



**CALDWELL**  
UNIVERSITY

## **I-20 Document Application**

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

The information on the following pages explains how to qualify for your Caldwell University 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 University I-20. Please note that your I-20 document cannot be issued until you are accepted for admission.

**Caldwell University**  
**Office of International Student**  
**Services**

120 Bloomfield Avenue  
Caldwell, NJ 07006

Phone: 973-618-3620

**Fax: 973-618-3600**

[international@caldwell.edu](mailto:international@caldwell.edu)

**IMPORTANT**  
**Pages 9 through 16 must be filled out**  
**completely and returned with Financial**  
**Documentation & Passport Photo to be**  
**considered for**  
**a Form I-20.**

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

**A Form I-20 is a government form that 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 University
- 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 or status, or to keep lawful F-1 status when transferring/changing schools within the U.S.**

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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

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.

### 2) DO NOT ENTER THE U.S. 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 allowed to change to F1 status.

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## DOES EVERYBODY NEED AN I-20?

No, some international students do not need an I-20 Form. 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 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.**
- 2. You must prove to us that you can support the costs of living and studying in the U.S. for every year of your program of study at Caldwell University. 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 and competitive; off-campus employment is strictly controlled by the U.S. Department of Homeland Security.
- 4. Carefully review Caldwell University’s Estimated Cost of Attendance on page 7 and calculate your annual sponsorship in the work box on page 11.** This is the amount that you must prove that you can support for every year in your program of study.
- 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.
- 6. Expect annual increases** in tuition and living costs of approximately 5%.
- 7. If you intend to bring your dependents with you to the U.S. while you study, you must account for them financially on your I-20 (Page 8).** You must provide funding equivalent to: \$10,000 annually for your spouse and \$4,000 for each child. These costs do not include medical insurance, which is estimated an additional \$3,000 per year and \$1,000 per year per each child. Please submit a copy of the passport information page of each dependent included on your I-20.
- 8. Complete the application for a form I-20.**
- 9. Have your sponsors complete the sponsors affidavit and attach the required evidence.**
- 10. Submit your application for a form I-20, sponsor’s affidavit and evidence to us electronically. Do not send us originals. Keep the originals to take to your visa interview.**
- 11. We recommend that you start preparing your financial documents as soon as possible. This process can take some time and Caldwell University cannot issue an I-20 to a student until a complete I-20 application is received and approved.**

## SOURCES OF FINANCIAL SUPPORT

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

- 1. PERSONAL FUNDS: Come from your own resources, not those of anyone else.**
- 2. 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 & board. Free room & board is when you live with someone and don't have to pay for your room or food.
- 3. FUNDS FROM THIS SCHOOL:** Such as a scholarship or other type of award.

### WARNINGS:

- 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.
- 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 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 only promise what he or she intends to give and only as much as he or she can afford.

## FINANCIAL EVIDENCE REQUIREMENTS

**COMPLETE THE APPLICATION FOR THE FORM I-20 AND SUBMIT IT WITH ALL THE REQUIRED EVIDENCE OF FUNDING DIRECTLY TO THE OFFICE OF INTERNATIONAL STUDENT SERVICES (OISS) ELECTRONICALLY (DO NOT SEND US ORIGINALS. SAVE THEM FOR YOUR VISA INTERVIEW)**

### **ALL DOCUMENTS YOU GIVE MUST BE:**

1. **Less than 2 months old**
2. **In English (We cannot review documents that are not in English)**

### **EVIDENCE REQUIRED:**

#### **PERSONAL FUNDS:**

**BANK/ASSET STATEMENT in your name.** Monthly statement of balances and deposits.

#### **SCHOOL FUNDS:**

**COPY OF YOUR AWARD LETTER** stating what you will be receiving and for how long.

#### **SPONSORS OF CASH SUPPORT:**

1. **SPONSORS AFFIDAVIT AND PROOF OF ANNUAL CASH SUPPORT:** This form may be copied for each sponsor and must be signed by a notary public.
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 6 months.
    - Bank/investment statements for the last 6 months.
  - **Company Sponsor:**
    - Business Registration, licenses and most recent Profit and Loss statement.
3. **BANK STATEMENT: In the name of the sponsor only. A monthly statement of balances and deposits.** It must state the date the account was opened, the current balance in U.S. dollars and must be signed by a bank official with title.

**WARNINGS:**

- **If there is no proof of income provided with a bank statement**, the bank statement will be totaled and divided by the amount of years in your program of study to determine the amount available to you for each year.
- **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.
- **If a bank statement is in the name of more than one person**, each individual must submit an affidavit of support.
- **We cannot accept bank statements that do not specify monthly balances and deposits.**

**SPONSORS OF FREE ROOM & BOARD:**

1. **SPONSORS AFFIDAVIT AND PROOF OF FREE ROOM & BOARD:** This form must be signed by a notary public.
2. **PROOF OF INCOME:** Any of the following **with the most recent pay stub:**
  - Income tax returns or receipts
  - Pay stubs for the last 6 months
  - Bank/Investment statements for the last 6 months
3. **COPY OF PROPERTY LEASE, DEED, RENT RECEIPTS OR UTILITY BILL**

**WARNING:**

- If you are presently in the U.S., you must be living with the sponsor at the time of filing this application for this to be counted towards your means of support.

## **ESTIMATED COST OF ATTENDANCE** **(2022-2023)**

**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 University Scholarships and your own/sponsor resources, you must show funding for the costs below.**

<b>ITEMS</b>	<b>COST per year</b>
<b>TUITION</b> (choose <u>one</u> that applies to you)	
Undergraduates Students	\$35,668 (24-36 credits per year)
Graduate Students	\$18,306 (18 credits per year)
<hr/>	
Comprehensive Fee	\$1,800
Technology Fee	\$200
Health Insurance	\$1,100
New International Student Orientation (1 time fee only)	\$400
<b>LIVING COSTS (including room &amp; board)</b>	<b>\$12,900 *estimate</b>
<small>*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.</small>	
<hr/>	
<b>ESTIMATED TOTAL (Undergraduates Students)</b>	<b>\$52,068</b>
<b>ESTIMATED TOTAL (Graduate Students)</b>	<b>\$34,706</b>

**We highly recommend that all students include an additional 7% in support over the minimum total. Estimated costs do not include additional fees you may accrue with books, transportation, and other personal expenses. Also please note that Summer school tuition and living costs are not included in the estimated budget above. Furthermore, tuition costs may increase on a yearly basis.**

Caldwell University  
Office of International Student Services  
120 Bloomfield Avenue  
Caldwell, NJ 07006

Phone: 973-618-3620  
Fax: 973-618-3600  
[international@caldwell.edu](mailto:international@caldwell.edu)

**YOUR ESTIMATED ANNUAL COSTS with F-2  
Dependents:**

**Expect Annual Increases of Approximately 5-7% in Expenses**

**TOTAL DEPENDENT COSTS:     \$   \_\_\_\_\_**



## I-20 Application Coversheet

If you are scanning and emailing your I-20 application, please scan and email pages 9 through 16, along with all supporting financial documents to: [INTERNATIONAL@CALDWELL.EDU](mailto:INTERNATIONAL@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 Address (Please include your exact & complete home address. PO Boxes and Business offices are not acceptable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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? \_\_\_\_\_  
(Note that resident students must make admission deposit of \$450 and commuters a deposit of \$250)

What Program of Study were you admitted for? (must pick one) \_\_\_\_\_

Admitted as (check one):

\_\_\_\_\_ Undergraduate                      \_\_\_\_\_ Graduate Student  
\_\_\_\_\_ Transfer Student from \_\_\_\_\_  
  (Name of College/University from which you are transferrin

# STATEMENT OF FINANCIAL SUPPORT

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

What are your estimated annual costs based on page 7? Add in costs for Dependents from page 8 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
<input type="radio"/> <b>Personal funds.</b> Only include money from <u>your own</u> bank account (divide your savings over four years)	\$ _____
<input type="radio"/> <b>Funds from Caldwell University</b> that are renewable every year Type _____	\$ _____
<input type="radio"/> <b>Cash funds from a first sponsor</b> to be given to me every year. Sponsor's name _____	\$ _____
<input type="radio"/> <b>Cash funds from a second sponsor</b> to be given every year. Sponsor's name _____	\$ _____
<input type="radio"/> <b>Cash funds from a third sponsor</b> to be given every year. Sponsor's name _____	\$ _____
<input type="radio"/> <b>Free room and Board from a local sponsor in the U.S.</b> 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 Estimated Annual Costs annual costs.*

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

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

My personal documents:

**Bank statement**

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**

Funds from this School:

**Award letter**

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 University 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 as explained below
- Sign the affidavit in front of a notary public or other license official in your country

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

Documents must be:

- Photocopies or faxes
- Current (less than 2 months old)
- Notarized

**PROOF OF INCOME:** This must be in 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 submit an official statement of the salary paid to you or it must appear on your tax returns.

**BANK STATEMENT:** This must be in your name, must state the date the account was opened, current balance in U.S. dollars, average deposits and average balances. 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.

**See Form on the following page**

## 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 University 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 University 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 is *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 license official in your country

### **PROVE THAT YOU ARE CAPABLE OF PROVIDING THIS SUPPORT FOR EVERY YEAR OF THE STUDENT'S PROGRAM BY ATTACHING THE FOLLOWING DOCUMENTS:**

#### Documents must be:

- Photocopies or faxes
- Current (less than 2 months old)

**PROOF OF INCOME:** This must be in 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 submit an official statement of the salary paid to you or it must appear on your tax returns.

**PHOTOCOPIES 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

## **Enrollment Checklist**

*Be sure to check off all items on checklist once complete* 

- 1- **I-20 Application Form** with the necessary supporting financial documents
- 2- **Enrollment Deposit** (\$450 for residents or \$250 for commuters). Your deposit will be applied to your first semester's bill. Deposits are only refundable in case of a visa denial. A fee will be applied for cancellation of on-campus housing.
- 3- **Health Forms** submitted by July 15 (Fall Semester) or December 15 (Spring Semester)
- 4- **Secondary School Transcript evaluations** **must** be completed by a NACES member institution. NACES Members can be found at: [www.naces.org/members.htm](http://www.naces.org/members.htm). Students from Nepal have the option of having their transcripts attested by USEF Nepal instead
- 5- **Placement Tests**. All new students are required to take placement tests. Information about these tests will be emailed to you after submitting your enrollment deposit
- 6- **Housing Application**. Resident students must submit their housing forms as soon as possible. Housing information will be emailed to Resident students after submitting your enrollment deposit

### **(Additional Items Only for Transfer-In Students Already in U.S.)**

- 1- Copies of previous I-20 forms
- 2- Original un-expired 1-94 form (Copy)
- 3- Official transcripts from all U.S. institutions
- 4- Transfer-In Form

Signature \_\_\_\_\_

Date \_\_\_\_\_