



## Form I-20 application 2023-2024 academic year

Congratulations once again on your admission to St. Francis College! Your next steps are to gather the documentation needed for your [Form I-20](#), which is the key form for your F-1 student visa application. Here is a detailed description of how to complete all the documents.

Once completed, all documents may be emailed directly to International Student Services at [iss@sfc.edu](mailto:iss@sfc.edu)

### Passport

- Students will need to ***email a copy of the biographical page of their passport***. This is to ensure that SFC has the correct spelling of a student's name and the correct date of birth.

### International Student Information Sheet

- This form is needed to show where the student was born, what country/ies they hold citizenship, where they currently live, and information where to mail the I-20 once completed.
- Most of the information on this form will be entered into the [Student & Exchange Visitor Information System \(SEVIS\)](#), the database used to create the I-20 and monitor international students.

### Affidavit of Support

- This form is to be completed by the student's sponsor(s), who will be providing financial support for their educational/living expenses while at SFC.
- See the below chart for the ***total cost of attendance***.
- The amount that needs to be covered by the sponsor(s) is the difference between the scholarships (academic, international, athletic, or other) a student may receive and the total cost of attendance.
- The total cost of attendance is proven through an affidavit of support and bank statements from one or more sponsors. If a student has more than one sponsor, each sponsor would need to submit an Affidavit of Support and bank statement.

### Free Room and Board

- This form is to be submitted ***only*** by those students who have a "housing sponsor" who is either an owner of a real estate property (apartment, house, condo, etc.) or a person leasing a real estate property in the [New York City metropolitan area](#).\*
- In order for the College to accept this affidavit of support, a student's sponsor will need to complete this form, submit their proof of domicile (lease or deed), and prior year's tax statements ***or*** 3 months of earning statements. Both of these documents are ***mandatory*** in order for the student to receive the Form I-20.
- This form, Free Room and Board, is equivalent to living expenses in cash support for the undergraduate/graduate student and thus, does not need to be shown on the bank statement from potential sponsors.

*\*The New York City metropolitan area is considered to be within a 70 mile radius of SFC.*



## Total cost of attendance 2023-2024 academic year

In order to receive an I-20 from SFC, an international student must prove, at least for the first year, that they have the necessary financial resources to cover the TOTAL COST OF ATTENDANCE.

See below for the total cost of attendance for undergraduate and graduate students.

### Undergraduate total cost of attendance

Tuition	\$27,461
Fees	\$110
Books	\$1,000
Personal expenses	\$3,800
Living expenses*	\$18,000
Transportation	\$1,200
<b>Total cost of attendance for undergraduate students</b>	<b>\$51,571</b>

### Graduate total cost of attendance

MS, Management		MS, Accounting MA, Psychology		Master of Fine Arts (MFA)**	
Tuition	\$8,100	Tuition	\$10,400	Tuition	\$4,000
Fees	\$110	Fees	\$110	Fees	\$110
Books	\$1,000	Books	\$1,000	Books	\$500
Transportation	\$1,200	Transportation	\$1,200	Transportation	\$1,200
Living Expenses*	\$16,000	Living Expenses*	\$16,000	Living Expenses*	\$2,000
<b>Total cost of attendance</b>	<b>\$26,410</b>	<b>Total cost of attendance</b>	<b>\$28,710</b>	<b>Total cost of attendance</b>	<b>\$7,810</b>

\*Estimated living expenses for 12 months

\*\* The MFA program is a low residency program, and the I-20 can only be issued for the residency portion of the program.



## International Student Information Sheet

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Date of birth (MM/DD/YYYY): \_\_\_\_\_

City and country of birth: \_\_\_\_\_

Country(ies) of citizenship: \_\_\_\_\_

Country of permanent residence: \_\_\_\_\_

Permanent address in home country:

\_\_\_\_\_

(Street name and number)

\_\_\_\_\_

(City)

(Province/State/Region)

\_\_\_\_\_

(Country)

(Postal Code)

Address in the United States (*required* if you are transferring from another U.S. school): \_\_\_\_\_

\_\_\_\_\_

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

Country code: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address where I-20 will be mailed:

\_\_\_\_\_

(Street name and number)

\_\_\_\_\_

(City)

(Province/State/Region)

\_\_\_\_\_

(Country)

(Postal Code)



## Affidavit of Support

You are required to certify that you will have adequate financial support for at least the first year of your program of study at St. Francis College.

This document is to be completed by your financial sponsor. If you have more than one sponsor, submit more than one "Affidavit of Support" and accompanying documents.

The supporting documents in Part 2 should be submitted together with the "Affidavit of Support" declaration in Part 1.

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### PART 1

Date: \_\_\_\_\_

Student name: \_\_\_\_\_

Sponsor name: \_\_\_\_\_

Sponsor relationship to student (mother, father, brother, sister, aunt, uncle, cousin, friend, etc.): \_\_\_\_\_

***I certify that I am able, willing, and promise to provide*** \_\_\_\_\_

*(student's name)*

***funding in the amount of*** \_\_\_\_\_ ***for educational (tuition, fees, living, other.)***

*(USD amount)*

***expenses during each year of study at St. Francis College.***

By signing my name to this form, I certify that the above information is correct in regards to my financial commitment to the student mentioned above and St. Francis College.

Sponsor signature: \_\_\_\_\_

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### PART 2

#### ***Requirements for documentation of funds:***

- An official dated bank statement--must include the sponsor's name as listed on the Affidavit of Support
- All accounts must be easily accessible and liquid assets (checking and/or savings accounts ONLY)
- All documents must be in English. If not, an English translation must accompany the original
- All documents must be dated within the past three (3) months
- If funds are not in USD, they will be converted by SFC using live exchange rates at the time of document review

**NOTE:** The following documents are **NOT** acceptable:

- Statements verifying employment and salary
- Insurance premiums and policies
- Property or personal assets (automobiles, land, buildings, jewelry, etc.)
- Lines of credit
- Assets such as stocks, bonds, equities, retirement accounts
- Income tax returns



## Free Room and Board

Student name: \_\_\_\_\_

**I promise for each year of the above student's study at St. Francis College they will live free of any charge with me in my home.**

Sponsor name: \_\_\_\_\_

Sponsor address (street number, street name, city, state, zip code):

\_\_\_\_\_  
\_\_\_\_\_

Sponsor email: \_\_\_\_\_

Sponsor phone: \_\_\_\_\_

Do you rent or own? \_\_\_\_\_

My relationship to the student is: \_\_\_\_\_

**In addition to signing this form, attach:**

- proof of domicile (lease or deed)
- prior year's tax statements OR three (3) months of earnings statements (pay stubs)

**Both of these documents are mandatory in order for the student to receive the Form I-20.**

**By signing this form, I agree not to charge the student any money for this exchange of benefit and the information above is true and correct.**

Sponsor signature: \_\_\_\_\_

Date: \_\_\_\_\_