



Form I-20 Application

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

Welcome to Caldwell University! We're excited to guide you through the process of obtaining your Form I-20 so you can begin your studies in the U.S. This guide explains the steps to qualify for your Caldwell University Form I-20. Please *read carefully* and submit all required information to avoid delays.

Please note: Your Form I-20 will be issued once you are admitted, and all required documents are submitted.

IMPORTANT: To be considered for a Form I-20, you must submit pages 9–16 in full, along with your financial documentation and a copy of your passport information page.

Need Help? We're Here for You!

Our International Student Services team is happy to assist you at every step. If you have any questions or need assistance with your application, please do not hesitate to reach out:

 Email: international@caldwell.edu

 Phone: +1 (973) 618-3620

We look forward to welcoming you to Caldwell University soon!

What Is a Form I-20 and Why Do You Need One?

A Form I-20 is an official U.S. government document that shows you are eligible for F-1 student status. It confirms that you:

- Are or expect to be a **bona fide student**
- Have met **Caldwell University's admissions requirements** and received an acceptance
- Will pursue a **full course of study** toward a bachelor's, master's, or doctoral degree
- Have shown that you can **support your studies and living expenses in the U.S.** without working illegally

You need a Form I-20 to:

- Apply for an F-1 student visa at a U.S. embassy or consulate
- Enter the U.S. in F-1 status
- Maintain lawful F-1 status when transferring or changing schools within the U.S.

Important Entry Rules for New Students

As you prepare to study at Caldwell University, *please note*:

1. Do not enter the U.S. with a B-1, B-2, or B-1/B-2 visa.
 - ↳ Using a visitor visa for study may be considered fraudulent and can limit or prevent your ability to remain in the U.S.
2. Do not enter on the Visa Waiver Program (ESTA – WT or WB).
 - ↳ You will only be allowed to stay 90 days and cannot extend your stay or change to F-1 status.

IMPORTANT: Always check the U.S. Department of Homeland Security (DHS) website for the most up-to-date information about Form I-20 requirements and F-1 visa rules.

Rules for Receiving a Form I-20

1. Be a Bona Fide Student

You must plan to pursue a full course of study in the program to which you have been admitted.

2. Show Proof of Financial Support

You must demonstrate that you can cover the full cost of living and studying in the U.S. for every year of your program. This is a U.S. government requirement for issuing a Form I-20.

3. Do Not Rely on U.S. Employment

On-campus jobs are very limited and competitive. Off-campus employment is strictly regulated by the U.S. Department of Homeland Security.

4. Review the Estimated Cost of Attendance

See *page 7* (Undergraduate) or *page 8* (Graduate) for estimated costs. Enter your total estimated cost on *page 11*. You must show funding of at least this amount each year. However, we recommend budgeting roughly 10% more.

5. Plan for Increases

Expect an annual increase of approximately 5% in tuition and living expenses.

6. Include Dependents (if applicable)

If you will bring dependents, you must show additional funding:

- \$10,000 annually for a spouse
- \$4,000 annually for each child
- Additional medical insurance costs: \$3,000 annually for a spouse and \$1,000 per child

Please also submit a copy of each dependent's passport information page.

7. Submit Your I-20 Application Electronically

Submit pages 9–16, the sponsor's affidavit, and financial evidence to international@caldwell.edu electronically. Keep your original documents for your visa interview.

8. Prepare Financial Documents Early

Gathering financial evidence can take time. Caldwell University cannot issue your Form I-20 until we receive and approve a complete application with all supporting documents.

9. Plan Housing Carefully

Off-campus housing can be difficult to find, especially for new students. Unless you have family nearby, *we strongly recommend living on campus during your first year*.

- *If you plan to live off campus, you must provide proof of housing (on page 10)*

Sources of Financial Support

Your funding may come from one or more of the following sources, in the U.S. or abroad.

1. **Personal Funds:** Money from your own resources (not from another person)
2. **Sponsors:** Parents, relatives, friends, or organizations who can provide financial support. Sponsors may contribute through...
 - A. *Monetary support* (covering tuition or living expenses)
 - B. *Room & Board support* (providing you with a place to live and/or meals at no cost)
3. **Caldwell University Support:** Scholarships or other awards offered by the university.

Important Notes:

- **Show support from your home country.** Having at least part of your funding come from your home country can strengthen your student visa application.
- **Sponsors must be realistic.** A sponsor should only commit to the amount they can actually provide. Promising more than they can afford often leads to rejected financial documents. The safest approach is for a sponsor to promise only what they truly intend and are able to give.

Financial Evidence Requirements

✗ Do not send Caldwell your originals ✗
Save them for your visa interview!

General Rules

All financial documents **must**:

- Be issued within the past 2 months
- Be in English (documents not in English cannot be reviewed)

Types of Evidence Required

Personal Funds

- Bank/asset statement in your name
- Must show balances and deposits

School Funds

- Copy of your award letter
- Must state **amount** and **duration** of support

Sponsors of Cash Support

- Sponsor Affidavit & Proof of Annual Cash Support (*page 13*)
 - Must be fully completed, signed, and notarized
 - A separate form is required for each sponsor
- Bank Statement
 - Must be in the sponsor's name only
 - Must include a **Monthly statement** of balances and deposits
 - The statement must show:
 - Date account opened
 - Current balance in U.S. dollars
 - Signature and title of a bank official

Important Notes:

- **Business funds ≠ personal funds.** A company's income cannot be used as proof of the sponsor's personal income. The owner/sponsor must also provide their own personal income documents.
- **Joint accounts require affidavits.** If a bank account is in more than one person's name, **each account holder** must submit an affidavit of support.
- **Bank statements must be detailed.** We cannot accept statements that do not clearly show:
 - The currency used
 - Monthly balances
 - Deposits

Sponsors of Free Room & Board

If you will live off-campus for free with a relative or family friend, your sponsor **must** provide the following:

1. Sponsor's Affidavit and Proof of Free Room & Board (*page 15*)

- Signed by a notary public

2. Proof of Residence

- Copy of property lease, deed, rent receipts, or utility bill

ESTIMATED COST OF ATTENDANCE

UNDERGRADUATE

(2026-2027)

These guidelines will help you complete your Statement of Financial Support (*Page 11*), 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	\$41,200*
*Please note this is the cost based on a 12-18 credit course load per semester.	
FEES	
Comprehensive Fee	\$2,400
Technology Fee	\$375
Health Insurance	\$1,050
New International Student Orientation (1 time fee)	\$300
LIVING COSTS	
On-Campus (Resident)	\$15,520*
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)	\$60,845
Off-Campus (Commuter)	\$55,325

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.

*The figures listed above represent estimated costs and are subject to change without notice.
Actual expenses may vary based on individual circumstances and university updates.*

ESTIMATED COST OF ATTENDANCE

GRADUATE

(2026-2027)

These guidelines will help you complete your Statement of Financial Support (*Page II*), 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*	
Ed.D/Ph.D in Educational Leadership	\$20,124
MBA & MS in Accounting	\$13,698
All ABA & Counseling	\$20,214
*Please note this is based on an 18 credit per year course load	
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.

*The figures listed above represent estimated costs and are subject to change without notice.
Actual expenses may vary based on individual circumstances and university updates.*

I-20 Application Coversheet

Please scan and email the following to
INTERNATIONAL@CALDWELL.EDU

Pages 9 – 16 of the I-20 application
All supporting financial documents
A copy of your passport information page



I-20 Information Page

CERTIFICATE OF ELIGIBILITY FOR F-1 STUDENTS

PART I: PERSONAL INFORMATION

Name:

Family (Surname) **First (Given)** **Middle**

Email Address:

Phone Number: _____ (Please include your country's code)

Home Address (Please include your exact and complete home address. PO Boxes and Business offices are not accepted):

House/Building Number & Street: _____

City/Town: _____ **State/Province:** _____

Country: _____ **Zip Code/Postal Code:** _____

Date of Birth: _____ Male Female
Month Day Year

Country of Birth: _____ Country of Citizenship: _____

PART II: ACADEMIC INFORMATION

I have been admitted for: Fall 20_____ or Spring 20_____
(Year) (Year)

Living Arrangements: Resident Commuter
(Please circle one) (Live on campus) (Live off campus)

Commuters – If you will live off campus, you must provide the following information for your living arrangements:

_____ (Full name of person you will live with) _____ (Email address)

_____ (House # and Street) _____ (Apt./Floor) _____ (City) _____ (State) _____ (Zip Code)

Program of Study:

Admitted as (check one): Undergraduate: _____ Graduate: _____

Transfer Student from:

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

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 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
<input type="radio"/> Personal Funds Only include finances from your own bank account (divide your savings over four years)	\$ _____
<input type="radio"/> Funds from Caldwell University (renewable annually) Type(s): _____	\$ _____
<input type="radio"/> Cash funds from a first sponsor (to be given every year) Sponsor's Name: _____	\$ _____
<input type="radio"/> Cash funds from a second sponsor (to be given every year) Sponsor's Name: _____	\$ _____
<input type="radio"/> Cash funds from a third sponsor (to be given every year) Sponsor's Name: _____	\$ _____
<input type="radio"/> Free Room and Board from a local Sponsor in the U.S.* (Check the box if you plan to live with a sponsor who will provide you free housing) Sponsor's Name: _____	<input type="checkbox"/> *Valued at \$10,000
Total amount from all my sources: <i>This amount must be equal to or more than total minimum Estimated Annual Cost as written above.</i>	\$

The following documents are enclosed to prove my financial responsibility:

My personal documents:

Bank Statement

Cash Sponsor's documents:

Affidavit of Support (With Notary seal)

Bank Statement

Funds from Caldwell University:

Award letter/email

Free Room and Board Sponsor's Documents:

Affidavit of Support (with Notary seal)

Proof of Residency

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 themselves through employment. Employment is strictly controlled by the government and very limited.

STEPS TO COMPLETE THIS FORM:

1. Complete this form in English. **Only promise the amount of money you are able to provide per year.** The most common reason we reject affidavits is that we do not believe a sponsor can afford to give as much as promised.
2. Attach all required supporting documents (see below)
3. Sign the affidavit in front of a **notary public** or other licensed official in your country

Proof of Financial Capability

To show that you can provide this cash support for **every year of the student's program**, you must attach the following:

Bank Statements

- Must be in your name
- Must include:
 - Date account was opened
 - Current balance in U.S. dollars
 - Average deposits and balances
- If another person's name appears on the account, they must:
 - Complete a separate affidavit, or provide a notarized statement allowing their funds to be used for the student's support

Documents must be:

- In English (documents sent in another language will be rejected)
- Photocopies
- Current (less than 2 months old)
- Notarized

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

Address: _____

Phone: _____ **E-mail:** _____

The following people 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. \$)** _____

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

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 would be considered *illegal 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 themselves through employment. Employment is strictly controlled by the government and very limited.

STEPS TO COMPLETE THIS FORM:

1. Complete the form in **English**
2. Attach the required supporting documents (see below)
3. Sign the affidavit in front of a **notary public** or other licensed official in your country

Important note: This affidavit should *ONLY* be completed for students living off campus free of charge.

Proof of Residency

Prove that you are capable of providing this support for each year of the student's program by attaching any of the following documents:

- Photocopy of your **deed, lease, or rent receipts** to show that you are the person who owns or rents the property

Documents must be:

- In English (documents sent in another language will be rejected)
- Photocopies
- Current

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.\$)** _____

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 9-16 must be completed in full 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 & Insurance Information
- 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 _____