WELCOME...

Thank you for your interest in the Puerto Rico Conservatory of Music (PRCM). Our institution is a higher education, public institution that offers graduate and undergraduate programs as well as musical studies available to the general public. It is dedicated to comprehensively educating musicians in the fields of performance, composition, Jazz and Caribbean music, and music education. The institution holds a leading role in the cultural and musical life of Puerto Rico and is committed to preserving and disseminating the musical legacy of Puerto Rico, the Caribbean, and Latin America, thus supporting future generations of cultural leaders. The Conservatory, with its dynamic and receptive attitude toward new, international tendencies, foments innovative thinking within its institutional environment.

The Conservatory's academic offerings stimulate the comprehensive training of its students and foment the maximum development of their artistic, intellectual, and humanistic capacities. The institution promotes its academic programs to always be excellent, relevant, and current in order to maintain the standards of quality that satisfy the educational needs of the musical labor market. In addition to its university programs, the Conservatory offers musical training to children, teens, and adults through the Preparatory School and the 100x35 Program.

The Puerto Rico Conservatory of Music has state-of-the-art facilities located on Ponce de León Avenue in Miramar, close to Condado, Old San Juan, and the Convention Center harbor.

The Puerto Rico Conservatory of Music is accredited by the following agencies, both recognized by the Secretary of Education of the United States and by the Commission on Recognition of Postsecondary Accreditation:

**National Association of Schools of Music** (NASM)
11250 Roger Drive, Suite 21 Reston, Virginia 20190, 703-437-0700.

**Middle States Association of Colleges and Schools**

The Conservatory has license to operate from the **Puerto Rico Council on Education**. It is also affiliated to:

**National Guild of Community Schools for the Arts**
The Preparatory School is a certified member of the National Guild of Community Schools of the Arts and is accredited by the National Association of Schools of Music.

**Latin American Association for Conservatories and Music Schools** (ALCEM)
The Puerto Rico Conservatory of Music is founding member of ALCEM.

**European Association for Music Conservatories, Academies, and Schools**
The PRCM is an Associate Member of the European Association of Conservatories, Academies and Schools of Music (AEC).
CONTACTS
Ilssamar Hernández  787-751-0160 ext.275       ihernandez@cmpr.pr.gov
Admissions Director

Helen Gonzalez  787-751-0160 ext.280       hgonzalez@cmpr.pr.gov
Recruitment Officer

José Matos  787-751-0160 ext.229       jamatos@cmpr.pr.gov
Registrar and Principal Designated School Officer (PDSO)

Pilar Ruibal  787-751-0160 ext.251       pruibal@cmpr.pr.gov
Counselor and Coordinator for International Students

Mike Rajaballey  787-751-0160 ext.231       mrajaballey@cmpr.pr.gov
Dean of Student Affairs

COORDINATOR FOR INTERNATIONAL STUDENTS
The Coordinator for International Students is available to provide guidance to our students and to help them solve situations they may face during their study years. Office hours are Monday through Friday from 8:00 a.m. to 12:00 p.m. and 1:00 to 4:30 p.m.

GENERAL INFORMATION ABOUT ADMISSION PROCEDURE
Detailed information regarding admission requirements for all study programs and repertoire to present at auditions is available in Admission Handbooks published in our website: www.cmpr.edu/admisiones. Please refer to these documents to ensure you have all the information about the academic program of your interest. All required documents for admission must be sent to the following address within the dates specified in the academic calendar:

Conservatorio de Música de Puerto Rico
Oficina de Admisiones
951 Ave. Ponce de León
San Juan, P.R. 00907-3373

Summary of the admissions process:
1. Complete and submit the admissions application and pay the corresponding fee ($100 US non-refundable). The application is available on our website www.cmpr.edu/admisiones. It is important to include an email address. Payment can be made by credit card or by electronic transfer. Detailed instructions for making payments are included this handbook. Note: You should check with your bank if they or another intermediary institution will make an additional charge for the electronic transfer service. If so, be sure to add that amount to your payment to cover the expenses of the transaction. The Conservatory of Music of Puerto Rico will only credit your account the amount received.
2. Video with audition repertoire – Applicants not living in Puerto Rico may send an unedited video with their audition requirements. Once admitted, they must take the placement exams that apply according to their program.

3. Request an official transcript to be sent to the Conservatory containing grades and credits from the last accredited institution attended, whether high school or college, validated (apostille) by the Ministry of Education in your country certifying the equivalence of the degree obtained and showing grade point average on a scale of 4.00 points.

4. Meet the other requirements for the program you are applying. These may include essay, compositions, annotated list of repertoire studied, letters of recommendation, etc. Please refer to the Admissions Handbook make sure you comply with all requirements. Note: All international students must take the placement test and dictation theory and / or placement tests of theory and history as applicable during the week before classes begin.

Once all documents are received, they will be evaluated by the jury to make a final decision. An official letter will be sent with the results. This information will not be provided on the phone.

PROCEDURE FOR INTERNATIONAL STUDENTS ADMITTED TO THE PRCM

1. Once you receive the official letter of admission, you must submit to the Conservatory of Music of Puerto Rico the following documents:
   a. Attendance confirmation form with payment of $125 US. Of this amount, $75 US will be credited to the student's account.
   b. I-20 Application and other documents that must accompany this form, like financial certification and affidavit. The I-20 is one of the documents to be submitted to apply for entry visa to the United States. This application form is included in this handbook.
   c. Final and official transcript containing grades and credits from the last accredited institution attended, whether high school or college, validated (apostille) by the Ministry of Education in your country certifying the equivalence of the degree obtained and showing grade point average on a scale of 4.00 points.
   d. Copy of high school, college or university diploma (validated by the Ministry of Education).
   e. Certificate of Immunization – All students under 21 years must submit their certificate including all information related to vaccines received. This document must be validated at a health unit in Puerto Rico according to Law 25 of the Health Department of Puerto Rico. Students that do not have the certificate will be referred to the Department of Public Health closest to the area to be subjected to a physical examination and obtain the required immunizations. These tests involve a cost that will have to be afforded by the student.
f. In cases where the language of academic records is other than English or Spanish, the applicant must submit a duly certified translation by the originating institution. All transcripts must be validated (apostille) by the Ministry of Education of their country or by the U.S. Consulate. They must also send official information on the grading system used for the evaluation of academic achievement.

g. Results of the Admission Test for College offered by the College Board and/or the result of the Scholastic Aptitude Test (SAT). Students must request that the results be sent to the Conservatory. The institution will use the score sections of Spanish and English for placement on the required courses for both languages. International students should contact the College Board at the following address to make arrangements to take this test:

   The College Board  
   P.O. Box 71101  
   San Juan, Puerto Rico 00936-8001  
   http://oprla.collegeboard.com

2. Upon receipt of all the above documents, the Conservatory of Music will send by mail the I-20 Form. This document serves as verification that the student is expected to enroll at the Conservatory of Music of Puerto Rico. Should the Conservatory have to send this form on more than one occasion, the mailing cost will be applied to the student’s account.

3. If the candidate is applying for visa for the first time, he will be responsible for registering in Student and Exchange Visitor Information System of the U.S. Department of Homeland Security (SEVIS) and pay the corresponding fee. For additional information, please refer to SEVIS website: www.fmjfee.com

4. To obtain a visa the student must visit the Embassy or U.S. Consulate closest to his native country with the following documents:
   1. Passport  
   2. I-20 Form  
   3. Receipt of SEVIS fee payment  
   4. Evidence of sponsorship/financial aid (financial certification, bank account statements, affidavit, etc).

   If everything is in order, the immigration officer will issue your visa. Once you have received your visa, you are legally entitled to enter the United States as a student.

5. The Conservatory of Music of Puerto Rico does not have housing facilities for students. All international applicants must take steps to identify an accommodation before arriving in Puerto Rico. For further information regarding this matter may contact our Counselor, Ms. Pilar Ruibal the email address or phone pruibal@cmpr.gobierno.pr 787-751-0160 ext. 251.
6. Upon arrival to the Conservatory of Music of Puerto Rico the student should report to the Principal Designated School Officer (PDSO) of the institution, that is the Registrar, Mr. José Matos to indicate residential address and present passport and I-94 Form.

7. All international students must be at the Conservatory on the date indicated in the letter of admission to be able to complete the enrollment process and take required placement exams.

ADDITIONAL INFORMATION ABOUT THE STUDENT VISA
International students willing to study in American territory must apply for a Student (F-1) Visa. The Conservatory accepts international students who have obtained an F-1 visa. This visa is for students who have been officially accepted to a full-time academic program in the United States. It requires international students to study full-time, which means keeping twelve credits or more in their curriculum.

TERMS RELATED TO THE STUDENT VISA
All international students must be familiar with the most common terms used by the Department of Homeland Security United States. The most common terms are:

1. Student Exchange Visitors Information System (SEVIS)
This is the electronic system that maintains the information of all persons applying for a student visa to complete their studies in American territory. Students are responsible for reporting any changes in their status to the Department of Homeland Security of the United States. Beginning September 1, 2004 international students must pay a fee to cover the operational costs of SEVIS. This fee must be paid to the Department of Homeland Security (I 901 Student / Exchange Visitor Processing Fee), either by mail or Internet on the website: www.fmjfee.com.

2. DSO = Designated School Official (Oficial Institucional Designado)
The DSO is responsible for providing the Department of Homeland Security through SEVIS any information about your international student status. He is also responsible for informing the Department of Homeland Security about changes or violations of federal, state or institutional rules.

3. EO I = Executive Officer I

4. F1 = Visa for international students

5. F2 = Visa for international students’s dependents

6. CPT= Curricular Practical Training
Term used when a student has to do a practical training related to his academic preparation.

7. OPT = Optional Practical Training
Term used when a student has to work as part of the academic requirements. Example: Internships for medical students
DENIAL
Most of our students have no difficulty in obtaining their student visa. However, there are times when even if the student has all the documentation, the visa is denied. The most common reason for denial of visa is that the immigration officer is not convinced that the student plans to return to his native country. In this regard it should be noted that the student visa is not a step to obtain permanent residence in the U.S. The best way to prove that you plan to return to your native country is demonstrating you have strong family ties. If you experience any difficulties, you should request written reasons for the refusal and then contact the Principal Designated School Officer.

ARRIVING TO THE UNITED STATES
By the time you arrive to the United States, you must pass through the immigration area where your passport, visa and other documents will be formally reviewed. You must have the following documents ready:
1. Passport
2. Visa
3. I-20 Form
4. Evidence of financial aid

OBLIGATIONS OF FOREIGN STUDENTS
As a result of the "USA Patriot Act" enacted by Congress in October 2001, all international students must provide current and accurate information to the Bureau of Citizenship and Immigration Services (BCIS). The student must report to the Principal Designated School Officer (PDSO) of the institution, in this case the Registrar at the beginning of every semester presenting a copy of the following documents:
1. Valid F-1 Form
2. Copy of passport page indicating permanent address
3. I-94 Form
4. Local Address (EE.UU.)
5. Native country address

In addition, students are responsible for informing the Registrar (PDSO) when there is a change in any of the above documents or in their academic program. Not informing these changes can have serious consequences for their eligibility to stay in the U.S.

Additional information about required documents:
1. **Passport** - issued by the government of the student’s native country. The passport must be valid at least for the next six months. If necessary, the student must renew it in his country six months before the expiration date. They can
also complete this process in the U.S. mailing the passport to the embassy of his native country.

2. The F-1 visa validation stamp allows the student to travel to the United States. The date stamped on the visa indicates the last day the student can enter the U.S. If the visa expires while studying in the United States it will not be necessary to have the validation stamp again until leaving the US. However, it must be renewed before re-entering American territory. Students can only get a visa outside the U.S. in an office of the U.S. Embassy or Consulate. To qualify for the F-1 visa they must have a valid I-20 Form.

3. I-94 Form with “D/S” stamp (status duration) - You can stay in the U.S. for all the time of your student status, regardless of the expiration date you have your visa stamp on your passport. To maintain your legal status is F-1, an international student must:
   i. Have a passport and valid I-20 Form
   ii. Have a full time program during both academic semesters
   iii. Obtain permission of the Bureau of Citizenship and Immigration Services to Participate in employment outside the university
   iv. Inform the Registrar and obtain his signed authorization (PDSO) for traveling.

CERTIFICATION AND FINANCIAL STATEMENT
Once a student is admitted, he must have a sponsor who will be responsible to pay for the expenses related to their studies. The sponsor must complete the Certification and Financial Statement and provide the required documentation. If the certification and documents meet the sponsorship requirements an I-20 Form will be issued and sent to the student. The Certification and Financial Statement forms are included in this handbook.

WHAT ARE THE RESPONSIBILITIES OF THE SPONSOR?
Because international students cannot work in U.S. territory to earn money to pay for their education and personal expenses, they shall make arrangements to have a sponsor who has the money available to cover these expenses. The sponsor is obliged to financially support the student while studying. To this end, the sponsor will be asked to provide evidence of income by submitting the following documents:
   1. Complete the Financial Statement Certification accompanied by one of the following documents:
      a. Letter from employer indicating monthly salary.
      b. Copy of income tax return.
      c. Proof of salary
      d. Official bank account statement. The amount available in the account should be equal to the total indicated in the estimated annual budget included in this handbook.
e. If the student is going to cover his expenses, he must send an original bank statement indicating that his account has enough money to cover the costs of their studies until they complete their degree.

f. If the international student is going to be sponsored by an institution in his native country, he must submit a letter from the organization confirming their commitment.

**REQUIREMENTS TO MAINTAIN THE F-1 STATUS**

All international students are responsible of maintaining for their years of study to maintain their F-1 status during their study years, and therefore must meet the following requirements:

1. Undergraduate students must register at least 12 credits each semester. Master’s Degree students must have at least 6 credits.
2. Thesis registration is accepted as full academic load.
3. Only three (3) credits will be accepted in distance courses.
4. Report to the (PDSO) at the Registrar’s Office upon arrival to the Puerto Rico Conservatory of Music to have his information updated in SEVIS.
5. Have a valid Passport and visa.
6. Attend to all classes enrolled.
7. Demonstrate academic progress each semester.
8. Update personal information (including dependents)
   a. Local address (while living in U.S. territory)
   b. Address in native country
   c. Email address and phone number
9. Have constant communication with the PDSO (Registrar).
10. Inform changes in study program and level.
11. Inform the Registrar and obtain his signed authorization for traveling out of Puerto Rico.
12. Observe deadlines for applications for extensions, transfer, travel signatures and change of status.
13. Adhere to regulations related to job search.
14. Leave the U.S. territory on the designated dates.

**VIOLATIONS TO F 1 STATUS**

The following actions constitute violations to the F1 student status:

1. Not attending the selected university.
2. Not enrolling at the beginning of the semester
3. No attending to the registered courses
4. Not starting or completing transfer process on the established deadlines.
5. Not requesting change of status on the established deadlines.
6. Not requesting program extensions on the established deadlines.
7. Not informing changes of address (10 days)
8. Not leaving the U.S. territory on the indicated dates.
10. Become inactive student for five months of more

EXCEPTIONS TO STUDY COMMITMENT
All students must maintain 12 credits per semester. However, there are exceptions that may affect the student to maintain academic load, such as:

1. Language difficulties
2. Difficulties with reading requirements.
3. Unfamiliarity with teaching strategies.
4. Inappropriate level placement on registered courses.
5. Medical conditions.
6. Illness evidenced by medical certification and / or hospitalization.
8. Students completing their last year of studies that require less than twelve credits to finish their degree.

REINSTATEMENT OF STATUS
All international students are expected to complete their program before the expiration date listed on the I-20 form. This period is described in the catalog as the maximum time to complete studies.

Students who lose their status for failure to enroll full time or not having completed their I-20 before it expires, must request reinstatement of status. Similarly, it will be required to apply for reinstatement for students who lose status by being on academic probation or suspension. Students who do not maintain their status could risk being refused entry to the U.S.

Students will be eligible for reinstatement if they:
1. Have a full time academic load (12 credits)
2. Have not been denied an authorization to work.
3. Have not been deported
4. If the circumstances preventing the completion of the degree are out of the student’s reach.

Requirements for F-1 status reinstatement
If a student loses his F-1 status for violating any requirements established by the National Security Service, he may request the reinstatement of the F-1 status by following these steps:
1. Submit a letter from the student, academic advisor and the PDSO (optional), explaining the situation convincingly.
2. Submit updated bank account report and affidavit.
3. Official transcript.
4. Pay fees that may apply. Additional information available at the website: www.fmjfee.com
**PRACTICAL TRAINING** (Academic load reduction)
To apply for Optional Practical Training or Curricular Practical Training the student must:

1. Apply only for one semester.
2. Present a justification letter from the student or coordinator.
3. Commit to have a full time academic load the following semester.

Practical training will be worth six credits for students in undergraduate programs or four credits for graduate programs. Withdrawals will need authorization of the PDSO to retain status. The PDSO must report all changes to SEVIS within 21 days.

**AUTHORIZATION TO WORK IN THE CONSERVATORY**
International students are allowed to work in certain positions within the university up to a maximum of 20 hours per week during the semester and 40 hours per hour during academic recess. No special authorization is required to work at the PRCM, however students have to pay state and federal taxes for the money earned. The Conservatory cannot guarantee any student the opportunity to have employment in the institution.

Employment conditions at the Conservatory of Music of Puerto Rico are the following:

1. Contracted services must be related to their education.
2. Only full time students will be eligible.
3. Students can work only twenty (20) hours per week.
4. Students may work up to forty (40) hours during holidays or academic recess.

After reviewing the request for work on campus, the PDSO is who authorizes the work, if available, in strict compliance with the laws of the Immigration Department. The PDSO will authorize the request for a temporary Social Security number based on the dates presented in the Form I-20 or the duration of the employment contract.

**AUTHORIZATION TO WORK OFF CAMPUS**
To qualify for work outside the Conservatory, the student must maintain an excellent academic performance and maintain the F-1 status for a minimum of one academic year. The part-time work outside the Conservatory will be limited to no more than 20 hours per week during the class period. An authorized student can work full-time outside the Conservatory only during holiday breaks and academic recess. The work authorization is automatically terminated when the student fails to maintain academic achievement.

1. **Optional Practical Training (OPT) allows international students** allows international students to work in the U.S. so they can gain experience related to their field of study at the Conservatory. This training must be specifically related to the student’s area of study, and such work should not be available in their home country. The PDSO determines this two requirements. Students can apply for the practical training part-time during the semester status once carried in at least 9 months. Students are eligible for full-time Practical Training: 1) during vacation periods if the student is currently enrolled and eligible and intends to register for the next semester, 2) after
completing all requirements for the degree (excluding the recital or thesis), 3) after graduation. The Bureau of Citizenship and Immigration Services authorizes practical training for a maximum period of 12 months for each degree completed.

2. **Curricular Practical Training (CPT) allows** international students to work outside the institution as part of their studies. Students who are offered substantial work teaching or performing may request permission from their teacher to get work as part of their studies during the semester or summer break. Students applying for CPT must have been enrolled for at least one year. The department coordinator, Dean of Academic Affairs and Dean of Student Affairs reserve the right to refuse permission for the CPT based on the nature of the work assigned.

3. Any work authorization that is not approved through Practical Training Program will be granted only as a result of economic problems. The student must demonstrate that his financial situation has changed dramatically since he enrolled at the Conservatory. For information on how to apply for work authorization outside the institution, please contact the PDSO.

4. The work should not interfere with studies.

**HOUSING**
International students must make arrangements to identify an accommodation before arriving in Puerto Rico. The Puerto Rico Conservatory of Music does not have a residence for students. The Guidance Office prepares a list with information of hotels and guest houses that can be used by students while they find a permanent place to live. It is the student's responsibility to make all arrangements with these hotels or guest houses. For more information please contact our Counselor, Ms. Pilar Ruibal, email address: pruibal@cmpr.gobierno.pr or phone number 787-751-0160 ext. 251. To apply for driver’s licenses, bank accounts and housing, international students are required to present a certification as a regular student of the institution.

**HEALTH INSURANCE**
The PRCM requires all students to have the institution’s health insurance. The cost of the insurance is approximately $1,293.50 annually. Students that do not wish to benefit from this health insurance, must present (on the day of enrollment) evidence of having a private health plan which can be used in Puerto Rico.

**GENERAL INFORMATION**
Once international students arrive to Puerto Rico they should contact the Guidance Office at the Conservatory of Music of Puerto Rico, where the International Student Coordinator will help them, to the extent possible, in all situations or concerns they may have. These situations can be personal or academic.

It is important that students have a bank account, cash or credit cards to cover tuition costs and other expenses.
INSTRUCCIONES PARA SOLICITAR FORMULARIO I-20
CONSERVATORIO DE MÚSICA DE PUERTO RICO

El Formulario de Elegibilidad I-20 es un documento emitido por el Conservatorio de Música de Puerto Rico donde se certifica que el estudiante en cuestión reúne los criterios académicos y financieros para estudiar en la institución. Dado que el United States Citizenship and Immigration Services (USCIS) ha concedido al Conservatorio de Música de Puerto Rico permiso para emitir el Formulario I-20, los candidatos internacionales deben proveer a la institución los documentos financieros necesarios cumpliendo con los requisitos federales para obtener este privilegio.

Solamente se aceptarán documentos financieros originales para solicitar el Formulario I-20. Estos documentos serán devueltos al candidato para que pueda presentarlos al solicitar su Visa. El proceso de solicitar el Formulario I-20 y la Visa de Estudiante puede tomar varias semanas, por lo que es necesario que la solicitud del Formulario I-20 sea recibida en el Conservatorio de Música de Puerto Rico lo antes posible. Podrán aplicar cargos adicionales por gastos de envío a solicitudes recibidas después de esta fecha.

Una vez el estudiante reciba el Formulario I-20 de parte del Conservatorio de Música de Puerto Rico, será elegible para solicitar la Visa de Estudiante F-1 en la Embajada o Consulado de Estados Unidos en su país de origen.

En caso de necesitar información adicional relacionada a este proceso puede comunicarse con el Registrador, Sr. José Matos a la dirección: jamatos@cmpr.gobierno.pr o con la Directora de Admisiones, Sra. Ilsamar Hernández, dirección: ihernandez@cmpr.gobierno.pr. También puede llamar al número 787-751-0160 ext. 229 ó 275.

LISTA DE COTEJO DE DOCUMENTOS A SER ENVIADOS JUNTO CON LA SOLICITUD DE FORMULARIO I-20:

☐ Solicitud de Formulario I-20 completada en todas sus partes
☐ Certificación Financiera completada y notarizada
☐ Estados de cuenta bancarios originales (cuenta de cheques o ahorros)
☐ Formulario de Compromiso de Asistencia con el pago correspondiente
☐ Copia de pasaporte válido, visa (si aplica), tarjeta I-94 (si aplica) y formularios I-20 previos.

La solicitud del Formulario I-20 y los demás documentos requeridos deben ser enviados a la siguiente dirección:

Conservatorio de Música de Puerto Rico
Oficina de Admisiones
951 Ave. Ponce de León
San Juan, Puerto Rico 00907-3373
De acuerdo a las leyes de inmigración de Estados Unidos [8 C.F.R. § 214.3 (k) (2); § 214.4 (a) (1) (ix)], el Conservatorio de Música de Puerto Rico debe obtener documentación fiable que demuestre que el candidato cuenta con los recursos financieros suficientes para costear sus gastos de matrícula y manutención. El estudiante debe presentar documentos que evidencien que existen los fondos para, al menos, el primer año de estudios y que los fondos para los años siguientes estarán disponibles por parte de las mismas fuentes, u otras igualmente fiables. Este será el criterio a utilizar para determinar la capacidad financiera de un estudiante.

Las siguientes cantidades reflejan el costo estimado de la matrícula, cuotas, gastos de manutención, seguro médico y otros gastos para el año académico 2013-2014:

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<tr>
<th>Gastos de matrícula a nivel subgraduado:</th>
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<tr>
<td>Costos de enseñanza ($105.00 por crédito x 12 créditos x 2 semestres) = 2,520.00</td>
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<tr>
<td>Cuotas</td>
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<td>Derecho de registro ($70.00 x 2 semestres) = 140.00</td>
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<tr>
<td>Mantenimiento facilidades ($150.00 x 2 semestres) = 300.00</td>
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<td>Tecnología ($150.00 x 2 semestres) = 300.00</td>
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<tr>
<td>Mantenimiento de instrumentos ($55.00 x 2 semestres) = 110.00</td>
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<tr>
<td>Total de costo enseñanza y cuotas = $3,370.00</td>
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<table>
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<th>Otros gastos:</th>
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<td>Misceláneos y gastos personales</td>
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<tr>
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<td>Gastos por equipo para impedidos (CRA)</td>
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<td>Gastos de Seguro de Salud</td>
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<td>Total Gastos (A) = US $19,150.00</td>
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* Este presupuesto puede estar sujeto a cambios. Estimado basado en carga mínima requerida a estudiantes internacionales de 12 créditos por semestre. Mantener una carga académica mínima conllevará que el tiempo requerido para completar estudios a nivel de Bachillerato se extienda hasta un máximo de 6 años.
<table>
<thead>
<tr>
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<th>Diploma graduados</th>
<th>Maestría Educación Musical</th>
<th>Maestría Ejecución</th>
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<td>2,000.00</td>
</tr>
<tr>
<td>Transportación</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Misc. y gastos personales</td>
<td>1,250.00</td>
<td>1,250.00</td>
<td>1,250.00</td>
</tr>
<tr>
<td>Hospedaje y comidas</td>
<td>9,000.00</td>
<td>9,000.00</td>
<td>9,000.00</td>
</tr>
<tr>
<td>Cuota de Seguro de salud</td>
<td>1,293.50</td>
<td>1,293.50</td>
<td>1,293.50</td>
</tr>
<tr>
<td>N/A si tiene plan privado</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total de gastos estimados</strong></td>
<td><strong>$18,013.50us</strong></td>
<td><strong>$19,133.50us</strong></td>
<td><strong>$19,058.50us</strong></td>
</tr>
</tbody>
</table>

* Este presupuesto puede estar sujeto a cambios.
SOLICITUD DE FORMULARIO I-20
CONSERVATORIO DE MÚSICA DE PUERTO RICO

Apellidos: __________________________________________ Nombre: __________________________ Inicial: ______
(Escriba su nombre EXACTAMENTE como aparece en su pasaporte)

País de Nacimiento: _______________________________ Ciudadanía: ___________________________
Fecha de Nacimiento (mes/día/año): __________________ Género: Masculino______ Femenino ______
Correo electrónico: ________________________________ Teléfono: ________________________________
Fax: __________________________________________ Dirección Física:
(sí es diferente a la dirección postal)

Dirección Postal a donde se enviará el Formulario I-20:

Calle
__________________________________________________________________________
Calle
__________________________________________________________________________
Ciudad
____________________________________
Ciudad
____________________________________
Provincia/ Código Postal
____________________________________
Provincia/ Código Postal
____________________________________
PAÍS
PAÍS

¿Cuándo fue notificado de su admisión al Conservatorio de Música de Puerto Rico? _______________________

Fecha

Grado a obtener:

________ Bachillerato en Música _______ Diploma Graduado _______ Maestría en Música

Instrumento: ____________________________ (Marque uno) CLÁSICO JAZZ

¿Se encuentra actualmente en los Estados Unidos? SI______ NO ________

Si respondió afirmativamente a la pregunta anterior, ¿cuál es su estado migratorio? F-1 ____ Otro _________
(Debe incluir copia de formulario I-20, tarjeta I-94 o visa indicando su estado en los Estados Unidos)

Estado Civil: Soltero ____ Casado ______

Si está casado, le acompañarán dependientes a los Estados Unidos? SI _____ NO _____

Por favor incluya la información de los dependientes que permanecerán con usted en los Estados Unidos*:

<table>
<thead>
<tr>
<th>Apellidos, Nombre</th>
<th>Dirección en su país</th>
<th>Fecha de nacimiento (mes/día/año)</th>
<th>Ciudadanía</th>
<th>Parentesco</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

*Debe acompañar esta certificación con los documentos que demuestren sostén financiero para sus dependientes ($6,000 para su esposa y $4,000 para cada hijo).
CERTIFICACIÓN FINANCIERA

<table>
<thead>
<tr>
<th>Fuente de Apoyo Financiero</th>
<th>Cantidad</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. AHORROS PERSONALES</strong></td>
<td></td>
</tr>
<tr>
<td>Incluir estado de cuenta bancario original que muestre fondos suficientes en una cuenta de cheques o ahorros. Los fondos de carácter personal serán divididos por el número de años del programa de estudio. De esta forma se determinará la cantidad de los fondos personales que el estudiante puede contribuir a sus estudios cada año.</td>
<td>$ __________________ US</td>
</tr>
<tr>
<td><strong>2. FONDOS DE FAMILIARES O AUSPICIANOR</strong></td>
<td></td>
</tr>
<tr>
<td>Cada auspiciador debe completar y certificar por un notario público la Declaración Jurada de Apoyo incluida en esta certificación. Junto con la Declaración debe incluir el estado bancario original que muestre fondos suficientes en una cuenta de cheques o ahorros.</td>
<td>$ __________________ US</td>
</tr>
<tr>
<td><strong>4. OTRO</strong></td>
<td></td>
</tr>
<tr>
<td>Incluir documentos originales.</td>
<td>$ __________________ US</td>
</tr>
<tr>
<td><strong>5. APOYO FINANCIERO TOTAL</strong></td>
<td></td>
</tr>
<tr>
<td>Cantidad mínima requerida $_____________________ US (de acuerdo al presupuesto estimado)</td>
<td>$ __________________ US</td>
</tr>
</tbody>
</table>

Estudiante:

Certifico que toda la información provista por mí en este formulario es completa y correcta. Entiendo que cualquier declaración falsa puede ser motivo para la denegación de mi solicitud al Conservatorio de Música de Puerto Rico.

_____________________________________________  ____________________________
Firma del Estudiante                                                                                                Fecha
DECLARACIÓN JURADA DE APOYO FINANCIERO
CONSERVATORIO DE MÚSICA DE PUERTO RICO

Esta Declaración debe ser completada por cada auspiciador y certificada por un notario público.

Por la presente certifico que yo, __________________________________________,

Nombre del Auspiciador

soy capaz, estoy dispuesto y me comprometo a proveer para

_______________________________ la cantidad de $__________________ US

Nombre del estudiante Cantidad en dólares US

anuales para cumplir con sus gastos durante cada año de estudios en el Conservatorio de Música de Puerto Rico. Incluyo un estado de cuenta bancario para demostrar que los recursos financieros prometidos están disponibles.

________________________________________  ______________________________
Firma del Auspiciador                       Fecha

________________________________________  ______________________________
SELLO DEL NOTARIO PÚBLICO                   FIRMA DEL NOTARIO PÚBLICO     FECHA
**INSTRUCCIONES PARA PAGO DE CUOTAS**

Los solicitantes internacionales podrán realizar el pago de las cuotas correspondientes al proceso de admisión mediante uno de los siguientes métodos:

1. **Pago con Tarjeta de Crédito**
   
   El solicitante debe completar y enviar el formulario de autorización de cargos a la tarjeta de crédito adjunto.

2. **Transferencia electrónica***
   
   Información Requerida:
   
   Institución Financiera: Banco Popular de Puerto Rico
   Ave. Roosevelt
   Esq. De Diego
   San Juan, PR 00920

   Dirección Postal: P O BOX 362708
   San Juan, PR 00936

   Número de Cuenta: 027115240

   Número de Ruta ó ABBA number: 021502011

   *IMPORTANTE:
   
   Debe verificar con su institución bancaria si ellos u otra institución intermediaria le harán algún cargo adicional por el servicio transferencia electrónica. De ser así, debe asegurarse de añadir a su pago la cantidad correspondiente para cubrir los gastos de la transacción. En el caso de la cuota de confirmación de asistencia, el Conservatorio de Música de Puerto Rico solamente acreditará a su cuenta la cantidad recibida.

   Cuota de Admisión: **$100 US**

   Cuota de Confirmación de Asistencia: **$125 US**