

Form I-20 Information and Instructions

What is a Form I-20 and why do you need one?

A Form I-20 is a government form on which Monmouth University certifies to the US government that you are eligible to receive an F-1 visa. It certifies that you:

- Are going to be an enrolled full time student pursuing a Bachelor's or Master's degree;
- Have satisfied all admission requirements and been accepted to Monmouth University; and
- Have proven that you have sufficient financial support to study and live in the US for the duration of your course of study.

You need a Form I-20 to obtain an F-1 student Visa or to keep lawful F-1 status when transferring or changing schools within the US.

Does everyone need an I-20?

No, some international students do not need an I-20. If you are maintaining another non-immigrant status in the US, you do not need an I-20 and may attend school full time 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 after they marry. If you change your program of study you will have to apply for a new I-20 during your attendance at Monmouth University. If you have no legal status or are out of status, please contact the Assistant Director of International Student and Faculty Services, Barbara Nitzberg at bskulitz@monmouth.edu about your options.

Getting your Form I-20

Please read these instructions carefully. A Monmouth University Form I-20 will only be issued to students with an accepted academic application, completed I-20 application and all required documentation.

1. Complete the application for Form I-20. This can be found on our Web site. For undergraduate and graduate students, please follow this link to retrieve the Form I-20 application: <http://www.monmouth.edu/student/grad/FormI20.pdf>. The Form I-20 application lets you know what you will need to submit and also tells us what types of documents we can expect to receive from you. You must also send a copy of your passport. If you want your I-20 to be sent to an address other than the one on your passport you can indicate that on the application.

Sometimes we may have to ask you to give more evidence of financial support. The US government requires that we verify, to the best of our ability, that you will have enough financial support to cover all of your academic and living costs for the duration of your program. Costs differ from school to school and living expenses vary between different regions in the US, so what is acceptable for one school may not be adequate for study at Monmouth. We insist that students and their families look closely at the costs of living and studying in the US and make careful financial plans.

Expect annual increases in tuition and living costs of approximately 5%. We advise you to take this into consideration during your financial planning.

2. Provide financial information. US law requires that you prove your ability to support yourself for every year of your program of study.

Do not expect that you will be able to work in the US to help meet your annual costs. The immigration service strictly controls off- campus employment and on campus employment is very limited and competitive. International students must also be here for at least one semester before they can apply for assistantships. In order to receive a Monmouth University I-20, you must prove that you have enough support before you attend.

Although part of your funding can come from a scholarship, Monmouth University scholarships will not cover all of your costs. Therefore anyone receiving an I-20 must provide some financial documentation

Estimate that you will need 2 years to complete a Masters and 4 years to complete a Bachelors degree. These links will enable you to estimate your annual costs:

Undergraduate:

<http://www.monmouth.edu/admission/international/internationaltuitionfees.asp>

Graduate: <http://www.monmouth.edu/admission/gradintlfees.asp>

All financial documents must be less than 6 months old and translated by an accredited evaluation agency into English. We cannot review document in another language. Please send faxes, scanned copies or photocopies. You will need your originals to take to the Embassy for your visa appointment. You must provide documents that will convince both Monmouth University and the US government that you have:

- Cash (in the form of a bank statement) to cover academic and living expenses for your first year in the US
- Sufficient and dependable financial resources to cover every additional year. Your financial support can come from any combination of sources: your own funds and/ or sponsor(s) funds or pledges of support.

3. Affidavit of Financial Support. It is highly recommended that some of your financial support come from your home country. Sponsors must sign an affidavit specifying a dollar amount of financial support that you will receive. Your affidavit must tell us how much in dollars you will receive from your sponsor. An affidavit without a specified dollar amount will not be considered. Affidavits of support must be notarized.

Each sponsor providing cash support must supply documents to prove financial responsibility and soundness. If you do not provide all these documents for each sponsor, their support will not be considered.

A sponsor should promise only as much money as he or she is reasonably able to give. THE MOST COMMON REASON FOR REJECTION OF FINANCIAL DOCUMENTS IS THAT THE SPONSOR HAS PLEDGED MORE SUPPORT THAN HIS/HER INCOME WOULD RESONABLY ALLOW. A sponsor should promise only what can be afforded.

- *Proof of Income.* These must be included to prove that the sponsor is financially capable of providing funds. Pledges of support will not be considered without

proof of income. Sponsors can provide bank statements (less than six months old and translated into English) and/or proof of income. Examples of proof of income are a pay stub, employment letter or a tax statement. If your sponsor is self employed he/she can send a statement from his/her accountant or lawyer which estimates annual income.

- *Bank statements.* Bank statements must be dated within 6 months of the beginning of your degree program.

4. Complete the Free Room and Board Affidavit, if applicable. If you have a sponsor who is willing to give you free room and board (locally) during your time at Monmouth, this is counted as part of your support. *A sponsor providing free room and board within commuting distance to Monmouth University is someone who does not charge you for rent or food.* This type of sponsor must also prove that they can provide these services, as they have a cash value and count as financial support. A sponsor must provide all of these:

- *Lease, Property Tax Statement or rent receipts.* These prove that a dwelling is available to you
- *Proof of income* (pay stub, employment letter or accountant/lawyer statement for self-employed sponsors).

Room and board provided by sponsors must be equal in value to the living expenses listed for tuition and fees:

Undergraduate: <http://www.monmouth.edu/admission/international/transfers>

Graduate: <http://www.monmouth.edu/admission/graduate/international.asp>

Contact Information at Monmouth University

If you have questions about obtaining a Form I-20 from Monmouth University at the undergraduate level, please contact Lesbia Ortiz-Torres in the Office of Undergraduate Admission at lmarrero@monmouth.edu or 732-263-5869.

For questions from students obtaining a Form I-20 at the graduate level, please contact Laurie Kuhn in the Office of Graduate Admission at kuhn@monmouth.edu or call 732-571-3452.

Monmouth University's Assistant Director for International Student and Faculty Services, Barbara Nitzberg, can also be contacted with questions at bskulitz@monmouth.edu or call 732-571-3478.

**MONMOUTH UNIVERSITY APPLICATION FOR FORM I-20
(Certificate of eligibility for F-1 student status)**

PART I: PERSONAL INFORMATION

Name: _____
Family (surname) first (given)

Date of Birth: Day _____ Month _____ Year _____ **Gender:** Male [] Female []

Country of Birth _____ **Marital Status:** Unmarried [] Married []

Country of Citizenship _____

Please complete the following information about any dependents that will be living with you:

Name (first, last) Date of Birth Country of birth Relation to you

Name (first, last) Date of Birth Country of birth Relation to you

Name (first, last) Date of Birth Country of birth Relation to you

Name (first, last) Date of birth Country of birth Relation to you

PART II: Immigration Status

Are you applying for initial status? [] Yes [] No **If YES, please go on to Part III**

If you are In the United States now, please complete the following:

What is your USCIS (United States Customs and immigration Service) admission number? _____ *This is found on your form I-94 departure record (the white card) stapled in your passport opposite your visa.*

What is your Immigration Status? You can attend MU *regardless* of your status.

F-1 If you are transferring from another United States college or university, you must submit the *Request for F-1 Transfer Information*. This form should be completed by the International Student Advisor at your former institution. You can find this form at <http://www.monmouth.edu/student/grad/transfer.pdf>

Another Status? Which one? _____

If you are currently residing in the United States, do you plan to travel outside the United States before school starts?

Yes. Please send my Form I-20 upon review of my documents.

No. I am a transfer student and I will complete the school transfer process within 15 days of the start of school.

No. I hold another status, and will complete a change of status when I enroll at Monmouth University.

PART III: Complete this section if you are applying for initial status

If you are overseas, your Form I-20 will be sent via DHL to the name and address below:

Name _____

Number/Street _____

City _____ State _____

Country _____ Postal Code _____

You will receive an email with the DHL tracking number when your I-20 is sent. If you are in the United States, the I-20 can be mailed or picked up at our offices.

PART IV: Costs and Sources of Funding

Undergraduate programs require at least 4 years of study and most graduate programs are completed in 2 years. United States federal immigration regulations require the University to certify that you have enough money for your studies. Therefore, you are required to send the University evidence that the necessary funds are available for your education. Please refer to the Undergraduate or Graduate link for the current annual funding requirements:

<http://www.monmouth.edu/admission/international/internationaltuitionfees.asp>
<http://www.monmouth.edu/admission/graduate/international.asp>

You are required to certify sufficient funds for at least 1 year of study and to provide a financial plan which identifies the resources that will be available to you for subsequent years of study.

Be sure to indicate the full amount of funds you have available to support your education. A Monmouth University Academic Excellence Scholarship, Athletic Scholarship or Graduate fellowship can count towards your financial support if you are eligible, as can room and board provided by a sponsor in the Monmouth University area. Students sponsored by an employer must submit a formal letter of support on letterhead specifying the amount of funding and the currency used.

PART V: Your Statement of Financial Support and Financial Plan

Please check off your means of support below and indicate how much will be provided or available to you each year. Sponsors must provide documentation that their funding pledge can be honored. You are only required to submit the type of document relevant to your funding situation. If you are not receiving free room and board locally you do not have to submit information about this.

Remember that funding for at least 1 year must be demonstrated through your own or a sponsor's cash funds reflected in a bank statement. Real estate or property cannot be used as financial support.

Required Documentation

Personal Documents

- Copy of your Passport valid for 6 months after entry
- Personal funds. The amount available from your own savings and investments as shown in your bank statement or statement of liquid investments.
Amount \$ _____

Cash Sponsor's Documents

- Affidavit of Financial Support Amount \$ _____
- Bank Statement Amount _____
- Proof of Income. This can be a letter of employment, pay stub, income tax statement, or for self-employed sponsors, a statement of annual income from an accountant or lawyer. Amount \$ _____

Free Room and Board Sponsor for (if available)

- Affidavit of Free Room and Board
- Lease, Deed, or Rent Receipts
- Proof of income. This can be a letter of employment, pay stub, income tax statement, or for self employed sponsors, a statement of annual income from an accountant or lawyer

Print Name

Student ID (if known)

Signature

Date