



ST. FRANCIS COLLEGE
THE SMALL COLLEGE OF BIG DREAMS

Instructions and Requirements to Obtain the Form I-20 Certificate of Eligibility for F-1 Student Status

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IMPORTANT: The information on the following pages carefully explains how to fill out the attached “Application for a Form I-20.” Please read it and follow the directions completely to avoid delays in obtaining your Form I-20.



Now that you are planning to be a student, there are two things you CANNOT do:

1. Do not enter the United States with a B-1, B-2, or B-1/2 Visa.

If you used a B visa to enter the United States, you are saying to the government “I’m here as a visitor *only*.” Since you contacted our school about study, this could be viewed as misrepresenting your purpose for entering the United States and you might be refused permission to extend or to change your status. Do not listen to individuals who say it is easy to enter the country as a visitor and change your status to F-1 Student, as it is not true. U.S. federal regulations prohibit B Visitors from pursuing a full course of study prior to obtaining a change of status to F-1 Student.

If your study plans are not certain and you want to enter the U.S. to visit schools, you must explain this on your visa application and ask the visa officer for a B-2 visa with the words “Prospective Student” noted on it or have the words added to your B visa if you already have one.

2. Do not enter the United States on the Visa Waiver Program (WT or WB)

If you are from a country from which you can enter the U.S. as a visitor by registering for ESTA, do not do this. You will be permitted to stay for only 90 days. You will not be given more time or be allowed to change to F-1 student status.

What is a Form I-20 and why do you need one?

A Form I-20 is a government form that certifies that you are eligible for F-1 Student Status. This certificate of eligibility is needed to establish F-1 status in the United States and required to obtain an F-1 student visa. Obtaining a Form I-20 also means that (1) you are or expect to be a “bona fide” student; (2) you meet our admissions requirements to be fully admitted; (3) you will pursue a full course of study; (4) you proved to us that you have enough money to study and live in the United States without working illegally or suffering from poverty.

You need a Form I-20 to obtain an F-1 Student visa or status, or to keep lawful F-1 status when transferring or changing schools within the U.S.

Does everybody need a Form I-20?

No, some international students do not need I-20s. B Visitors and F-2 Dependents must obtain an I-20 and apply for a change of status to F-1 student to pursue a course of study that is not avocational or recreational in nature. If you are maintaining another nonimmigrant status in the U.S., you do not need to have an I-20 and may attend school full- or part-time. Dependent children in E, H, I, J, L, M, N, O, P, R, or S status need to change status after their 21st birthday or if they marry. If you have no legal status you may attend school but you are not eligible to change status and do not need an I-20.



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Rules to Obtain a Form I-20

1. You must be a “bona fide” (good faith, real) student, accepted to a full-time program of study.
2. You must prove to us that you can support the costs of living and studying in the United States for every year of your program of study at St. Francis College. This is required by the U.S. government in order to issue the Form I-20.
3. Do not expect that you will be able to work in the U.S. to help meet your annual costs. On-campus employment is limited, competitive, and never guaranteed; off-campus employment for nonimmigrants is strictly controlled and monitored by the U.S. Department of Homeland Security.
4. Review our school’s estimated annual costs for international students contained in the following pages of this application. This is the amount that you must prove that you can support for every year in your program of study. (Estimate that it will take two years for an associate’s degree; four years for a bachelor’s degree; two years for a master’s degree).
5. These requirements are not negotiable. They represent a modest, average budget that does not include luxuries of any kind. We strongly recommend that you budget at least 10% more, if possible. Insufficient monetary resources will make it difficult to successfully complete a degree program. Students and their families should look closely at the cost of living and studying at St. Francis College and make careful plans to be sure that all needs will be met.
6. You should expect annual increases in tuition and living costs and budget accordingly.
7. Sometimes, we may have to ask you to give us more proof of your funding- perhaps more than once. The U.S. government requires that we be sure, to the best of our ability, that you will have enough financial support during your stay.
8. **Complete the “Application for a Form I-20” which begins on page 6 of this document.**
9. Have your sponsor(s) complete the sponsor’s affidavit and attach the required evidence. *You may re-print additional copies of the affidavits and distribute them to multiple sponsors, if necessary.*
10. Submit your application for a Form I-20, sponsor’s affidavit, and evident to us electronically (scan and email or fax) or mail us copies. Do not send us originals. Keep the originals to take to your visa interview.



Funding Sources

Your funding can come from any combination of sources in the U.S. or abroad:

1. **Funds from “sponsors” (parents, relatives, friends, organizations).** You may have as many sponsors as you need. Sponsors may provide you with support in the form of money and/or room and board. Free room and board is when you live with someone and don’t have to pay for your room or food.

Warning #1: It is highly recommended that at least part of your financial support come from your home country. This helps when you apply for your student visa.

Warning #2: A sponsor should promise only as much money as he or she is capable of giving you. Some sponsors believe that the more money they promise, the easier it will be to get your Form I-20. The most common reason we reject financial documents is that we do not believe the sponsor can afford to give as much money as promised. A sponsor should promise only what he or she intends to give and only as much as can be afforded.

2. **Personal funds come from your own resources, not those of anyone else.** If your parents put money in your bank account, we will ask you to submit the evidence required of sponsors. Unless you have enough cash to support yourself for your entire program of study or can prove other sources of personal income, you will need a sponsor with an income sufficient to support you.
3. **Funds from St. Francis College, such as a grant, academic scholarship, or athletic scholarship.** Not all college support covers the entire program of study or all expenses, so you may need additional support to meet your minimum annual costs.

Submitting Evidence

Complete the “Application for a Form I-20” (beginning on page 6 of this document) and submit it with all the required evidence of funding directly to the St. Francis College Office of Admissions, attention: Chad Lectura. You can **scan and email** the documents (**preferred method**) to CLectura@sfc.edu.

Do not mail original documents, as you will need them for your visa interview.

All documents you give us must be:

1. *Less than six months old*
2. *In English*



Evidence Required

Sponsors of Cash Support:

1. **Sponsor's Affidavit** and proof of annual cash support. This form may be copied for each sponsor. All questions must be answered.
2. **Proof of Income**
Individual sponsor: any of the following with most recent pay stub:
 - Income tax returns or receipts;
 - Pay stubs for the last six months;
 - Bank statements for the last six months*Company sponsor*
 - Business registration, licenses, and profit/loss statement
3. **BANK STATEMENT** in the name of the sponsor only. A monthly statement of balances and deposits. Letters from bank officials will not be accepted.

Warning #3: If there is no proof of income provided WITH a bank statement, the statement balance will be totaled and divided by the number of years in your program of study to determine the amount available to you for each year.

Warning #4: The income of a company *is not* the personal income of the owner of the business and will not be accepted as proof of income. The owner/sponsor must still provide proof of personal income.

Warning #5: If a bank statement is in the name of more than one person, each individual must submit an affidavit of support.

Warning #6: We cannot accept bank statements that do not specify **monthly balances and deposits**.

Sponsors of Free Room and Board:

1. **Sponsor's Affidavit** and Proof of free room and board
2. **Proof of income:** any of the following with most recent pay stub
 - Income tax returns or receipts
 - Pay stubs for the last six months
 - Bank/investment statements for the last six months
3. **Copy of property lease, deed, rent receipts, or utility bill**

Warning #7: If you are presently in the United States, you must be living with the sponsor at the time of filing this application for this to be counted towards your means of support.

Personal Funds:

Bank/asset statement in your name: monthly statement of balances and deposits.

School Funds:

Copy of your award letter or contract stating exactly what you will be receiving and for how long.



Application for a Form I-20

Part I: Personal Information

1. Name in Passport

Family/Last name _____ First name _____ Middle name _____

2. Date of Birth: Month _____ Day _____ Year _____

3. Gender: Male _____ Female _____

4. Country of Birth: _____

5. Country of Citizenship: _____

6. Country of Permanent Residence: _____

7. Permanent address in home country:

Number and street _____

City _____ Postal Code _____ Country _____

8. Address in the United States (if known):

Number and street _____

City _____ State _____ Zip Code _____

9. Dependents Information:

_____ I have no dependents

_____ I have the following dependents (only your spouse and children can accompany you to the United States):

Name (Family/Last, First, Middle) _____ Date of Birth _____ Country of Birth _____

Country of Citizenship _____ Gender _____ Relation to you (spouse, child) _____

Name (Family/Last, First, Middle) _____ Date of Birth _____ Country of Birth _____

Country of Citizenship _____ Gender _____ Relation to you (spouse, child) _____

10. Your Contact Information

Telephone _____ Fax _____ Email _____

11. Have you received your letter of acceptance from St. Francis College? Yes _____ No _____

Please note that your Form I-20 cannot be issued until you are accepted.

12. Educational goals:

What level of education will you be pursuing? Associate's _____ Bachelor's _____ Master's _____

What is your academic major? _____

Part II: If you are in the United States *right now*, complete this section. If not, continue to Part III.

What is your immigration status? *You may attend school regardless of your immigration status.*

F-1 What is your SEVIS ID number? _____

What is the purpose of your requested Form I-20? (Check one)

- Transfer in
 Change of education level or change of program at St. Francis College
 Regain F-1 Status

Another status: Which one? _____

Before we issue your Form I-20, we want to advise you. Please make an appointment to see the international coordinator.

Do you plan to travel outside of the United States before school starts?

Yes - Tell us how you would like to get your Form I-20 in Part III.

No - If you are F-1, you will receive "Transfer In" or other instructions.

If you hold another status, we must meet with you before issuing your Form I-20.

Part III: If you are NOT in the United States *right now*, complete this section.

Did you recently attend school in the U.S. in F-1 student status?

No

Yes - If yes, what was the last date of your attendance? _____

If you attended a U.S. school last term and are just home on holiday between academic terms, you are considered a "Transfer In" and need to have your record transferred out to us before your Form I-20 may be issued. Please contact your international student advisor at your previous school immediately to authorize the release of your record to us.

Where do you prefer to receive your Form I-20?

Your Form I-20 will be sent via FedEx to the name and address you indicate below. Print your name and address in English, exactly as it should appear on the envelope.

Complete Name: _____

Street 1: _____

Street 2: _____

City, State, Province: _____

Postal Code, Country: _____

Part IV: Student's Statement of Financial Support

Do not complete this part unless you have carefully read all instructions.

The cost of undergraduate tuition (plus fees) for the 2017-18 academic year at St. Francis College is **\$26,188**. The current estimated cost of living expenses for one year in New York City is approximately **\$17,000**. Living expenses include cost of housing, food, transportation, books and supplies, and miscellaneous personal expenses. While only one year of funds needs to be verified (**\$43,188**), this amount must be available for each year of study. This is the same standard that the U.S. Embassy will use to determine your financial ability while reviewing your F-1 visa application.

How will you be funded for every year of your program of study? Please check off your funding below and indicate how much will be provided to you every year:

<u>Source(s) of my support</u>	<u>Annual Amount</u>
<input type="checkbox"/> Personal funds: <i>The amount available to me from my own resources every year (divide by number of years in your program)</i>	_____
<input type="checkbox"/> Funds from St. Francis College renewable every year. <i>Type:</i> _____	_____
<input type="checkbox"/> Cash funds from a Sponsor to be given to me every year: <i>Sponsor's name:</i> _____	_____
<input type="checkbox"/> Cash funds from a Sponsor to be given to me every year: <i>Sponsor's name:</i> _____	_____
<input type="checkbox"/> Cash funds from a Sponsor to be given to me every year: <i>Sponsor's name:</i> _____	_____
<input type="checkbox"/> Free Room and Board from a local sponsor with whom I will live. <i>Sponsor's name:</i> _____	_____

Total amount available to me every year of study

This amount must be the same or more than your annual cost of tuition and estimated living expenses, which totals at least **\$43,188**.

The following documents are enclosed to prove my financial responsibility:

Student's Personal Documents:

- Bank statement
- Proof of Income

Cash Sponsor's Documents

I understand that all three types of Evidence MUST be attached.

- Affidavit of Support
- Proof of Income
- Bank statement

Funds From St. Francis College:

- Scholarship/Award Letter
- Copy of Contract

Free Room and Board

Sponsor's Documents (attach all four)

- Affidavit of Support
- Proof of Income
- Bank statement
- Lease, deed, rent receipts, or utility bill

Sponsor's Affidavit and Evidence of Annual Cash Support

What does the following affidavit mean?

By completing this affidavit, you are swearing to the U.S. government that you will provide this student with a specific amount of money, from your own financial resources, *for every year* he or she is going to live in the United States while studying at St. Francis College. You are also proving that you can afford the support you are promising with the documentary evidence you have attached.

Before signing the affidavit, it is important to understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school. Do not expect that the student will be able to help support the costs through employment. Employment for nonimmigrants is strictly controlled by the U.S. Department of Homeland Security and is very limited.

How to complete the following form:

Fill this form out in English. Promise only the amount of money you are able to give. The most common reason we reject affidavits is that we do not believe a sponsor can afford to give as much as promised.

Sign and date the affidavit.

Attach the supporting evidence listed below. The affidavit will not be accepted without the required supporting evidence.

Give the student the original documents and have him or her submit them electronically or make photocopies to mail or fax to us with the Application for a Form I-20. The student will need to keep the originals to present to the consul at the visa interview.

Supporting evidence required:

1. Proof of income (any of the following) with most recent pay stub:
Income tax returns or receipts, *or*
Pay stubs for the last six months, *or*
Bank statements for the last six months
2. Bank statement in your name only. A monthly statement of balances and deposits.
If another person's name appears on your bank statement, that person also must complete a separate affidavit. A letter from a bank officer will not be accepted.

SPONSOR'S AFFIDAVIT OF ANNUAL CASH SUPPORT AND PROOF OF FINANCIAL CAPABILITY

THIS IS MY SWORN PROMISE OF CASH SUPPORT

I, _____, promise that I can and will give no less than
(My name)

U.S. \$ _____ in cash for every year of study at St. Francis College to

(Name of student)

My relationship to the student is _____.
(Parent, spouse, brother/sister, aunt/uncle, friend)

My address is: _____

Telephone: _____ Fax: _____ Email: _____

The following person(s) are fully or partially dependent upon me for their support. *Do not include the student named above.*

Name	Relationship to me	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of my Employer: _____

Annual Salary: _____ (USD) Other Income: _____ (USD)

Proof of income and bank statements are attached: _____ YES _____ NO

I swear that the information I have provided above is true and correct.

Signature of Sponsor

Date

Sponsor's Affidavit and Proof of Free Room and Board

What does the following affidavit mean?

By completing this affidavit, you are swearing to the U.S. government that this student will live with you free of any charge for room and board *for every year* he or she is attending St. Francis College. The student cannot be required to provide you with any services such as babysitting, cleaning, etc., in exchange for the room and board, as that is considered *employment*. You are also proving that you are the person who owns or rents the property and can afford the support you are promising with the documents you have attached.

Before signing the affidavit, it is important to understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school. Do not expect that the student will be able to help support the costs through employment. Employment for nonimmigrants is strictly controlled by the U.S. Department of Homeland Security and is very limited.

How to complete the following form:

Fill this form out in English.

Sign and date the affidavit.

Attach the supporting evidence listed below. The affidavit will not be accepted without the required supporting evidence.

Give the student the original documents and have him or her submit them electronically or make photocopies to mail or fax to us with the Application for a Form I-20. The student will need to keep the originals to present to the consul at the visa interview.

Supporting evidence required:

1. Proof of income (any of the following) with most recent pay stub:
Income tax returns or receipts, *or*
Pay stubs for the last six months, *or*
Bank statements for the last six months
2. Bank statement in your name only. A monthly statement of balances and deposits.
If another person's name appears on your bank statement, that person also must complete a separate affidavit. A letter from a bank officer will not be accepted.
3. Copy of your deed, lease, current rent receipts or current utility bill to prove that you are the person who owns or rents the property.

SPONSOR'S AFFIDAVIT OF ANNUAL FREE ROOM AND BOARD

THIS IS MY SWORN PROMISE OF FREE ROOM AND BOARD

I, _____
(My name)

promise that for each year of his or her study at St. Francis College,

(Name of student)

will live free of charge with me in my home at:

(Number, Street address)

City

State

Zip

Phone

My relationship to the student is _____
(Parent, spouse, brother/sister, aunt/uncle, friend)

My proof of income and deed or lease are attached: ___ YES ___ NO

Name of my Employer: _____

Annual Salary: _____ (USD) Other Income: _____ (USD)

My proof of income and bank statements are attached: ___ YES ___ NO

I swear that the information I have provided above is true and correct.

Signature of Sponsor

Date



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Acknowledgment of Understanding

I have read and understand all of the information in this document, including the rules to obtain a Form I-20 (page 3), acceptable funding sources (page 4), and evidence required from my financial sponsors (page 5).

To the best of my knowledge, the information I have provided is true. I understand that misrepresentation of facts on this application and the supplemental documentation I have provided will be cause for refusal of issuance of a Form I-20, Certificate of Eligibility for Nonimmigrant Student Status.

Applicant Name

Applicant Signature

Date