



# 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**  
**Office of International Student Services**  
120 Bloomfield Avenue  
Caldwell, NJ 07006  
Phone: 973-618-3248  
Fax: 973-618-3444  
[international@caldwell.edu](mailto:international@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.



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## **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~~ 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~~ prospective student noted on it or have the words added to your B visa if you already have one.

### **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~~ 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, Master's, or Doctoral 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 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.

### \*\*\*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 5 and calculate your annual sponsorship in the work box on page 11.

- ✓ 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%. Take this into account when considering how much funding you will need to find to support your education over the course of 4 years.

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 after we send you your I-20.
  
- 6) **If you are intending to bring your Dependents with you to the US while you study, you must account for them financially on your I-20.** You must provide funding equivalent to: \$10,000.00 annually for your spouse and \$4,000 for **each** child. These costs do **not** include medical insurance, which is estimated at an additional \$3,000 per year for your spouse and \$1000 per year for **each** 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 out the section for dependents on you "Statement of Financial Support"\*\*\***



## Estimated Cost of Attendance 2013-2014

**These guidelines will help you complete your Statement of Financial Support, which you must return along with your Information page, Affidavits of Support & supporting financial documents. Between college scholarships and your own/sponsor resources, you must show funding for the costs below.**

ITEMS	COST per year
<b>TUITION</b> (choose <u>one</u> that applies to you)	
Undergraduates under age 23	\$27,990 (24-36 credits)
Undergraduates age 23 and over	\$15,600 (24 credits)
Graduate students	\$14,940 (18 credits)
<b>MANDATORY FEES</b> (Comprehensive fee & Health Insurance fee)	
Undergraduates under age 23	\$1,630*
Undergraduates age 23 and over	\$680
Graduate students	\$680
*(\$530 Health Insurance fee is waived if you purchase your own)	
<b>OTHER FEES</b> (read to see if these fees apply to you)	
FRESHMAN ORIENTATION FEE *fee is charged for only the first year	\$250
TELECOMMUNICATIONS FEE *fee is charged only to on-campus students	\$120
LAB SCIENCE (per course)	\$45
ART STUDIO (per course)	\$75
<b>NON-SCHOOL RELATED</b> (You must reflect these costs on your I-20)	
LIVING COSTS (including room & board)	\$10,000 *estimate
*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 two to four roommates. Please add \$100 to \$200 per month to your budget for apartment or house electric bills, internet service bills and cable television.	
BOOKS & SUPPLIES	\$1,200 *estimate
TRANSPORTATION	\$800 *estimate
PERSONAL	\$1,200 *estimate
<b>ESTIMATED TOTAL (undergraduates under age 23)</b>	<b>\$43,190.00</b>
<b>ESTIMATED TOTAL (undergraduates age 23 and over)</b>	<b>\$29,730.00</b>
<b>ESTIMATED TOTAL (graduate students)</b>	<b>\$28,870.00</b>

**We highly recommend that all students include an additional 7% in support over the minimum total. Also please note that Summer school tuition and living costs are not included in the estimated budget above.**



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## **Directions for completing your Statement of Financial Support**

- 1) **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**
  
- 2) **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.

- 3) **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.
  
- 4) **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.



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- 5) **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.**
- 6) **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.)





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Caldwell, NJ 07006

Phone: 973-618-3248  
Fax: 973-618-3444  
[international@caldwell.edu](mailto:international@caldwell.edu)

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## I-20 Application Coversheet

If you are faxing your I-20 application, please fax pages 8 through 15 along with all financial documents. Please fax all documents to

ATTN: Andrew Brackett  
Office of International Student Services  
973-618-3444  
Pages included: \_\_\_\_\_

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If you are scanning and emailing your I-20 application, please scan and email pages 8 through 14, along with all supporting financial documents to: [ABrackett@caldwell.edu](mailto:ABrackett@caldwell.edu)







## I-20 Information Page 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 an I-20 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)



## HOW DO YOU WANT TO GET YOUR I-20?

*All students are responsible for paying for the initial shipping of their I-20 paperwork.*

### FEDERAL EXPRESS MAIL

We ship using the third-party provider E-SHIP GLOBAL. This company works with hundreds of Colleges and Universities to help students get their international I-20 paperwork quickly and easily. **The expense is estimated at \$30 to \$60 per I-20 form shipped.** Students can create an E-ship global student account at [eshipglobal](http://eshipglobal.com)

- 1) *Create an E-SHIP Global student account*
- 2) *Input your credit card or bank account information to pay for the E-ship global payment – No I-20 will be mailed until payment is received by E-ship Global*
- 3) *Our office will be automatically alerted to payment, and your I-20 will be shipped out immediately*

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

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OR

### HELD FOR PICK-UP

If you know someone who can come to the Caldwell College campus and pick up your I-20, we will hold your I-20 form in the Office for pickup. Please include their full name and telephone number so that we can confirm their identity upon pick up.

\_\_\_\_\_ Name

\_\_\_\_\_ Phone Number



## 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 based on page five? Add in costs for Dependents from page 4 if it applies.

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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**Personal funds.**

Only include money from your own bank account  
(divide your savings over four years)

\$ \_\_\_\_\_

**Funds from Caldwell College**

that are renewable every year

Type \_\_\_\_\_

\$ \_\_\_\_\_

**Cash funds from a first sponsor**

to be given to me every year.

Sponsor's name \_\_\_\_\_

\$ \_\_\_\_\_

**Cash funds from a second sponsor**

to be given every year.

Sponsor's name \_\_\_\_\_

\$ \_\_\_\_\_

**Cash funds from a third sponsor**

to be given every year.

Sponsor's name \_\_\_\_\_

\$ \_\_\_\_\_

**Free room and Board from a local**

**sponsor in the U.S.** with whom I will live.

Sponsor's name \_\_\_\_\_

\$ \_\_\_\_\_

**Total amount from all my sources.**

*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**

Funds from this School:

**Award letter**

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**



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## 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.*



## 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



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## 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**



## 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**