housing and living expenses at no cost to the student
4. Include the address of the house or apartment where the student will be living
5. Dated and signed in the presence of a Notary Public

The letter must be accompanied by proof of income from sponsor via letter from employer, income tax return, U.S. bank statement, or recent paystub. The sponsor must also provide a copy of the lease or title to the home the student will be staying in.

SEVIS FEE

The Student Exchange Visitor Information System (SEVIS) is an internet system that maintains information on non-immigrant students, exchange visitors, and their dependents. The fee-supported system enabled schools and program sponsors to transmit information to the Immigration and Customs Enforcement and Department of State throughout a student or exchange visitor's stay in the United States.

Once you have received the I-20, application for Certificate of Eligibility for Nonimmigrant (M-1) Student Status for Vocational Students, the USCIS requires that you pay the SEVIS I-901 fee before applying for a student visa.

The easiest way to pay the SEVIS fee is at www.fmjfee.com You will be given an option to pay by credit/debit card, check, or money order drawn on a financial institution in the United States and payable in U.S. currency. A receipt will be provided when you pay online. Please be sure to print the receipt as it will be needed for your visa interview. A receipt will also be mailed to you, but it may not be received in time.

APPLYING FOR AN M-1 STUDENT VISA

In order to be able to come to the United States of America and attend the Institute of Culinary Education, you must contact your nearest U.S. embassy or consulate and apply for an M-1 student visa. Visit www.usembassy.gov for a list of embassy locations.

First-time student visa applicants are required to appear for an in-person interview. Each embassy and consulate will have their own procedures and policies when processing student visas. Please be sure to

check with your specific consulate or embassy before arriving for your interview. In addition, if your primary residence is not your home country of citizenship, you must apply at the U.S. embassy in your country of residence.

Required items to apply for an M-1 student visa:

1. **Form I-20** obtained from the Institute of Culinary Education. The form must be signed by a Designated School Official and the prospective applicant.
2. **Form DS-160** with form DS-158. Both forms must be completed and signed and the confirmation pages printed. Some applicants will be required to complete and sign Form DS-157. Separate forms will be required for children. Form DS-160, Online Nonimmigrant Visa Application, can be found at <https://ceac.state.gov/genniv/>. Form DS-158 can be found at <https://eforms.state.gov/Forms/ds158.PDF>.
3. **Passport** - Must be valid for a minimum of six months after your intended period of stay in the U.S.
4. **One (1) 2x2 Photograph** - Nonimmigrant photograph requirements can be found at <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>.
5. **SEVIS Fee Receipt** - This was provided to you when you processed your payment online. A copy of the receipt will also be mailed to you at the address you supplied when you made the payment.
6. **Proof of English Language Ability** (see Demonstrating English Proficiency, Page 3)
7. **Proof of Financial Resources** (see Demonstrating Financial Resources, Page 4)
8. **Verification of Education**

Please review the links below before applying for your student visa so you can better understand the process and rules governing the issuance of a U.S. visa.

<https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html>

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/visa-denials.html>

<https://www.ice.gov/sevis/students>

** Citizens of Canada are not required to make an appointment with the consulate or embassy, but still need to obtain an I-20 and present it with supporting documents at the Port of Entry in the United States.

** Do not enter the U.S. without a visa (unless you are a Canadian citizen).

** Do not enter the U.S. with a B-1 or B-2 visa unless it is marked “prospective student.” If you use a B visa to enter the U.S., you could be guilty of “fraudulent entry” and be refused permission to stay longer than 6 months or to extend or change your status. While in other circumstances USCIS allows for a prospective student to then process an I-539, ICE will not be able to process it due to time constraints of programs and schedules.

** ICE will not process an I-539 student Request to Change/Extend Visa Status.

UPON ARRIVAL AND MAINTAINING M-1 STUDENT STATUS WHILE IN THE U.S.

1. Upon arriving you must supply ICE with the local address and phone number where you will be staying during the program.
2. Upon arriving, you must also provide ICE with a copy of:
 - a. Signed Form I-20
 - b. Copy of M-1 visa
 - c. Stamped passport
3. You are required to attend a full-time five-day per week program and comply with all attendance regulations.
4. Delays due to suspension or academic probation are not acceptable reasons for a program extension. It is very important that you follow through with your commitment to complete the program within the time permitted. No extensions will be granted.
5. Inform ICE of any changed in address or phone number as soon as they occur so that we can update your information in the SEVIS system.
6. You must have the PDSO or DSO sign your I-20 if you are planning to leave the country and return to school.
7. You must depart the U.S. within 30 days after completion of the program. If your I-94 has a later date, this does not mean you can stay longer than 30 days after your last date of matriculation.
8. If you fail to maintain a full course of study or otherwise fail to maintain your immigration status, you will have to leave the U.S. immediately. There is no 30-day grace period.

OPTIONAL PRACTICAL TRAINING (OPT) AND WORK VISA OPTIONS

Due to the duration of our programs and the timelines for the application, students are discouraged from applying for Optional Practical Training (OPT). Students are typically granted only four weeks of training and sometimes the card authorizing OPT arrives after some of this time has passed.

If a student is interested in pursuing a J-1 Visa, you can contact one of the organizations listed below that may sponsor advanced culinary training. Please contact them for their individualized criteria for qualifying for a visa. The Institute of Culinary Education does not sponsor students for J-1 visas and is not affiliated in any way with the listed organizations.

<http://www.culturalvistas.org/>

<http://www.interexchange.org/>

<http://www.hrc-international.com/>

<http://www.edintl.com/>



M-1 VISA ACKNOWLEDGEMENT

1. Immigration law requires M-1 visa students to be enrolled in a five-day morning or afternoon schedule in the Culinary Arts, Pastry & Baking Arts, Health-Supportive Culinary Arts, or Hospitality & Hotel Management Diploma Programs.
2. M-1 students are not eligible to take the Restaurant & Culinary Management Program by itself. It may only be combined with either the Culinary Arts, Pastry & Baking Arts, or Health-Supportive Culinary Arts Programs. The Restaurant & Culinary Management Program must be taken on a schedule that does not conflict with the Culinary Arts, Pastry & Baking Arts, or Health-Supportive Culinary Arts Programs.
3. M-1 students must begin their externship immediately following their last class and be in attendance five days per week. No vacations or breaks are permitted.
4. M-1 students are required to work 35 hours per week at their externships.
5. If M-1 students are taking Restaurant & Culinary Management while on externship, the externship work requirement will be 22 hours per week. As soon as the Restaurant & Culinary Management Program ends, students are required to increase their work hours at the externship site to 35 hours per week.
6. All students, including M-1 students, who are on externship are required to submit their attendance records weekly. In the event M-1 students fail to submit their attendance records, ICE is required to notify SEVIS electronically which will automatically terminate the students' visas.
7. M-1 students are admitted to the United States for a fixed period of time necessary to complete the course of study indicated on their SEVIS form, plus an additional 30 days to depart the U.S. The total period of time cannot exceed one year. Therefore, all M-1 students must leave the U.S. within 30 days after the end date on their SEVIS form or 30 days after they complete their course of study at ICE, whichever is earlier. There are no extensions. M-1 students who fail to maintain a full course of study or otherwise fail to maintain their immigration status are not eligible for the additional 30-day period beyond the end date on the SEVIS form.
8. If M-1 students travel outside the U.S. during the course of study at ICE, they should have with them a valid passport with a valid M-1 visa in it and a current I-20 form signed by the DSO for re-entry into the U.S. M-1 students should inform the Designated School Official in advance of any foreign travel plans to ensure that their documentation is in order. Upon re-entering the U.S., the student will be given a new I-94 arrival record form. The duration of the student's visa status, however, remains the period of time indicated on the SEVIS form.

I, _____, have read the ICE International Student Guidelines and acknowledge and understand the details of what is required to maintain M-1 visa student status. By signing I agree to comply with what is required to maintain M-1 visa student status.

Student Signature: _____ Date: _____

Verified by ICE: _____ Date: _____

International Student Enrollment Check-List

Please note that per Page 2, international students must first *enroll* in a career training program (Culinary Arts, Pastry & Baking Arts or Health-Supportive Culinary Arts).

All steps for enrollment must be completed before steps toward ICE's issuing of an I-20 can be taken.

Below is a check list of what documents must be provided for enrollment. **Only after those documents are provided and enrollment is complete should student process to Step 2.**

Step 1: Application and Enrollment:

- Apply for admission, here: <https://www.ice.edu/apply> (there is an \$85 non-refundable application fee)
- Submit Education Document to Admissions (a diploma or transcript showing you have the educational experience equal-to or greater-than a US high school diploma)
- If the education document is from a non-English speaking country you will also have to provide something proving you meet our English Language requirements (see page 3).
- Submit valid photo ID with picture and signature to Admissions (i.e. a driver's license or first page of your passport)
- Choose a start date (classes open for enrollment approximately 6-months prior to start)

From here you would work with the financing office to reserve your seat in class, which means:

- Sign a "Payment in Full" contract, agreeing to submit the balance of tuition on or before your first day of school
- Make a deposit equal-to or greater-than 10% of the tuition due (can be done on-line, here: <https://pay.ice.edu>)
- Sign an Enrollment Agreement (which outlines your class schedule, refund policy, etc.)

Step 2: Securing an I-20

Once those steps are complete you'll be officially enrolled in school. At that point you'll have to provide the below documents in order to secure the I-20 for your M-1 Student Visa (there are also outlined in the International Student Guidelines) :

- Copy of every page of your (valid) passport
- Copy of any previous visas to the US
- Letter showing financial means (see Page 4 "demonstrating financial resources")

Once all of that is complete we will be able to issue the I-20 for the student visa and you would make an appointment with the embassy to get your actual visa.