

# ITHACA COLLEGE LONDON CENTER

## How to Apply and Next Steps

### 1. Apply In our system

- a) **First, apply for the London Center** in the IC international programs online application system, Terra Dotta, at [tinyurl.com/ICstudyabroad-london](http://tinyurl.com/ICstudyabroad-london).
- b) Click on the **Register/Apply** button. You will be asked if you would like to create an application. Click **OK**.
- c) **Next, you will be asked to indicate how you will be logging in.** Choose “I have a username and password” radio button, then log in using your **Ithaca College Netpass username** (e.g., bsmith) **and password**. NOTE: Do not use your full Ithaca College email address as your username.
- d) **Choose the term that you plan to study in London**, then click on the **Apply Now** button. This will bring you to your Program Registration page. Click on the active links and carefully read the instructions on how to complete these requirements. If you encounter problems, or have any questions regarding this process, please email the Office of International Programs (OIP) at [studyabroad@ithaca.edu](mailto:studyabroad@ithaca.edu) or call 607-274-3306.

**Hint:** You can access your application in Terra Dotta at any time to continue working on required materials or to track progress by going to the main log-in page: [tinyurl.com/ICstudyabroad-login](http://tinyurl.com/ICstudyabroad-login).

- e) **IMPORTANT NOTE:** all materials requiring you to print a form and gather signatures must be scanned and uploaded to your online application. **Do not turn in hard copies of any materials** to the OIP. If you don't have access to a scanner, you can use a free app such as *Office Lens* that will allow you to take a picture of the documents with your smartphone and upload them as PDFs to your online application in Terra Dotta.
- f) You do not need to submit an official transcript in order to apply to the London Center **unless you are a transfer student to Ithaca College or have completed the equivalent of at least one full semester of credits at another institution**. In either of these cases, we will need an official transcript from the other institution sent to the Office of International Programs. Hard copy or electronic copies are fine, as long as they are sent directly from the transfer institution.
- g) **Applications for the London Center are reviewed on a rolling basis, according to the following schedule:**
  - ▶ **Summer term in London:** application deadline is February 15. Complete applications will be reviewed beginning in mid-January up through the deadline or until the program is full, whichever comes first.
  - ▶ **Fall semester in London:** application deadline is March 1. Complete applications will be reviewed beginning in early/mid-January up through the deadline or until the program is full, whichever comes first.
  - ▶ **Spring semester in London:** application deadline is September 15. Complete applications will be reviewed beginning in July/August up through the deadline, or until the program is full, whichever comes first. Note that we recommend early application for Spring semesters in London due to high demand.
- h) **Essential information about financial documentation required for study in London is attached to this sheet on the second page.** Read this carefully so you will know what will be required and what to expect.

### 2. Attend orientation(s)

- a) **All accepted students are required to attend the London Center Orientation.** London Center students planning to do an **internship** or work in London (also those who are not U.S. citizens or those who plan to stay in London for more than 6 months) must attend a required **Visa & Internship Orientation**.

Required orientation meetings	London Center Spring 2020	London Center Summer/Fall 2020
Main Orientation	Sat., Oct. 26, 2019; 9:00 am-1:00 pm	Sat., Mar. 21, 2020; 9:00 am-1:00 pm
Make-up Orientation	Mon., Oct. 28, 2019; 6:00-9:00 pm	Mon., Mar 23, 2020; 6:00-9:00 pm
Visa & Internship Orientation (option 1)	Tues., Oct. 1, 2019; 12:10-1:00 pm	Tues., Mar. 3, 2020; 12:10-1:00 pm
Visa & Internship Orientation (option 2)	Thurs., Oct. 3, 2019; 12:10-1:00 pm	Thurs., Mar. 5, 2020; 12:10-1:00 pm

## DETAILS ON REQUIRED FINANCIAL DOCUMENTATION FOR LONDON (updated July 29, 2019)

The British government requires that all students going to London must bring documentation showing that they have enough money to support themselves. The British government determines how much is “sufficient”, and the current amount is £1,265 per month (or part of month) you will be in London. This is referred to as your “maintenance” funds.

The exchange rate as of the publication of this handout (07/29/19) is £1.00 = \$1.24. At this exchange rate, £1,265 equals \$1,566 per month. To protect against currency fluctuation, we usually round up with the exchange rate for visa purposes, so we will round up to £1.00 = \$1.35, bringing the monthly total needed up to \$1,708. **REMEMBER: you must continue to double-check the exchange rate. As it changes, the amount of money in dollars you need will change accordingly.** Use the currency converter at <http://www.oanda.com/currency/converter/> for your conversions.

You will need to show proof that you have access to a total of \$1,708 x 4, or \$6,832 for the 4 months you will be in London.

- If you are receiving financial aid in an amount that exceeds the charge for tuition (\$22,637), then you can subtract that amount of “excess” financial aid from the total amount of funds you are required to show proof you have access to.
- For example, if you receive \$25,000 total financial aid per semester, then you would only need to show proof of \$4,469 rather than the full \$6,832 (\$25,000 financial aid minus \$22,637 tuition charge = \$2,363, which is the amount of “excess” aid beyond tuition that you can deduct from the required \$6,832).

**It is very important to note that these figures are NOT above and beyond the estimated costs of a semester/summer in London.**

The money you’ll need to show proof that you possess is the same money you will actually be using to pay for your housing, food, transportation, and other everyday living expenses while abroad. The British government just wants to make sure you will have access to a sufficient amount before they will issue a visa or let you enter the country.

**ALL** students going to London must prepare proof that they have the required amount of money.

- **Those applying for a visa** will need to have the proof of finances prepared 28 days BEFORE applying for the visa, so ideally no later than October 10 for Spring semester in London, March 1 for Summer term in London, or May 1 for Fall semester in London.
- **Those NOT applying for a visa** will only need to have the proof of finances ready to present upon arrival in London. You do not need to hold the funds for 28 days prior to arrival.

### **DO YOU NEED A STUDENT VISA FOR LONDON?**

Whether you will need to apply for a student visa will partially determine what your proof of funds documentation will need to say, and will also determine WHEN you need to have the documentation.

You **MUST** apply for a student visa if **ANY** of the following apply to you:

- You will do an internship in London
- You want to work part-time in London (including work-study at the London Center)
- You are planning to stay in the U.K. for more than 6 months

**Students who will be applying for a student visa must be able to show proof of having held the appropriate amount of money for a full 28 days BEFORE they can apply for the visa.**

- Example: if you plan to submit your visa application on Nov. 12, you will need to be able to show proof you have been holding the required funds in an acceptable bank account beginning October 15.

You **MAY** need to apply for a student visa if:

- You are NOT a citizen of the U.S., the U.K, and possibly a country within the European Union (pending BREXIT rulings). Check with the London Center for guidance ([iclondoncenter@ithaca.edu](mailto:iclondoncenter@ithaca.edu))

You will **NOT** need to apply for a student visa if **ALL** of the following apply to you:

- You **ARE** a citizen of the U.S., the U.K., or a country in the European Union AND you...
  - Will NOT be doing an internship in London
  - Will NOT be seeking part-time work (including work-study at the London Center)
  - Will NOT be staying in the U.K. for more than 6 months.

**Students who do not need to get a visa WILL still need to prepare proof of finances, but will only need this documentation right before departure for London.** Those not applying for a visa will not need to show proof of having held the appropriate amount of funds for 28 days or any particular length of time.

Continue to the next section to learn what type of documentation is required for your proof of finances.

## **WHAT CAN BE USED FOR PROOF OF FUNDS DOCUMENTATION?**

Your proof of funds is typically documentation from a bank, usually in the form of a letter or a bank statement. Below are some guidelines about what is expected for the proof of finances:

- You will need a letter from a bank OR a bank statement. This will need to clearly state that you have a balance of at least approximately \$6,832 (or the appropriate amount after subtracting your “excess” financial aid).
  - The bank account in which the money is held can be in the student's name, a parent's name, or a joint account between the student and parent. It cannot be in the name of another relative, family friend, etc.
  - It must be a checking or savings account. It cannot be an investment account of any sort, including a 529 College Savings Account.
  - **If you obtain a bank letter**, it must be on bank letterhead and signed by a bank official.
  - **If you obtain a bank statement**, it should be bank-generated (NOT printed out by the student) and stamped/signed by a bank official on each page of the statement.
  - The bank account number on the documents may be only partially stated or blacked out.
  - If the account is in the student's name only, no additional documentation is needed to accompany the bank letter/statement.
  - If the account is a joint account with a parent, or is in a parent's name only, then it must be accompanied by two additional documents:
    - A letter of financial support from the parent (Int'l Programs will provide a sample letter to use)
    - The student's birth or adoption certificate as proof of the parental relationship. This must be the original birth or adoption certificate or a certified copy.
- **Those who prepare this bank letter or statement for visa application purposes** need the letter to indicate that they have held these funds for at least a full 28 days prior to applying for the visa.
  - Note that the account in which the funds are held must not have dropped below the amount that you need to show at any time during the 28 day period. In addition, the final date of this 28 day period must not be more than 31 days old on the date that you submit your application
- **Those who will NOT apply for a visa** do NOT need to make mention of a 28-day holding period in the bank letter, and do NOT need to indicate that the funds have been held for any specific length of time.
  - *The bank letter or statement for non-visa applicants ONLY needs to show that the student has access to the requisite amount of money, and the student will only need this documentation in time for departure for London.*
- A sample bank letter will be provided after you have been accepted to the London program. It can be used as a model to show your bank when you go in to request the letter.

**While abroad, you must continue carrying the financial documentation with you each time you travel outside of the U.K. for the whole semester**, as you could be asked for it anytime you re-enter the country from your travels.