



**Summer Certificate Program in American Language & Culture**

# **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**  
9 Ryerson Avenue  
Caldwell, NJ 07006  
Phone: 973-618-3519  
**Fax: 973-618-3444**  
heatondw@caldwell.edu

**IMPORTANT**  
Pages 8 through 10 (and page 12, if applicable) must be filled out completely and returned with financial documentation to be considered for a Form I-20.



Caldwell College  
International Student Office  
9 Ryerson Avenue  
Caldwell, NJ 07006

Phone: 973-618-3519  
Fax: 973-618-3444  
[heatondw@caldwell.edu](mailto:heatondw@caldwell.edu)

## **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 earning your Certificate.
- 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 21<sup>st</sup> 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. If you are not planning to pay program costs in full by the time you submit your application for a Caldwell College I-20, 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 Summer Program Financial Requirements for International Students on page 7 and calculate your program costs.**

- ✓ 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.

**3) U.S. Law requires that you prove your ability to support your estimated cost for your entire summer program of study. You must provide documents that will convince the U.S. Government that you have:**

- ✓ **CASH TO COVER YOUR STUDIES AND EXPENSES IN THE U.S.**

If you have paid for your program in full by the time you have submitted your I-20 application, we will send your student account statement (“receipt”) for you to present with your I-20 to the US Embassy for your visa interview.

***IF YOU HAVE NOT PAID IN FULL BY THE TIME YOU SUBMIT YOUR I-20 APPLICATION, YOUR PROOF OF FINANCIAL SUPPORT CAN COME FROM ANY COMBINATION OF SOURCES EXPLAINED IN NUMBERS SIX AND SEVEN BELOW.***

**4) Do not expect that you will be able to work in the U.S. to help meet your program costs!** The Immigration Service strictly controls off-campus employment and opportunities on campus are *very limited and competitive in the summer*. 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. You must bring these originals with you when you report to campus.**



- 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 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. .**
- 8) **A SPONSOR should promise only as much money as he or she is able to give you.** 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.
- 9) **Each SPONSOR providing cash support must give us the following documents to prove financial responsibility. If all these documents are not received, your SPONSOR’s support will NOT be considered.**
- ✓ **AFFIDAVIT OF 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.***

**AND**



Caldwell College  
International Student Office  
9 Ryerson Avenue  
Caldwell, NJ 07006

Phone: 973-618-3519  
Fax: 973-618-3444  
[heatondw@caldwell.edu](mailto:heatondw@caldwell.edu)

- ✓ **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.

**OR**

**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.**



## **2008 FINANCIAL REQUIREMENTS for INTERNATIONAL STUDENTS in SUMMER P.A.L.C.**

**\*\*This is a modest budget. It does not include such items as telephone calls or any personal expenses for things such as meals that are not included in program costs, health care, excursions on your own or souvenirs. It is therefore highly recommended that you budget more.\*\***

### **Total Program Costs: US\$3200.00**

**INCLUDED:** *(Some meals are at your own expense.)*

- Two three-credit courses.
- Textbooks and other materials.
- Housing in our new air-conditioned residence hall.
- Meals while on campus.
- Weekend (two overnights) bus trip to Washington, DC. Includes hotel, breakfast and dinner only. *Lunches are at your own expense.* Box Breakfast and Lunch provided by the College Food Service on departure day.
- Circle Line 3-hour Cruise around Manhattan Island. Snacks and drinks are available on the boat *at your own expense.*
- Statue of Liberty. *We will provide \$10 toward lunch.*
- Weekend (two overnights) bus trip to Boston. Includes breakfast and dinner. *Lunches are at your own expense.* Box Breakfast and Lunch provided by the College Food Service on departure day.
- Trip to Woodbury Commons. *Lunch or dinner is at your own expense.*
- Trip to Liberty Science Center.

### **NOT INCLUDED:**

The New York City Metro Area offers many opportunities to enjoy cultural, athletic and retail experiences *at your own expense*, and our campus is close to the public transportation to get there. Listed in the program description are some popular activities and the *approximate* cost to you. We recommend that you take these into account when you determine your budget for personal expenses.\*

**\*PERSONAL EXPENSES**

**\$500.00 (VARIES)**



Caldwell College  
 International Student Office  
 9 Ryerson Avenue  
 Caldwell, NJ 07006

Phone: 973-618-3519  
 Fax: 973-618-3444  
[heatondw@caldwell.edu](mailto:heatondw@caldwell.edu)

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

### PART I: PERSONAL INFORMATION

Name: \_\_\_\_\_  
Family (Surname) First (Given)

Email Address \_\_\_\_\_

Home Country Address: \_\_\_\_\_

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

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

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Male Female

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

### PART II: ACADEMIC INFORMATION

1) Admitted for: Summer \_\_\_\_\_ (year)

2) Are you currently a student at another US College/University? Yes No

If yes, what is the name of the US College/University? \_\_\_\_\_

If yes, what is the name and phone number or e-mail of your International Student Advisor or DSO at that College/University? \_\_\_\_\_

3) Do you plan to begin studies as an F-1 student at a US College/University in the Fall 2008 Semester?  
 Yes No

If yes, what is the name of the US College/University? \_\_\_\_\_

If yes, what is the name and phone number or e-mail of the International Student Advisor or DSO at that College/University? \_\_\_\_\_



Caldwell College  
 International Student Office  
 9 Ryerson Avenue  
 Caldwell, NJ 07006

Phone: 973-618-3519  
 Fax: 973-618-3444  
[heatondw@caldwell.edu](mailto:heatondw@caldwell.edu)

**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:** \_\_\_\_\_

\*\*Please note that Federal Express will not deliver to a P.O. Box; therefore, if you are choosing to have your I-20 sent via Fed Ex, please make sure that the address you have listed above is an actual street address for your home or the alternate location you are requesting your I-20 be sent to.

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 9 rules for getting your Form I-20 (pages 3-6)***

What are your estimated costs (tuition plus any extras you deem necessary) for your summer program?

Must Enter Total Estimated Costs

**How will you pay for tuition and for any personal expenses related to this program of study? Please check off your means of support below and indicate how much has been or will be provided:**

<b>Source of my support:</b>	<b>Amount</b>
------------------------------	---------------

<b>Personal funds.</b> The amount available to me from my own resources is	\$ _____
--	----------

<b>Funds from Caldwell College</b> Type _____	\$ _____
--	----------

<b>Cash funds from a first sponsor.</b> Sponsor's name _____	\$ _____
---	----------

<b>Cash funds from a second sponsor .</b> Sponsor's name _____	\$ _____
---	----------

<b>Cash funds from a third sponsor</b> Sponsor's name _____	\$ _____
--	----------

**Total amount available to me for the Summer Certificate Program in American Language and Culture.**

\$

*This amount must be the same or more than your minimum estimated costs.*

**I have already paid my tuition for the Summer 2008 Certificate Program in American Language and Culture.**

**If you have not paid the full program tuition by the time you submit this application requesting an I-20, you will need to provide evidence of ability to pay for your program costs in order to qualify for an I-20 .**

**The following documents are enclosed to prove my financial responsibility:**

- |   |   |
|---|---|
| My personal documents:<br><input type="checkbox"/> <b>Bank statement</b><br><input type="checkbox"/> <b>Proof of income</b> | Funds from this School:<br><input type="checkbox"/> <b>Award letter</b><br><input type="checkbox"/> <b>Copy of contract</b> |
|---|---|

Cash Sponsor's documents (all three types of documents **MUST** be attached):

- Affidavit of Support** (with Notary seal)
- Proof of Income**
- Bank Statement**



## **SPONSOR'S AFFIDAVIT OF 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 the time 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. 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.
- ✓ 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 THE STUDENT'S PROGRAM BY ATTACHING THE FOLLOWING DOCUMENTS (*if 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.*



Caldwell College  
 International Student Office  
 9 Ryerson Avenue  
 Caldwell, NJ 07006

Phone: 973-618-3519  
 Fax: 973-618-3444  
[heatondw@caldwell.edu](mailto:heatondw@caldwell.edu)

## AFFIDAVIT OF CASH SUPPORT FORM

*THIS IS MY SWORN PROMISE OF CASH SUPPORT*

I, \_\_\_\_\_, promise that I can and will give no less  
*Your name*  
 than U. S. \$ \_\_\_\_\_ in cash for the student's summer program of study at  
 Caldwell College to : \_\_\_\_\_.  
**Full name of student**

My relationship to the student is \_\_\_\_\_  
*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.**

**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**