

# OFFICE OF INTERNATIONAL PROGRAMS

## International CCPA Admission

(Not to be used by U.S. Citizens or Permanent Residents)



### INSTRUCTIONS

#### Application Form

International applicants to Chicago College of Performing Arts (CCPA) must complete the attached application form. **Submit this application and supporting materials along with the non-refundable U.S. \$75 application fee (check, money order or bank draft, payable to Roosevelt University.)** The Office of International Programs will notify applicants of their admission status when the file is complete.

#### Application Deadline

The priority deadline for Fall applications is January 15. Applications postmarked after January 15 must include a \$25 late fee (\$100 total). Applicants seeking admission after April 1, or for the Spring Semester, should contact Chicago College of Performing Arts (CCPA) before applying. Roosevelt should receive all supporting materials by February 1 for maximum consideration. Note: Applicants to the Professional Diploma in Opera must submit this application and a pre-audition recording no later than December 1.

#### Audition Requirements

##### The Music Conservatory

Music Education, Jazz Studies, and Performance applicants should review audition requirements then schedule an audition. Applicants more than 500 miles away may audition via recording. Composition, Theory, and Musicology applicants should refer to the portfolio requirements and submit the appropriate papers and scores with this application.

To review audition requirements or request an audition, visit:

<http://ccpa.roosevelt.edu/music>

##### The Theatre Conservatory

An audition is required. In addition, three letters of recommendation, an essay, a headshot (picture) and a resume must be submitted. To review audition requirements or to request an audition, visit: <http://ccpa.roosevelt.edu/theatre>

#### Transcripts

All official/certified transcripts must be sent to the Office of International Programs accompanied by an official translation in English. Transcripts must be sent to the Office of International Programs directly from the institution attended, and/or must remain in the university's original, sealed envelope to be considered official. Only originals or certified copies in university sealed envelopes will be accepted. Official transcripts of any non-U.S. college or university work need to be evaluated at the applicant's expense by Educational Credential Evaluators: [www.ece.org](http://www.ece.org).

#### Admission Policy

After the Office of International Programs receives all of the required materials; the Admission Committee reviews academic performance in all previous programs, as well as audition results. Students are notified of their admission status once this thorough review is completed. Chicago College of Performing Arts does not issue immigration documents. The Form I-20 or DS-2019 will be issued by the Office of International Programs only after all admission requirements are completed. A \$500 admission deposit is then required to confirm enrollment.

#### English Language Proficiency (ELP)

ALL Performing Arts students whose native language is not English are required to submit a TOEFL Score. There is no minimum score required for admission to Roosevelt University however English proficiency is a requirement for enrollment in classes.

Please note: ALL Performing Arts students whose native language is not English will be required to take Roosevelt's ELP test\* upon arrival, regardless of TOEFL scores.

\*Depending on the results from this exam, a student may be required to take English language courses before beginning academic work. It should be noted that these English language courses are likely to extend the amount of time necessary to complete a degree, and in such cases, immigration documents will be adjusted.

#### Declaration of Financial Status

See "Financial Statement for International Students" and "Affidavit of Support" forms enclosed. All applicants who require a Student (F-1) or Exchange Visitor (J-1) visa are required to submit these documents, with a recent bank statement (within 6 months) from sponsor showing sufficient funds for at least one academic year. No admission decision will be made without satisfactory official financial documentation.

#### Non-Immigrant Visa Classification

All applicants to Roosevelt who hold a non-immigrant visa in their passport, or who are awaiting adjudication to permanent resident status, are classified as international students. U.S. Citizens and Permanent Residents (holding a green card) should not submit this application. If you are going to apply for an F-1/J-1 visa, your financial sponsor must complete the attached Affidavit of Support and Financial Statement forms with official bank documentation showing sufficient funds (see Declaration of Financial Status). All other international applicants (holders of other visas H1, A1, etc.) need to submit copies of their passport including the visa page and I-94 card as well as a letter from their employer confirming employment and salary. These applicants do not need to complete the Affidavit of Support and Financial Statement form. If you are a dependent (H-4, L2, etc.) and do not intend to apply for change of status, you will need to submit copies of your immigration documents (passport/visa pages) as well as all immigration documentation for your spouse/parent. In addition, official bank documentation should be submitted.

#### University Identification Number

Applicants will be issued a "Student Identification Number" when application materials are received. This is an on-campus identification number only. In some cases (only to comply with external regulations) we may also request a U.S. Social Security number (if you have one).

## Conservatory Supplement

Please Print Clearly In Ink, or Type

1. Last (Family) Name \_\_\_\_\_ 2. First (Given) Name \_\_\_\_\_  
(as it appears on your passport) (as it appears on your passport)
3. Country of Citizenship \_\_\_\_\_
4. Email \_\_\_\_\_ 5. Phone \_\_\_\_\_
6. Intended Degree:  Undergraduate (BM/BFA)  Graduate (MM/MFA/MA)  
 Professional Diploma (Opera\*/Orchestra\*\*)  Performance Diploma\*\* (Instrument)
- \*The equivalent of a Bachelor's degree in music is required \*\*The equivalent of a Master's degree in music is required
7. Intended Major:  Classical Performance  Composition  Orchestral Studies  
 Jazz (Undergraduate Only)  Musicology (Graduate Only)  Theory (Graduate Only)
8. List your instrument, voice part, or program name: \_\_\_\_\_
9. Do you require a scholarship?  Yes  No
10. Audition:  
 I plan to audition in Chicago.\* Requested Audition Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year  
 Acting majors only: I plan to audition at a regional Unified or URT/A audition. Please indicate the city \_\_\_\_\_.  
(Musical Theatre majors must audition in Chicago)  
 I will audition via recording.\*\* Audition tape/CD enclosed?  Yes  No  
\* Please contact [music@roosevelt.edu](mailto:music@roosevelt.edu) or [theatre@roosevelt.edu](mailto:theatre@roosevelt.edu) to request an audition date and time.  
\*\* Only music applicants who live more than 500 miles from Chicago may send recordings.

Music Applicants Only: Please list your Audition Repertoire: (see audition requirements for required repertoire <http://ccpa.roosevelt.edu/music>)

Title of Work/movement

Composer

11. Music Conservatory applicants only: Indicate, in order of preference, the faculty members with whom you would most like to study:  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
(Applicants without preference will be assigned instructor at the discretion of the music conservatory.)  No Preference
12. Applicants to the professional diploma in opera must submit a recording by December 1, which may result in an invitation to audition in person.
- Vocalists and Diploma Applicants:  
 I request the services of an accompanist from The Music Conservatory  
 I will provide my own accompanist.

Signature of Applicant

Signature

Month/Day/Year

**All documents should be submitted to:**  
Roosevelt University  
Office of International Programs  
430 South Michigan Avenue, HCC Rm. 125  
Chicago, IL 60605-1394 USA  
Telephone: (312) 341-3531 Fax: (312) 341-6377  
Email: [internat@roosevelt.edu](mailto:internat@roosevelt.edu)

# OFFICE OF INTERNATIONAL PROGRAMS

## Summary of Educational Experience by Year



### Instructions

Please follow these directions when completing the form on the reverse. This form must be submitted with the application. All documents should be submitted to:

The Office of International Programs  
Roosevelt University  
430 South Michigan Avenue, HCC Rm. 125  
Chicago, IL 60605-1394 USA

PLEASE USE INK AND PRINT LEGIBLY IN ENGLISH.

This form is a chronological record of your school attendance, showing when you started school, how long you attended, the classes and kinds of schools attended, certificates earned, examinations passed and levels of graduation. **BE SPECIFIC.** Do not attempt to equate your educational experience with that of the U.S. system.

Column One (1): Fill in the calendar years for each year that you attended school, from the first year.

Column Two (2): Your age in that calendar year. Please put correct age for each year attended.

Column Three (3): The actual years you attended school. Your first year is number 1, your second year is number 2, etc.

Column Four (4): For each year, write the standard, grade, form, class or level you attended. (Sixieme, Form IV, O-level, 12th grade, college freshman, etc.)

Column Five (5): Write the kind of school you attended, such as kindergarten, grade school, elementary school, gymnasium, ecole superieure, lycee, college preparatory, high school, teacher's college, community college, university, etc. Please state the institution by its title in the native language.

Column Six (6): The full name of each school.

Column Seven (7): Include the location (city and country) of the schools in column six that you have attended.

Column Eight (8): List the examinations (in original language) for which you sat, or certificates received at the end of the appropriate school year. For example, if you completed secondary school at the end of your twelfth year in school, and took an examination or received a certificate, on that line write: "GCE" or "Reifezeugnis" or "Bachillerato" or "Artrium" etc.

Certified English translations of supporting documents from the secondary and post-secondary levels must accompany your application. However, English translations alone are not sufficient without the original official documents in the native language. Therefore, please submit official transcripts (mark sheets) showing the courses you studied, or exam subjects you took, and the marks or grades you received.

Please include an additional sheet, if necessary, and explain any academic interruptions.

# Summary of Educational Experience by Years

NAME		CITIZENSHIP					
DATE OF BIRTH		PLACE OF BIRTH					
<i>See instructions on reverse before completing the form.</i>							
Calendar Year	Age	Year in School	Form, Grade, etc.	Kind of School (Elementary, etc.)	Full Name of School	School Location City & Country	Certificates, Diplomas, Degrees, Graduations
		1					
		2					
		3					
		4					
		5					
		6					
		7					
		8					
		9					
		10					
		11					
		12					
		13					
		14					
		15					
		16					
		17					
		18					
		19					
		20					

The information above is true and complete to the best of my knowledge. I understand that the submission of incomplete or false information will be grounds for denial of admission or dismissal from the University

Signature \_\_\_\_\_ Date \_\_\_\_\_

# International CCPA Application

(Not to be used by U.S. Citizens or Permanent Residents)

RU ID No. \_\_\_\_\_  
(for office use only)

## Part 1

Please print clearly in ink or type

1. Last (Family) Name \_\_\_\_\_  
*(As it appears on your passport)*
2. First (Given) Name \_\_\_\_\_  
*(As it appears on your passport)*
3. Preferred Name \_\_\_\_\_
4. U.S. Social Security Number \_\_\_\_\_
5. Home Country Permanent Street Address (Overseas) \_\_\_\_\_
6. City \_\_\_\_\_
7. State/ Region \_\_\_\_\_
8. Country \_\_\_\_\_
9. Postal Code/ Zip \_\_\_\_\_
10. Country/City Codes/ Home Phone Number \_\_\_\_\_
11. Email Address \_\_\_\_\_
12. Country/City Codes/Work or Mobile Number \_\_\_\_\_
13. Country/City Codes/Fax Number \_\_\_\_\_
14. Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year
- 14a. Gender  Male  Female
15. Country of Citizenship \_\_\_\_\_ Country of Birth \_\_\_\_\_  
Country of Legal Permanent Residence \_\_\_\_\_ City of Birth \_\_\_\_\_
- 15a. If you are currently in the U.S., please attach a photocopy of your Passport, Visa and I-94 card.
- 15b. If you are currently in the U.S., what is your Visa type? \_\_\_\_\_ Expiration Date? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year
- 15c. If you are currently in the U.S. on a Non-immigrant Visa (other than F-1/J-1), please indicate if you would like to apply for a change of status to an F-1 Student Visa:  Yes  No
- 15d. If you are in the U.S. on an F/J Visa, please indicate the name of the U.S. Institution issuing your current Form I-20/DS-2019 \_\_\_\_\_
- 15e. Will you bring any dependents (spouse or child) with you?  Yes\*  No \*If yes, please include their Names, Countries of Citizenship, Dates of Birth, and Relationship to Applicant on a separate sheet of paper (include copy of Passports).

  
**ROOSEVELT UNIVERSITY**

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[www.roosevelt.edu](http://www.roosevelt.edu)

**Current/Local Contact Information (Please contact Office Of International Programs if your address will change.)**

16. Current/Local Street Address (If different from permanent address above) \_\_\_\_\_

17. City \_\_\_\_\_ 18. State \_\_\_\_\_ 19. Postal/ Zip Code \_\_\_\_\_

20. Country \_\_\_\_\_ 21. Temporary Phone Number \_\_\_\_\_

22. Address Effective Until: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 23. Is this your summer address:  Yes  No\*  
Month Day Year \*If No, please list summer address and contact information:

24. Summer Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Region: \_\_\_\_\_ Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

25. If you have a local contact person in the U.S., who we may contact about your application, please list him/her below:

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**Part 2 – Education Information**

26. In which program do you plan to enroll at Roosevelt University?

- Undergraduate (BM/BFA)  Graduate (MM/MFA/MA)  
 Professional Diploma (Opera/Orchestra)  Performance Diploma (Instrument)

27. Major Code \_\_\_\_\_ Instrument/Voice Part \_\_\_\_\_

28. Year and semester you expect to enroll: 20\_\_\_\_  Fall (Aug/Sept)  Spring (January) (Contact us before applying)

29. On what basis will you enroll:  First-time Freshman  Undergraduate Transfer  Second Bachelor's Degree  
 Graduate/Master's  Performance/Professional Diploma  Visiting Student  
 Exchange Student: name of home institution: \_\_\_\_\_

30. If you have taken the TOEFL, list the scores: TOEFL: Month/Year taken: \_\_\_/\_\_\_ Score: \_\_\_\_\_  
(Please send official scores—RU Institution Code is 1666) TWE (Essay score from TOEFL) Score: \_\_\_\_\_

31. Are you currently enrolled in the Roosevelt University English Language Program (ELP)?  Yes  No

32. If you attended high school overseas, for what type of exams did you sit?

A-level GCE  O-level GCE  West African Exam  General Secondary Certificate  Other: \_\_\_\_\_

33. Have you sent your academic documents to ECE for evaluation?

Please write your ECE Reference # \_\_\_\_\_ and date documents were sent to ECE \_\_\_\_\_

34. Secondary school(s) and/or universities from which you graduated or will graduate:

Secondary School \_\_\_\_\_ City, State \_\_\_\_\_ Country \_\_\_\_\_

Secondary School \_\_\_\_\_ City, State \_\_\_\_\_ Country \_\_\_\_\_

University/College \_\_\_\_\_ City, State \_\_\_\_\_ Country \_\_\_\_\_

University/College \_\_\_\_\_ City, State \_\_\_\_\_ Country \_\_\_\_\_

University/College \_\_\_\_\_ City, State \_\_\_\_\_ Country \_\_\_\_\_

35. Date of high school/secondary school graduation: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

36. What type of diploma did you most recently receive? (In original language name) \_\_\_\_\_

37. Please list other U.S. universities/colleges you are applying to: \_\_\_\_\_

38. Are you now enrolled in a college or university?  Yes\*  No \*If Yes, \_\_\_\_\_  
Name Country & City  
 \*If yes, when will you finish your program/degree? \_\_\_\_\_

39. What degree have you or will you have earned?  Associate of Arts Degree  Associate of Science Degree

**40. Please explain any interruptions in your educational history on a separate sheet of paper.**

41. Have you ever been suspended or dismissed from any post secondary educational program or institution?  Yes  No  
 If Yes, please explain on a separate sheet of paper and attach to this application.

42. Have you previously applied to Roosevelt?  Yes  No If yes, were you admitted?  Yes  No Term/Year: \_\_\_\_/\_\_\_\_

43. Please indicate who, if any, of your relatives are Roosevelt alumni:  Father  Mother  Sister(s)  Brother(s)  Other:

44. How did you learn about Roosevelt University?  Friends  Family  Internet  Advertisement  Other:

45. Are financial support documents enclosed with this application?  Yes  No

The form I-20 will not be issued until all of these documents are received:

A. Financial Statement Form (Enclosed)  B. Affidavit of Support (Certified/Notarized)  C. Bank Letter/Statement

\* 2-3 letters of recommendation are encouraged.

\* A 1-page personal statement describing educational/professional goals is required for all programs.

\* Please complete the summary of educational experience form enclosed.

**Important note: all students are advised not to enter the U.S. on a tourist visa (B-1/B-2) unless the words “prospective student” are stamped on the entry visa. It is increasingly difficult to change immigration status after arrival in the U.S. Applicants in F-2 status must change status before beginning study at Roosevelt.**

The information I present in this entire application is complete and accurate to the best of my knowledge. I understand that this application is not valid if information is withheld or misinformation is given. I understand registration may be provisional, pending receipt of my final records if I am currently enrolled in another institution. The University reserves the right to cancel my registration if my official final records are found to be unsatisfactory. All information is completely confidential and will be released only in compliance with federal and state laws. By signing, I agree to abide by the policies and regulations of Roosevelt University.

48. Signature of applicant is required:

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Month/Day/Year

# Office of International Programs Conservatory Supplement

International Graduate Admission

Degrees & Programs by College

Degree / Program Major

All applicants should indicate the degree and program major for which they are seeking admission in lines 26 and 27 of the application form. Select the appropriate code letters for the degree and major you are applying for from the list below.

## Undergraduate Programs

Degree	Major	Program
BFA	THAR	Acting
BM	BSSN	Bassoon
BM	CLAR	Clarinet
BM	FLT	Flute
BM	FRHN	Horn
BM	GUIT	Classical Guitar
BM	HARP	Harp
BM	JAZIN	Jazz Studies-Instrumental
BM	JAZVO	Jazz Studies-Vocal
BFA	MUST	Musical Theatre
BM	OBOE	Oboe
BM	PER	Percussion
BM	PIA	Piano
BM	SAX	Saxophone (classical)
BM	STB	String Bass
BM	TRBN	Trombone-Tenor
BM	TRBN	Trombone-Bass
BM	TRPT	Trumpet
BM	TUBA	Tuba
BM	VCEL	Violoncello
BM	VLA	Viola
BM	VLN	Violin
BM	VOI	Voice
BM	ME	Music Education
BM	MCMP	Music Composition

## Graduate Programs

Degree	Major	Program
MF	THAR	Acting
MFA	THAP	Theatre Performance
MA	THAF	Theatre Directing (Summer Fast Track)
MM	BSSN	Bassoon
MM	CLAR	Clarinet
MM	FLT	Flute
MM	FRHN	Horn
MM	GUIT	Classical Guitar
MM	HARP	Harp
MM	OBOE	Oboe
MM	ORCH	Orchestral Studies
MM	PER	Percussion
MM	PIA	Piano
MM	SAX	Saxophone
MM	STB	String Bass
MM	TRBN	Trombone-Tenor
MM	TRBN	Trombone-Bass
MM	TRPT	Trumpet
MM	TUBA	Tuba
MM	VCEL	Violoncello
MM	VLA	Viola
MM	VLN	Violin
MM	VOI	Voice
MM	MTH	Music Theory
MM	MCMP	Music Composition
MM	MSCL	Musicology

## Diploma Programs

Degree	Major	Program
PD	OPRA	Professional Diploma in Opera (with Chicago Opera Theater)
PD	ORCH	Professional Diploma in Orchestral Studies
PD	PERF	Performance Diploma (Instrumental)

## APPLICATION CHECKLIST

### All applicants must submit:

- Completed Application Form:
  - Summary of Educational Experience (included in application)
  - Please include overseas address in Part 1
- Application Fee of U.S.\$75 (before Jan 15)
- Official/Certified Transcripts/ Mark sheets (with English translation)
- Submit TOEFL or IELTS scores:  
Roosevelt's Institution Code is 1666. All CCPA applicants must also take Roosevelt's ELP exam upon arrival.
- Photocopy of passport (information/picture page)
- Essay about your career/educational goals.

### For Applicants to The Music Conservatory:

- Request an audition date or submit recording

### For Applicants to the Theatre Conservatory:

- Request an audition date
- Three letters of recommendation
- Resume and picture (head shot)

### For F-1/J-1 Students (and those who wish to apply for F/J visa):

- Financial Documents (2 forms included in the application and a bank letter or account statement (certified in English))
- Copy of current I-20/ DS-2019 Form

### For Applicants in the U.S. on Other visa types (H1, A1, etc):

- Letter from employer stating employment status and salary
- For those on "Dependent" Visas, photocopy of spouse's/parent's passport, US Visa and I-94 Card

### For F/J Students currently in the U.S. at another institution please submit the following additional items:

- Copy of US Visa and I-94 card
- Transfer Verification Form:  
[www.roosevelt.edu/admission/intl/isa.htm](http://www.roosevelt.edu/admission/intl/isa.htm)