Minot State UNIVERSITY

Application for Form I-20 and Certification of Financial Responsibility

IMPORTANT: *The information on the following pages explains how to become eligible for F-1 student status in the United States.*

Submit the requested documentation via fax, email or post to:

International Admissions
Office of Enrollment Services
Minot State University
500 University Ave West
Minot, ND 58707, USA
Fax: +1-701-858-3888
Email: meghan.stewart@minotstateu.edu

HOW TO GET YOUR FORM I-20

Certificate of Eligibility for F-1 Student Status

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

A Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that: 1) you are, or expect to be, a "bona fide" student; 2) you meet our admissions requirements; 3) you will pursue a full course of study; and 4) you provided proof 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 or changing schools within the U.S.

THESE ARE THE RULES FOR BECOMING ELIBLE FOR, AND RECEIVING, A FORM I-20:

1) **You must be a "bona fide" student,** accepted into a full-time program of study.

2) **You must prove to us that you have sufficient financial support to cover the entire cost** of living and studying in the U.S.

3) **Submit the following required documents:**
   - ☐ **Application for Form I-20** (pages 3-4)
   - ☐ **Student's Statement of Financial Responsibility** (page 6)
   - ☐ **Sponsor's Affidavit of Support, if applicable** (page 8)
   - ☐ **Documentary evidence of funds available.** Requirements are detailed on page 2.
   - ☐ **Photocopy of the page containing your personal information from your Passport.**

These steps must be completed at the same time as you are applying for admission into the university.

INFORMATION REGARDING SOURCES OF FINANCIAL SUPPORT

Your financial support can come from any combination of the following sources in the U.S. or abroad:

1. **PERSONAL FUNDS** that come from your own resources, not those of your relatives. Unless you 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.

2. **FUNDS FROM "SPONSORS"** (parents, relatives, friends). You may have as many sponsors as you need.

3. **OTHER SOURCES OF FUNDING** such as scholarships, graduate assistantships, loans or other sources.

DOCUMENTARY EVIDENCE REQUIREMENTS

ALL DOCUMENTATION YOU PROVIDE US MUST BE:

1. **Less than two months old at the time of application for admission.**
2. **In English.** ***(We cannot review documents that are not in English!)***
3. **Photocopies or faxes,** *not originals*. You will need the originals of all the documents you have sent us to take to the U.S. embassy for your visa interview when you receive your I-20.

ACCEPTABLE FINANCIAL EVIDENCE

PERSONAL FUNDS:

Savings and/ or investment statement(s) in your name. A monthly statement of balances and deposits for the last 6 months. Statements cannot be more than 2 months old at the time that you apply for admission.

SPONSORS OF SUPPORT (provide all of the following):

- **AFFIDAVIT OF ANNUAL CASH SUPPORT (page 8 of this packet).** This form may be photocopied for each sponsor. All questions must be answered. The form must be legally authenticated (notarized).

- **PROOF OF INCOME.**

  Individual Sponsor
  - Income tax returns (or receipts) with most recent pay stub, **OR**
  - Pay stubs for the last six months.

  Pay stubs must show name of employer.

  Self-employed Sponsor
  - Submit most recent tax returns, business registration and license **AND**
  - Proof of individual sponsor's income (bank statements showing deposits for past 6 months, paystubs, etc.)
  - Note that the income of a company is not the income of the owner of the business and will not be accepted as proof of income.

- **SAVINGS OR INVESTMENT STATEMENT(S) in the name of the sponsor *only*.**
  - A monthly statement of balances and deposits for the last 6 months.
  - If the statement is in the name of more than one person (example: husband and wife), each individual must sign the affidavit of support.

OTHER SOURCES OF FUNDING:

COPY OF YOUR SCHOLARHSIP AWARD LETTER, GRADUATE ASSISTANTSHIP CONTRACT OR LOAN TERMS stating exactly what you will be receiving and for how long.

HELPFUL TIPS

Tip #1

It is highly recommended that at least part of your financial support come from your home country. This is important for getting your student visa at the U.S. Embassy.

Tip #2

A sponsor should promise only as much money as he or she is able to give you. Some sponsors believe that the more money they promise to give, the easier it will be to get your I-20. The most common reason for rejection of financial documents is that we do not believe the sponsor can afford to give as much as promised. A sponsor should promise only what he or she intends to give and only as much as can be afforded.

Tip #3

We cannot accept bank statements that do not specify monthly balances and deposits!

Minot State UNIVERSITY

International Programs **Application for Form I-20**

PART I: ***Personal Information***

1. Gender: ❒ Male ❒ Female (Please check one)

_____ _____ _____
Family (Last) Name First (Given) Name Middle Name(s)

Enter your name exactly as shown in your country's passport. Attach a copy of your passport to confirm your name.

2. Permanent, physical address in your home country. Postal boxes are not accepted.

_____
Number and Street

_____
City Postal Code Country

3. Address in the United States (if known)

_____
Number and Street

_____
City State Zip Code

4. Date of Birth: Month _____ Day_____ Year_____ **5. Country of Birth**:_____

6. Country of Citizenship: _____ 7. Country of Permanent Residence:_____

8. Dependents: A student wishing to have his/her family member(s) accompany him/her must document the following additional amounts for each family member per academic year of intended study: Spouse: $14,100; first child: $4,000; each additional child: $3,530.

- ❑ I plan to come without dependents.
- ❑ The following dependents will accompany me (list names and relationships):

_____ _____ _____ _____
Name (Family, Given) Birthday (month/day/year) Country of Birth Relation to you (spouse, child)

_____ _____ _____ _____
Name (Family, Given) Birthday (month/day/year) Country of Birth Relation to you (spouse, child)

9. Telephone_____ Email_____

10. What term to you intend to start your studies at Minot State University? ☐ August ☐ January (Year) _____

11. What is your educational level? ☐ Undergraduate ☐ Graduate **Program of study** _____

12. Have you been notified of being fully admitted to Minot State University? ☐ Yes ☐ No
Please note that your Form I-20 cannot be issued until you are fully admitted into the university.

13. Will you be attending MSU as an athlete? □ No □ Yes
If yes, **what date will you be required to start practice on the MSU campus? _____**

PART II: ***If you are in the United States, now, complete this section. If not, continue to Part III.***

What is your current immigration status?

☐ **F-1 What is your SEVIS ID Number? N_____**
If you are currently in F-1 student status, be sure to include the MSU Transfer Clearance Form in your application.

☐ **Another status. Which one? _____**

Do you plan to travel outside the U.S. before school starts? □ Yes □ No Dates: _____

PART III: ***If you are not currently in the U.S., complete this section.***

Did you recently attend school in the U.S. in F-1 student status? □ No □ Yes

☐ ***If yes,*** **what was the last date of your attendance? _____**
If you attended a U.S. school last term and are just home on holiday between academic terms, you are considered a "School Transfer" and need to have your record transferred to us before your Form I-20 may be issued. Please send the international student advisor at your previous school the MSU Transfer Clearance Form immediately to authorize the release of your SEVIS record to us.

PART IV: How do you prefer to receive your I-20?

☐ ***HOLD for pick-up by:*** Name_____Phone: _____

☐ ***MAIL it to me via STANDARD AIRMAIL*** to the name and address indicated in the address box below.

☐ ***EXPRESS DELIVERY:*** Express delivery is available for the cost of **US$60.00 per packet**. Your Form I-20 will be sent via FedEx Express to the name and physical address indicated in the address box below. Express delivery requests can be accommodated only after payment is successfully processed.

❑ MasterCard ❑ Visa Card number: _____

Exp. date: _ _ _ / _ _ _ / _ _ _ _ 3-digit security code from the reverse side of card _____
MM DD YY

Cardholder name: _____Cardholder signature: _____
*I hereby authorize you to charge my credit card for the total fee of: US$60.00**

**In order to verify authorization of this charge a copy of an official form of photo identification of the cardholder, showing a signature, must accompany with this form. Acceptable forms of identification include a passport, an official driver's license, or any other national or state issued identification card.*

PRINT THE NAME AND ADDRESS IN ENGLISH, EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE. A PHYSICAL ADDRESS IS REQUIRED- POSTAL BOXES ARE NOT ACCEPTED.

Recipient's Full Name:	
Number and Street:	
City, State, Province:	
Postal Code, Country:	
Phone number at location:	

Annual Estimate of Expenses for International Students (2014-2015)

This is a modest, "no extras" budget that does not include luxuries of any kind. It is highly recommended that you bring at least 10% more possible. Too little money causes stress, worry and hardship.

	Undergraduate	Graduate
Tuition and Required Fees	$6,226	$7,820
** Full-time=9 credit hours/semester for graduate students*		
** Full-time=12 credit hours/semester for undergraduate students*		
Mandatory Health/Accident Insurance Coverage	$2,180	$2,180
12 months of coverage. This fee is non-negotiable.		
Housing and Food	$8,170	$8,170
Books and Supplies	$1,100	$1,100
Local transportation	$1,182	$1,182
Travel to and from your country, or the costs of owning a car are additional expenses.		
Misc. (personal items, clothing)	+ $2,256	+ $2,256
Total Required University & Living Costs:	**$21,114**	**$22,708**

DEPENDENT COSTS

If you are going to be accompanied by a spouse or child, you must show additional evidence of financial capability to cover their expenses during the academic year in the following amount: $14,100 annually for your spouse; $4,000 for your first child and $3,530 each additional child.

YOUR ESTIMATED ANNUAL COSTS

REQUIRED UNIVERSITY & LIVING COSTS
(Enter the appropriate amount from the top): _____

ADDITIONAL DEPENDENT COSTS: _____

YOU TOTAL ESTIMTED ANNUAL COSTS: [ ]

This is the minimum amount of guaranteed funds you must document in order to be issued your Form I-20

Do not expect that you will be able to work in the U.S. to help meet your annual costs.
On-campus employment is extremely limited and competitive, and off-campus employment is strictly controlled by U.S. Citizenship and Immigration Services.

Expect Annual Increases of Approximately 10% in Expenses

Minot State UNIVERSITY

International Programs

Student's Statement of Financial Responsibility

When completing this form, refer to the previous page (page 5) regarding your estimate of expenses to attend MSU.

Indicate the amount of money that will be available to you annually from the sources below, and provide the appropriate documentary proof.

Sources of funding	Amount provided to the applicant annually (in US dollars)	Circle the number of years these funds will be provided
Personal Funds:		1 2 3 4
Cash Funds from a Sponsor *Sponsor's name:*		1 2 3 4
Cash Funds from a Sponsor *Sponsor's name:*		1 2 3 4
Other sources of funding:		1 2 3 4
Other sources of funding:		1 2 3 4
Total amount available to me every year of study. Add the above amounts and list total in this box. This amount must be the same or more than your minimum annual costs listed on the previous page.	**TOTAL:**	1 2 3 4

The following supporting documentation is attached:

My personal documents: ☐ Savings account or investment statements

Sponsors documents:

☐ Affidavit of Support ☐ Savings account or investment statements ☐ Proof of income

Other sources of funding: ☐ Award letter(s) ☐ Copy of contract(s) ☐ Other relevant documentation

Student's certification

I certify that the information provided above is complete and correct and that I have attached the required supporting documentation. My signature below indicates that I understand that I am responsible for all tuition, fees, and living expenses that I incur during my attendance at Minot State University. I further understand that with the exception of any scholarship or assistantship already offered to me by the university, I do not expect Minot State University to provide me with financial assistance or employment.

If I am granted admission, I agree to be informed and knowledgeable about the United States Immigration and Naturalization Services regulations for international students and to comply with the regulations.

Students' signature_____ Date: _____

Please print name: _____

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 Minot State 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 extreme stress, pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by U.S. Citizenship and Immigration and Services and is very limited.

HOW TO COMPLETE THIS FORM:

- Fill this form out completely 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 and date the affidavit in front of a notary public (or another authority who can legally authenticate the document).
- **Prove that you are financially capable of providing this cash support by attaching *all* of the following documents.** *Documents must be: photocopies or faxes; current (less than two months old); in English.* Your financial support *will not* be considered if any documents are missing.

1. **PROOF OF INCOME.**
   - Income tax returns (or receipts) with most recent pay stub, **OR**
   - Pay stubs for the last six months.

   Pay stubs must show name of employer.

   Self-employed Sponsor
   - Submit most recent tax returns, business registration and license **AND**
   - Proof of individual sponsor's income (bank statements showing deposits for past 6 months, paystubs, etc.)
   - Note that the income of a company is not the income of the owner of the business and will not be accepted as proof of income.

2. **SAVINGS OR INVESTMENT STATEMENT(S) in the name of the sponsor *only*.**
   - A monthly statement of balances and deposits for the last 6 months.
   - If the statement is in the name of more than one person (example: husband and wife), each individual must sign the affidavit of support.

This is to certify that I, the sponsor, _____, will provide funds
Sponsor's name
in the amount of no less than U.S. $_____ to _____
Full name of student
for his/her tuition and fees, room and board, books and supplies, and personal expenditures for every year of the student's program of study at Minot State University.

My relationship to the student is _____
Parent, spouse, brother/sister, friend, etc.

My address is:

_____

_____

Telephone _____ Email_____

The additional following persons are fully or partially dependent upon me for their support. If you have no dependents, write "NONE."

_____
Name *Relationship to me (spouse/child/etc.)* *Age*

_____
Name *Relationship to me (spouse/child/etc.)* *Age*

_____
Name *Relationship to me (spouse/child/etc.)* *Age*

Total savings/investments available: _____ (USD)

Name of my employer: _____Annual salary:_____(in US dollars)

I certify that the information I have provided above is true and correct and that proof of my income and/or savings/investment statements are attached. ***(sign this portion in front of a person who can legally authenticate the document)***

_____
Signature of Sponsor

_____
Today's Date