



Form I-20 Application

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

The information on the following pages explains how to qualify for your Caldwell University Form I-20. Please read the instructions and provide all the information requested. If your application is not complete, you will not be considered for a Form I-20.

Please note: Your Form I-20 cannot be issued until you have been accepted for admission and your enrollment deposit has been received.

**Caldwell University
Office of International Student
Services**

120 Bloomfield Avenue

Caldwell, NJ 07006

Phone: 973-618-3620

Fax: 973-618-3600

international@caldwell.edu

IMPORTANT

Pages 10 through 17 must be filled out completely and returned with Financial Documentation & a copy of your Passport information page 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- Have met our admissions requirements and have 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.

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.

DOES EVERYBODY NEED A FORM 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 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.

*****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 afford 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 very 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 (Undergraduate) or page 8 (Graduate) and enter your total estimated cost of attendance in the work box on page 12.** This is the amount that you must prove that you can support for every year in your program of study. **These amounts 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.
- 5. Expect annual increases** in tuition and living costs of approximately 5%.
- 6. 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 9).** 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.
- 7. Submit your application for a Form I-20 (pages 10-17), sponsor’s affidavit and financial evidence to us electronically.** Do not send us originals. Keep the originals to take to your visa interview.
- 8. We recommend that you start preparing your financial documents as soon as possible. This process can take some time and Caldwell University cannot issue a Form I-20 to a student until a complete I-20 application with ALL necessary supporting financial documents is received and approved.**
- 9. Keep in mind that off-campus housing is difficult to find, especially for students coming to Caldwell for the first time. Unless you plan on living with a relative in New Jersey, we strongly recommend that you live on-campus (resident student) at least during your 1st year at Caldwell.**

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 for free 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 comes 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** (Pages 13-14): All questions must be answered. 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 (must state the sponsor's annual income).
 - Pay stubs for the last 6 months.
 - Official letter from employer stating sponsor's annual income.
 - 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 the currency used and monthly balances and deposits.**

SPONSORS OF FREE ROOM & BOARD:

1. **SPONSORS AFFIDAVIT AND PROOF OF FREE ROOM & BOARD** (Pages 15-16):
This form should be completed **ONLY** by those students who will be staying off-campus for FREE with a relative or family friend. 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 **UNDERGRADUATE** **(2025-2026)**

These guidelines will help you complete your Statement of Financial Support (Page 12), 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 TOTAL costs below.

ITEMS	COST PER YEAR (9-month estimate)
TUITION	
Undergraduate Students	\$40,000
FEES	
Comprehensive Fee	\$2,300
Technology Fee	\$350
Health Insurance	\$1,050
New International Student Orientation (1 time fee)	\$300
LIVING COSTS	
On-Campus (Resident)	\$14,800*
Off-Campus (Commuter)	\$10,000*
*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	
ESTIMATED TOTALS	
On-Campus (Resident)	\$58,800
Off-Campus (Commuter)	\$54,000

We highly recommend that all students include an additional 10% 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.

ESTIMATED COST OF ATTENDANCE

GRADUATE

(2025-2026)

These guidelines will help you complete your Statement of Financial Support (Page 12), 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 TOTAL costs below.

ITEMS	COST PER YEAR (9-month estimate)
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TUITION

Ed.D/Ph.D in Educational Leadership	\$20,124 (18 credits per year)
MBA & MS in Accounting	\$13,698 (18 credits per year)
All ABA & Counseling	\$20,214 (18 credits per year)

FEES

Comprehensive Fee	\$660
Technology Fee	\$350
Health Insurance	\$1,050

LIVING COSTS

On-Campus (Resident)	\$14,800*
Off-Campus (Commuter)	\$10,000*

*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

ESTIMATED TOTAL

Graduate Cost of attendance varies by program of study **(Tuition + Fees + Room&Board)**

We highly recommend that all students include an additional 10% 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.

~~YOUR ESTIMATED ANNUAL COSTS with F-2~~

Dependents:

Expect Annual Increases of Approximately 5-7% in Expenses

TOTAL DEPENDENT COSTS: \$ _____

I-20 Application Coversheet

Please scan and email pages 10 through 17, along with all supporting financial documents and a copy of your passport information page to: INTERNATIONAL@CALDWELL.EDU



STATEMENT OF FINANCIAL SUPPORT

Do not complete this part unless you have read the rules for getting your Form I-20 on Page 3

Use Page 7 or 8 of the Form I-20 to estimate your annual cost. Add in costs for Dependents from Page 9 if it applies.

Must Enter Total Estimated Annual Cost

This section is meant to demonstrate how you will support yourself every year of your program of study. Please include your means of support below and indicate how much will be provided or available to you **every year**:

Source of my support:

Annual Amount

☐ Personal Funds

\$ _____

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

☐ Funds from Caldwell University (renewable annually)

\$ _____

Type(s): _____

☐ Cash funds from a first sponsor (to be given 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 with)

Sponsor's Name: _____

Total amount from all my sources: *This amount must be the same or more than your minimum Estimated Annual Cost.*

\$

The following documents are enclosed to prove my financial responsibility:

My personal documents:

☐ Bank Statement

Funds from Caldwell University:

☐ Award letter/email

Cash Sponsor's documents: I understand that all three types of documents **MUST** be attached for each sponsor.

- ☐ Affidavit of Support (With Notary seal)
- ☐ Proof of Income
- ☐ Bank Statement

Free Room and Board Sponsor's Documents: I understand that all three documents **MUST** be attached.

- ☐ Affidavit of Support (with Notary seal)
- ☐ Proof of Income
- ☐ Lease, deed, or 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. **Only promise 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:

- In English (documents sent in another language will be rejected)
- Photocopies
- 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 U.S.\$ _____
Sponsor's full legal name

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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT INFORMATION

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.

(Sponsor's Signature)

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
- 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 the following 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/her program of study,
Your full legal name

_____ will live free of any charge/service with me in my home at:
Full name of student

(House # and Street) *(City)* *(State)* *(Zip Code)*

(Phone Number)

Please pick one:

☐ I own this property

☐ I 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

Employment Information

Name of my employer _____

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

My proof of income and bank statements MUST be attached
(If these documents 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

Form I-20 Application Checklist

(All documents mentioned below must be submitted in order for your Form I-20 to be issued)

- ☐ **I-20 Application Form:** Pages 10-17 must be completed and submitted.
- ☐ **Supporting financial documents** for ALL sponsors (as stated on page 12 of the I-20 application).
- ☐ Copy of **passport information page**
- ☐ **Enrollment Deposit:** The deposit amount is \$450 for students wishing to live on-campus (residents) or \$250 for students wishing to live off-campus (commuters). It is strongly recommended that new students live on campus at least during their first year. 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. Graduate students are not required to make an enrollment deposit.
- ☐ **Official SAT score report:** If you submitted SAT scores as part of the admission process, the official score report must be sent to Caldwell University directly from the college board.

*****You can submit your I-20 application for review prior to submitting your enrollment deposit; however, you will be required to make your enrollment deposit in order to receive your official Form I-20.*****

Once your enrollment deposit has been received and processed, we will send you additional information regarding the next steps in the enrollment process such as:

- Health Forms
- Transcript Evaluations/Attestations
- Placement Tests
- Housing Application (resident students only)

(Additional Items Only for F1 Transfer-In Students Already in U.S.)

- 1 – Copies of previous Form I-20s
- 2 – Most recent I-94 form
- 3 – Official transcripts from all U.S. institutions you have attended
- 4 – [Transfer-In Form](#) (Must be submitted AFTER a complete I-20 application with ALL necessary supporting financial documents have been sent)

Signature _____

Date _____