



I-20 Document Application

(Certificate of eligibility for International F-1 Student Status)

The information on the following pages carefully explains how to qualify for your Caldwell College I-20. Please read the instructions and answer all the questions. If your application is *not* complete, you will *not* be considered for a Caldwell College I-20. Please note that your I-20 document cannot be issued until you are accepted for admission.

Caldwell College
International Student Office
120 Bloomfield Avenue
Caldwell, NJ 07006
Phone: 973-618-3519
Fax: 973-618-3444
Heatondw@caldwell.edu

IMPORTANT
Pages 7 through 15 must be filled out completely and returned with Financial Documentation to be considered for a Form I-20.



NOW THAT YOU ARE PLANNING TO BE A STUDENT... THERE ARE TWO THINGS YOU CANNOT DO!

1) DO NOT ENTER THE U.S. WITH A B-1, B-2, OR B-1/2 VISA UNLESS IT IS MARKED "PROSPECTIVE STUDENT."

If you use a B visa to enter the U.S., you could be guilty of "fraudulent entry" and refused permission to stay longer than six months or to extend or change your status. Do not listen to people who say it is easy to enter the country as a visitor and change your status. It is not true! If you do not think there is enough time to obtain a Form I-20, in some countries you can 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. The officer will need to see that you are qualified for a Form I-20 but cannot get it in time. You will need to prepare evidence of your financial responsibility and ask us for a letter to take with you.

2) DO NOT ENTER THE U.S. WITHOUT A VISA (Unless you are Canadian)

If you are from a country from which you can enter the U.S. as a visitor by showing a round trip airline ticket, do not do this. If you enter without a visa, you will be permitted to stay for only 90 days. You will not be given more time or allowed to change to student status.





WHAT IS A FORM I-20? & WHY DO YOU NEED ONE?

*** A Form I-20 is a government form on which Caldwell College certifies to the U.S. government that you are eligible for F-1 Student Status.** It certifies that you:

- 1- are or expect to be a “bona fide” student
- 2- meet our admissions requirements and received acceptance to Caldwell College
- 3- will pursue a full course of study towards a Bachelor’s or Master’s degree
- 4- proved that you have enough money to study and live in the U.S. without working illegally or suffering from poverty

*** You need a Form I-20 to obtain an F-1 student VISA and status, or to keep lawful F-1 status when transferring/changing schools within the U.S.**

(Transfers-If you qualify, we will send you our I-20 before you travel, if you tell us that you are traveling outside the U.S. before classes begin.)

DOES EVERYBODY NEED AN I-20?

No, some international students do not need an I-20. If you are maintaining another nonimmigrant status in the U.S., you do not need an I-20 and may attend school full or part-time. **Dependent children in E, F, H, I, J, L, M, N, O, P, R or S status need to change their 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.

GETTING YOUR FORM I-20

The following information contains rules for issuance of your Form I-20 by Caldwell College. Read the following **VERY** carefully. **You cannot complete this process without following them step-by-step.**

A Caldwell College Form I-20 **ONLY** will be issued to students with a **COMPLETED** I-20 Application Form and with **ALL** documents attached that are necessary.

Sometimes, we may have to ask you to give us more evidence of your financial ability, perhaps more than once. The U.S. Government requires that we be absolutely sure, to the best of our ability, that you will have enough financial support to cover the full costs of your stay in the U.S. **We insist that students and their families look closely at the costs of living and studying in the U.S. and make careful plans to be sure your needs will be met.**



*****RULES FOR GETTING AN I-20*****

1) You must be a “Bona Fide” student intending to pursue a full course of study in the program to which you have been admitted. We recommend that you start preparing your financial documents as soon as possible. This process can take some time and Caldwell College cannot issue an I-20 to a student until a complete I-20 application is received and approved.

2) Carefully review Caldwell College’s “Estimated Annual Financial Requirements for International Students on page 7 and calculate your annual costs in the work box on page 8.

- ✓ These requirements represent a modest average budget, which does not include luxuries of any kind. We strongly recommend that you budget at least 10% more if possible.
- ✓ EXPECT ANNUAL INCREASES in tuition and living costs of about 7%. We advise you take this in consideration now, if not it may be possible that you will be required to reprove and reapply for a new I-20 during your studies.

3) U.S. Law requires that you prove your ability to support your estimated annual cost for every year of your program of study. (Estimate 2 years for a Master’s and 4 years for a Bachelor’s.) You must provide documents that will convince the U.S. Government that you have:

- ✓ **CASH TO COVER YOUR FIRST YEAR IN THE U.S.**
- ✓ **SUFFICIENT AND DEPENDABLE FINANCIAL RESOURCES TO COVER EVERY ADDITIONAL YEAR**

YOUR FINANCIAL SUPPORT CAN COME FROM ANY COMBINATION OF SOURCES EXPLAINED IN NUMBERS SIX, SEVEN, AND EIGHT BELOW.

4) Do not expect that you will be able to work in the U.S. to help meet your annual costs! The Immigration Service strictly controls off-campus employment and opportunities on campus are *very limited and competitive*. In order to qualify for a Caldwell College I-20, you must be able to prove all your finances for studies *prior* to receiving approval for a Form I-20.

5) All documents you give us MUST be less than two months old and in English. (We cannot review documents that are not in English!) Send us photocopies or faxes, NOT originals. You will need the originals of all the documents you have sent us to give to the American Embassy when we send you your I-20.



- 6) **You can support yourself with your own personal funds, which comes only from your own income or resources.** Unless you presently 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. **Prove your personal funds with the following documents:**
- ✓ **Bank Statements** in your name only, which state the date the account was opened, current balance in U.S. dollars, **average deposits and average balances**. We cannot accept statements that do not specify balances unless it is stated to be a minimum of six figures in U.S. dollars. If your statement shows that your funds are “fixed,” meaning that they do not produce substantial income, your balance will be divided by the number of years in your program of study to determine the amount you will have available to you for each year of study.
 - ✓ **Employment Letter** certifying your salary -- if you will be paid by your home country employer while studying here in the U.S.
 - ✓ **Statement of Liquid Investments**
- 7) **You may support yourself with funds from this school** such as an academic scholarship or an athletic scholarship. Caldwell College support does not cover all expenses, so you will need additional resources to meet your minimum annual costs. **Provide us with a copy of your award letter or contract to prove that you will receive this form of support.**
- 8) **You may support yourself with funds from other SPONSORS such as parents, relatives, or organizations.** You may have as many sponsors as you need. **It is highly recommended that at least part of your financial support come from your home country for purposes of visa issuance.** Sponsors may provide you with support in the form of cash and/or room and board. Free room and board is determined to be when you live with someone and do not have to pay for your room or food.
- 9) **A SPONSOR should promise only as much money as he or she is able to give you per year.** Some sponsors believe that the more money they promise to give the easier it will be to get your I-20. **THE MOST COMMON REASON FOR REJECTION OF FINANCIAL DOCUMENTS IS THAT WE DO NOT BELIEVE THE SPONSOR CAN AFFORD TO GIVE AS MUCH AS PROMISED.** A sponsor should promise only what he or she intends to give and only as much as can be afforded.



10) Each SPONSOR providing cash support must give us all the following documents to prove financial responsibility. If all these documents are not received, your SPONSOR's support will NOT be considered.

- ✓ **AFFIDAVIT OF ANNUAL FINANCIAL SUPPORT.** This form may be photocopied for each sponsor in the presence of a **notary public**. The notary public will sign and affix the official seal on each affidavit. There are notary publics at all U.S. embassies and consulates. In the U.S., most neighborhood pharmacists, lawyers and accountants are notaries. There are notaries in all countries, though the names for them may be different. There are officials licensed by the national or regional government to take sworn statements for courts of law or to witness contracts and property deeds. ***If there is NO notary signature and seal, we will not take the support as being valid.***
- ✓ **PROOF OF INCOME. (a) Individual Sponsor:** this must be on the employer's letterhead with a pay stub, on income tax returns or receipts, or estimated by a bank or private accountant when the sponsor is a self-employed businessperson or retired. The income of a company is not the income of the owner of the business and will not be accepted as proof of income. You must provide an official statement of the salary paid to the owner/sponsor. Income tax return receipts are preferred and normally ensure that more information will not be requested. **(b) Company Sponsor:** Submit the most recent "Profit and Loss Statement" for the company.
- ✓ **BANK STATEMENT in the name of the sponsor only,** that states the date the account was opened, the current balance in U.S. dollars, the average deposits and average balances and is signed by a bank official with title. **We cannot accept statements that do not specify balances, unless it is stated to be a minimum of six figures in U.S. dollars.**

11) A SPONSOR providing free room and board in the United States (free room and board is determined to be when you live with someone who gives you your room and food for no payment) A SPONSOR must provide all of the following evidence of financial ability:

- ✓ **AFFIDAVIT OF FREE ROOM AND BOARD** fully completed and signed in the presence of a notary public.
- ✓ **PHOTOCOPY OF LEASE DEED, DEED, RENT RECEIPTS in sponsor's name.**
- ✓ **PROOF OF INCOME.** This must be on the employer's letterhead with a pay stub, on income tax returns or receipts, or estimated by a bank or private accountant when the sponsor is a self-employed businessperson or retired. (Transfers- If you are presently in the U.S., you must be living with the sponsor at the time you file this application for this to be counted towards your means of support.)



ANNUAL FINANCIAL REQUIREMENTS FOR INTERNATIONAL STUDENTS 2011 – 2012

This is a modest budget. It does not include such items as telephone calls, a wireless phone plan or any miscellaneous expenses. It is highly recommended that you budget more.

INSTRUCTIONS: CIRCLE ALL THAT APPLY & ADD ALL FOR TOTAL BOX ON PAGE 9

FALL & SPRING SEMESTER COMMUTER BUDGET

<u>ITEMS</u>	<u>COST per year</u>
TUITION (undergraduates under age 23)	\$25,990 (24-36 credits)
TUITION (undergraduates age 23 and over)	\$15,072 (24 credits)
TUITION (graduate students)	\$14,400 (18 credits)
LIVING COSTS (for students living off campus, not with a sponsor)	\$9,440 (estimate)*
BOOKS & SUPPLIES	\$1,200 (estimate)
TRANSPORTATION	\$1,800 (VARIES)
PERSONAL	\$1,000 (VARIES)
TOTAL (undergraduates under age 23)	\$39,430.00
TOTAL (undergraduates age 23 and over)	\$28,512.00
TOTAL (graduate students)	\$27,840.00

*Please note that the living cost is based on monthly rent and basic utilities (heat and hot water) and a conservative food budget for someone sharing a house or apartment with four or five roommates. Please add to your budget between \$22 to \$100 per month for your share of your apartment or house electric bill.

Typically, apartments or rental houses in the US are unfurnished, so commuters will want to budget extra for purchasing a bed and furniture. Also, please plan to add \$100 to \$200 additional per month to your living costs if you know you would like internet service and cable television in your room of your house or apartment.

Resident Student Budgets are continued on next page



This is a modest budget. It does not include such items as telephone calls, a wireless phone plan or any miscellaneous expenses. It is highly recommended that you budget more.

INSTRUCTIONS: CIRCLE ALL THAT APPLY & ADD ALL FOR TOTAL BOX ON PAGE 9

FALL & SPRING SEMESTER RESIDENT BUDGET

ITEMS	COST per year
TUITION (undergraduates under age 23)	\$25,990 (24-36 credits)
TUITION (undergraduates age 23 and over)	\$15,072 (24 credits)
TUITION (graduate students)	\$14,400 (18 credits)
ROOM & MEAL PLAN (undergraduates under age 23)	\$9,440 (MJRH double)*
ROOM & MEAL PLAN (undergraduates over age 23)	\$11,493 (DH double)*
ROOM & MEAL PLAN (undergraduates over age 23)	\$11,493 (DH double)*
BOOKS & SUPPLIES	\$1,200 (estimate)
TRANSPORTATION	\$900 (VARIES)
PERSONAL	\$1,000 (VARIES)
TOTAL (undergraduates under age 23)	\$38,530.00
TOTAL (undergraduates age 23 and over)	\$29,665.00
TOTAL (graduate students)	\$28,993.00

*Please note that all resident Adult Undergraduate students and resident Graduate students are housed in double rooms in apartment-style suites in Dominican Hall. All freshman and new Traditional Undergraduate resident students are housed in double rooms in Mother Joseph Residence Hall.

All apartments and rooms on campus are furnished and the cost of cable television and wired/wireless internet service is included in the costs for housing. Use of washers and dryers in the residence halls is free for all resident students.

Continued on next page



INSTRUCTIONS: ADD ANY OF THESE SPECIAL FEES WHICH APPLY

FRESHMAN ORIENTATION FEE (mandatory for all freshmen)	\$200
INTERNATIONAL ORIENTATION FEE (mandatory for all new F-1 students)	\$50
COMPREHENSIVE FEE (per year, mandatory for those under age 23)	\$900
COMPREHENSIVE FEE (per year, mandatory for those over age 23)	\$200
HEALTH INSURANCE (per year, all students automatically billed)	\$450
TELECOMMUNICATIONS FEE (residents only)	\$120
LAB SCIENCE (per course)	\$45
ART STUDIO (per course)	\$75

Summer school tuition and living costs are not included in resident or commuter budgets.

ENTER YOUR TOTAL ESTIMATED ANNUAL COSTS
 (include tuition, fees, living expenses, books/supplies, etc.)

Enter an accurate # in this box or an I-20 will not be issued

\$

IMPORTANT-DEPENDENT COSTS!

If you are going to be accompanied by a spouse or child, you must show an additional amount: \$8,000.00 annually for your spouse and \$3,000 for **each** child. These costs do not include medical insurance, which is estimated at an additional \$1,800 per year for your spouse and \$575 per year for your child. It is very important to list all dependents- if you do not, they will NOT be listed on your I-20!

Please submit a photocopy of the passport information page for each dependent to be included on your I-20.

YOUR ESTIMATED ANNUAL COSTS with F-2 Dependents:

Expect Annual Increases of Approximately 5-7% in Expenses

Amount listed in box above: \$ _____

DEPENDENT COSTS: \$ _____

TOTAL: \$ _____

****Please fill in these blanks, or an I-20 will not be issued****



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APPLICATION FOR AN I-20 DOCUMENT CERTIFICATE OF ELIGIBILITY FOR F-1 STUDENTS

PART I: PERSONAL INFORMATION

Name: _____
Family (Surname) First (Given) Middle

Email Address: _____

Home phone number: _____ Cell phone number: _____

Home Country Address: _____

N.B.: This must be your home address. It must be a street address. We cannot issue I-20s with a PO Box, business or school address.

Date of Birth: Month _____ Day _____ Year _____ Male Female

Country of Birth: _____ Country of Citizenship: _____

Please attach a photocopy of your passport information page(s) with your I-20 application.

PART II: ACADEMIC INFORMATION

I have been admitted for: Fall 20____ or Spring 20____
(year) (year)

Do you plan on living on campus? _____

What is your intended major? (must pick one) _____

Admitted as (check one):
 Undergraduate Adult Undergraduate Graduate Student

Transfer Student from _____
 (Name of College/University from which you are transferring)



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PART III: HOW DO YOU WANT TO GET YOUR I-20?

_____ **MAIL**

Your Form I-20 will be sent standard airmail to the name and address you indicate in the address box. **We are NOT responsible if your postal system loses your package!** If you need express delivery service, you should request someone in the U.S. to pick it up and send it to you or provide us with your credit card information. **PRINT YOUR NAME AND ADDRESS IN ENGLISH, EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE.**

_____ Name _____

OR

_____ **Fed Ex**

Your Form I-20 will be sent Fed Ex and charged to the following account:

Credit card #: _____ **Expiration Date** _____

Name on credit card: _____

PRINT YOUR NAME AND ADDRESS IN ENGLISH, EXACTLY AS IT SHOULD APPEAR ON THE FEDERAL EXPRESS AIRBILL.

_____ Name _____

OR

_____ **HELD FOR PICK-UP**

The International Student Office will hold your I-20 for pick-up by someone local:

_____ Name _____ Phone Number _____



PART IV: YOUR STATEMENT OF FINANCIAL SUPPORT

Do not complete this part unless you have read the 10 rules for getting your Form I-20 (pages 3-6)

What are your estimated annual costs from the Workbox on page nine?

Must Enter Total Estimated Annual Costs

How will you support yourself for every year of your program of study? Please check off your means of support below and indicate how much will be provided or available to you every year:

Source of my support:	Annual Amount
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<input type="checkbox"/> Personal funds. The amount available to me from my own resources every year is (divide this amount by number of years in your program)	\$ _____
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<input type="checkbox"/> Funds from Caldwell College that are renewable every year Type _____	\$ _____
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<input type="checkbox"/> Cash funds from a first sponsor to be given to me every year. Sponsor's name _____	\$ _____
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<input type="checkbox"/> Cash funds from a second sponsor to be given every year. Sponsor's name _____	\$ _____
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<input type="checkbox"/> Cash funds from a third sponsor to be given every year. Sponsor's name _____	\$ _____
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<input type="checkbox"/> Free room and Board from a local sponsor in the U.S. with whom I will live. Sponsor's name _____	\$ _____
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Total amount available to me every year of study.
This amount must be the same or more than your minimum annual costs.

\$

The following documents are enclosed to prove my financial responsibility:

My personal documents:
 Bank statement
 Proof of income

Funds from this School:
 Award letter
 Copy of contract

Cash Sponsor's documents: I understand that All three types of documents **MUST** be attached.
 Affidavit of Support (with Notary seal)
 Proof of Income
 Bank Statement

Free Room and Board Sponsor's Documents. All three **MUST** be attached
 Affidavit of Support (with Notary seal)
 Proof of Income
 Lease, deed, rent receipts



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

WHAT DOES THIS 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 study at Caldwell College and live in the U.S. You are also proving that you can afford the support you are promising with the documents you have attached.

Before signing it, you must 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 and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by the Immigration Service and very limited.

HOW TO COMPLETE THIS FORM:

- ✓ Complete this form 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.
- ✓ Attach the documentary evidence of support explained below.
- ✓ Sign the affidavit in front of a notary public or the appropriate official in your country.

PROVE THAT YOU ARE FINANCIALLY CAPABLE OF PROVIDING THIS CASH SUPPORT FOR *EVERY YEAR* OF THE STUDENT'S PROGRAM BY ATTACHING *ALL* THE FOLLOWING DOCUMENTS (*if all of these documents are not attached, your support will not be considered*).

Documents must be: Photocopies or faxes, Current (less than two months old), In English, In U. S. Currency, and Notarized

- ✓ ***PROOF OF INCOME.*** This must be on your employer's business stationery, on income tax returns or receipts, or estimated by a bank or private accountant if you are self-employed. The income of a company will not be accepted as proof of income. You must provide an official statement of the salary paid to you or it must appear on tax returns.
- ✓ ***BANK STATEMENT*** in your name, which states the date the account was opened, current balance in U. S. dollars, average deposits and average balances. We cannot accept statements that do not specify balances unless it is stated to be a minimum of six figures in U. S. dollars. *If another person's name appears on your bank statement, that person must complete a separate affidavit or submit a notarized statement permitting those funds to be considered as financial support for the student.*



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AFFIDAVIT OF ANNUAL CASH SUPPORT FORM

THIS IS MY SWORN PROMISE OF CASH SUPPORT

I, _____, promise that I can and will give no less than
Your full legal name
 U. S. \$ _____ in cash **FOR EVERY YEAR** of the student's program of
 study at Caldwell College to : _____.
Full name of student

My relationship to the student is _____
i.e.: mother, father, spouse, brother/sister, friend

My address is _____

Phone _____ Fax _____

E-mail _____

The following persons 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 _____ (U.S. \$) Other Income _____ (U.S. \$)

My proof of income and bank statements MUST be attached.
 (If these forms are missing your support will not be counted!)

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

Signature of Sponsor

Sworn and subscribed before me this day: _____

Date

Signature of Notary



SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD AND PROOF OF FINANCIAL CAPABILITY

WHAT DOES THIS 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 food *for every year* he or she is studying at Caldwell College and living in the U. S. (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 in *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 it, you must 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 and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by the Immigration Service and very limited.

HOW TO COMPLETE THIS FORM:

- ✓ Complete this form in English.
- ✓ Attach the documentary evidence of support as explained below.
- ✓ Sign the affidavit in front of a notary public or other licensed official in your country.

PROVE THAT YOU ARE CAPABLE OF PROVIDING THIS SUPPORT FOR EVERY YEAR OF THE STUDENT'S PROGRAM BY ATTACHING: Documents must be: 1) Photocopies or faxes, 2) Current (less than two months old)

- ✓ **PROOF OF INCOME.** This must be on your employer's business stationery, on income tax returns or receipts, or estimated by a bank or private accountant if you are self-employed. The income of a company will not be accepted as proof of income. You must provide an official statement of the salary paid to you or it must appear on tax returns.
- ✓ **PHOTOCOPY OF YOUR DEED, LEASE OR RENT RECEIPTS** to prove that you are the person who owns or rents the property.

See Form on following of page



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AFFIDAVIT OF FREE ROOM AND BOARD SUPPORT

THIS IS MY SWORN PROMISE OF PROVIDING FREE ROOM & BOARD

I, _____ promise that for each year of his or her
 Your full legal name

program of study, _____
 full name of student

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

Street Address _____

City, State, Zip Code

Phone Number

I own / rent this property.

If presently in the U. S., does this student currently live with you? _____

I will not require any type of service to be provided in exchange for this benefit.

My relationship to the student is _____
i.e.: mother, father, spouse, brother/sister, friend

Name of my employer _____

Annual salary _____ (U.S. \$) **Other Income** _____ (U.S. \$)

My proof of income and bank statements MUST be attached.

(If these forms are missing your support will not be counted!)

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

Signature of Sponsor

Sworn and subscribed before me this day: _____
Date

Signature of Notary