



**Minot State**  
**UNIVERSITY**

## **International 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: [msu.admissions@minotstateu.edu](mailto:msu.admissions@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 ELIGIBLE 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. You must submit the following required documents:
  - a. Application for Form I-20 (pages 3-4)
  - b. Student’s Statement of Financial Responsibility (page 6)
  - c. Sponsor’s Affidavit of Support, if applicable (page 8)
  - d. Documentary evidence of funds available. Requirements are detailed on page 2.
  - e. 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 admissions 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 relative. 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 you name.** The most recent statement of balances and deposits that is available. Statements cannot be more than 2 months old at the time that you apply for admission.

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### SPONSORS OF SUPPORT:

**1. AFFIDAVIT OF ANNUAL CASH SUPPORT (page 8 of this packet).**

This form may be photocopied for each sponsor. *All* questions must be answered.

**2. DOCUMENTARY EVIDENCE OF FUNDS AVAILABLE.** Any combination of the following:

**a. Savings or investment statement(s) in the name of the sponsor(s) *only*.**

- i.** The most recent statement that is available, which shows balances and deposits.
- ii.** If the statement is in the name of more than one person (example: husband and wife), each individual must sign the affidavit of support.

**b. Proof of discretionary income.**

**i. 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.*

**ii. Self-employed Sponsor**

- Submit most recent tax returns, business registration and license **AND**
  - Proof of individual sponsor's income (most recent bank statements, 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.
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### ***OTHER SOURCES OF FUNDING.***

**COPY OF YOUR SCHOLARSHIP 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 screen shots of an online account. Documentation must include an official account statement.



PART I: Personal Information

1. Gender:  Male  Female (Please check one) 2. Birthdate: \_\_\_ / \_\_\_ / \_\_\_\_\_ (mm/dd/yyyy)

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

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

4. Your permanent, physical address in your home country. Postal boxes are not accepted.

Number and Street City State Country Zip Code

5. Address in the United States (if known). This information is required for students transferring to MSU from within the U.S.

Number and Street City State Country Zip Code

6. Do you plan to apply for on-campus housing?  Yes  No (Note: All first year students are required to live on-campus.) Instructions on how to apply for on-campus housing will be sent you with your acceptance package and I-20.

7. Email: \_\_\_\_\_

8. Telephone (required) \_\_\_\_\_ 9. Country and City of Birth: \_\_\_\_\_

10. Country of Citizenship: \_\_\_\_\_ 11. Country of Permanent Residence: \_\_\_\_\_

12. Will you be attending MSU as an athlete?  Yes  No a. If yes, in what sport will you be participating? \_\_\_\_\_

13. 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: \$12,400; first child: \$4,450; each additional child: \$3,700.

- I plan to come without dependents
 The following dependents will accompany me (list names and relationships) Please attach a copy of dependent's passport biography page to confirm name.

Table with 4 columns: Name (Family, Given), Birthday (month/day/year), Country of Birth, Relation to you (spouse, child). Two rows for listing dependents.

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

14. What is your current visa Status?

F-1 What is your SEVIS ID Number? \_\_\_\_\_

If you are currently in F-1 student status, be sure to include the MSU Transfer Clearance Form in your application.

If not F-1, what is your current visa status? \_\_\_\_\_

15. Do you plan to travel outside the U.S. before school starts?  Yes  No Dates: \_\_\_\_\_

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

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

a. If yes, what was the last date of 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.

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**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. Delivery via standard mail is an option up to 6 weeks prior to the start of the term to you commence your studies at Minot State University. If your I-20 will be mailed less than 6 weeks prior to the start of the term, Express Delivery will be required.

**EXPRESS DELIVERY:** Express delivery is available for the cost of **US\$65.00 per packet shipped outside the USA or US\$20.00 per packet shipped within the USA.** Your Form I-20 will be sent via FedEx to the name and physical address indicated in the address box below. Express delivery requests can be accommodated only after payment is successfully processed. This non-refundable shipping fee can be paid using MasterCard, Visa, or Flywire. If you choose Flywire (an online payment method, similar to a wire transfer or to pay with your credit card online), instructions on how to pay the fee will be included in your acceptance email. Payments made via Flywire may take several days to process and documents will not be shipped until the payment has been confirmed by our local bank.

MasterCard  Visa  Flywire

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ 3-digit Security Code: \_\_\_\_\_  
(mm/dd/yyyy) from reverse side of card

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.***

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

**Your Annual Estimate of Expenses for International Students (2018-2019)**

*This is a modest, "no extras" budget that does not include luxuries of any kind. Expect increases every year. It is highly recommended that you budget at least 10% more than the figures provided below. Too little money causes stress, worry and hardship.*

	Undergraduate:	Graduate:
Tuition and Required Fees	\$7,063	\$8,873
* Full-time=9 credit hours/ semester for graduate students		
* Full-time=12 credit hours/ semester for undergraduate students		
Mandatory Health/Accident Insurance Coverage	\$1,978	\$1,978
<i>12 months of coverage. This fee is non-negotiable.</i>		
International Student Fee	\$150	\$150
Housing and Food	\$6,610	\$6,610
Books and Supplies	\$1,100	\$1,100
Local transportation	\$1,232	\$1,232
<i>Travel to and from your country, or the costs of owning a car are additional expenses.</i>		
<u>Misc. (personal items, clothing)</u>	+ \$2,256	+ \$2,256
<b>Total Required University &amp; Living Costs:</b>	<b>\$20,389</b>	<b>\$22,199</b>

**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: \$12,400 annually for your spouse; \$4,450 for your first child and \$3,700 each additional child.*

**WORKSHEET: YOUR ESTIMATED ANNUAL COSTS**

YOUR REQUIRED UNIVERSITY & LIVING COSTS

*(Enter the appropriate amount from the top section):*

\_\_\_\_\_

YOUR ADDITIONAL DEPENDENT COSTS *(if any):*

**YOUR TOTAL ESTIMATED ANNUAL COSTS:**

*This is the minimum amount of guaranteed funds you must document in order to be issued a 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*



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

<b>Sources of Funding</b>	<b>Amount provided to the Student annually while attending MSU (in US dollars)</b>
Personal Funds <i>(Enclose personal bank statement)</i>	
Cash Funds for a 1 <sup>st</sup> Sponsor. Sponsor's Name: _____ <i>(Enclose financial documents and "Affidavit of Support")</i>	
Cash Funds for a 1 <sup>st</sup> Sponsor. Sponsor's Name: _____ <i>(Enclose financial documents and "Affidavit of Support")</i>	
Other sources of funding. Specify Source: _____ <i>(Enclose supporting documentation)</i>	
Other sources of funding. Specify Source: _____ <i>(Enclose supporting documentation)</i>	
<b>Total amount available to me every year of study.</b> Add the above amounts and list total in this box. This amount must be the same or more that your minimum annual costs listed on the previous page.	<b>TOTAL:</b>

**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.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Printed 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.
- **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.

## DOCUMENTARY EVIDENCE OF FUNDS AVAILABLE: *Any combination of the following*

1. SAVINGS OR INVESTMENT STATEMENT(S) in the name of the sponsor only.
  - a. The most recent statement that is available, which shows balances and deposits.
  - b. If the statement is in the name of more than one person (example: husband and wife), each individual must sign the affidavit of support.
2. PROOF OF DISCRETIONARY INCOME.
  - a. **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.
  - b. **Self-employed Sponsor**
    - Submit most recent tax returns, business registration and license AND
    - Proof of individual sponsor's income (bank statements showing recent deposits, 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





*This is to certify that I, the sponsor, \_\_\_\_\_, will provide funds  
(Sponsors' printed names)  
in the amount of no less than U.S. \$ \_\_\_\_\_ in support of \_\_\_\_\_  
(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 other than the student named above, write "NONE."

_____	_____	_____
<i>Name</i>	<i>Relationship to me (spouse/child/etc.)</i>	<i>Age</i>
_____	_____	_____
<i>Name</i>	<i>Relationship to me (spouse/child/etc.)</i>	<i>Age</i>
_____	_____	_____
<i>Name</i>	<i>Relationship to me (spouse/child/etc.)</i>	<i>Age</i>

Total savings/investments available: \_\_\_\_\_ (USD)  
Name of my employer: \_\_\_\_\_ Annual Salary: \_\_\_\_\_ (in USD)

***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.***

\_\_\_\_\_  
Signature of Sponsor #1

\_\_\_\_\_  
Signature of Sponsor #1

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Today's Date