



How to Get Your Form I-20

(Certificate of Eligibility
for F-1 Student Status)



The information on the following pages carefully explains how to get your St. John's University Form I-20. **Please read it completely.**

International Student and Scholar Services
St. John's University
8000 Utopia Parkway
St. John Hall, Room 116
Queens, NY 11439
Tel (718) 990-6083
Fax (718) 990-2070
iss@stjohns.edu

Now that you are planning to be a student,
you need to avoid the following...

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 are saying "I'm here as a visitor" ONLY. Since you have contacted St. John's about study, this would be seen as a "fraudulent entry" and you could be refused permission to stay longer than six months or to extend or change your status. Do not listen to people who say it is easy to enter the country as a visitor and change your status. It is not true! B visitors are prohibited by U.S. law from pursuing a full course of study prior to obtaining a change of status to F-1 status.

2. Do not enter the U.S. without a visa (unless you are Canadian).

Never do this, even if you come from a country whose residents normally may show only a round-trip ticket to enter the U.S. as visitors. Remember, you want to enter as a student. If you enter without a visa, you will only be allowed to stay for 90 days. You will not be given more time or allowed to change to student status.

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

- A Form I-20 is a U.S. government form that St. John's University uses to certify that you are eligible for F-1 student status. This means that you: (1) are or expect to be a “bona fide” student; (2) meet our admission requirements; (3) will pursue a full course of study; and (4) have proven 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 in the U.S.

Does everybody need an I-20?

NO, some international students do not need I-20s. J-1 students need a Form DS-2019 and should ask us for that application. F-2 dependents who want to study full time must obtain an I-20 and apply for a change of status to F-1 student. If you maintain another non-immigrant status in the U.S., you do not have to have an I-20 and may attend school full- or part-time if the law allows you to do so. Dependent children in E, H, I, J, L, M, N, O, P, R or S status need to change status after their 21st birthday or if they marry.

Here are the rules for getting your Form I-20.

- 1) You must be a “bona fide” student accepted to a full-time program of study.
- 2) You must prove to us that you can support the costs of living and studying in the U.S. for every year of your program of study. This is required by U.S. law.

Do not expect to work in the U.S. to help meet your annual costs! On-campus employment is limited and competitive; off-campus employment is strictly controlled by the United States Citizenship and Immigration Services.

- 3) Carefully review St. John’s University’s “Estimated Annual Financial Requirements for International Students” on page four and figure out your annual costs in the workbook on page five. This gives the amount that you must prove you can support for every year of your program of study. (Estimate a minimum of two years for an associate degree; two to three years for a master’s; four for a bachelor’s; five for a doctorate; and six years for a pharmacy doctorate.)
 - These requirements 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. Too little money causes pain and distress. We insist that students and their families look closely at the costs of living and studying in the U.S. and make careful plans to be sure your needs will be met.
 - Expect annual increases in tuition and living costs of about seven percent.
- 4) Read and follow these instructions very carefully. You cannot complete this process without following them step-by-step. Sometimes, we may have to ask you to give us more evidence of your financial ability—perhaps more than once. The U.S. government requires that we be absolutely sure, to the best of our ability, that you will have enough financial support to cover the full costs of your stay in the U.S.

Sources of Financial Support

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

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 cash and/or room and board. Free room and board is when you live with someone and don't have to pay for your room or food.

Warning #1

We highly recommend that at least part of your financial support come from your country. This is important for getting your student visa!

Warning #2

A sponsor should promise only as much money as he or she is able to give you. Some sponsors believe that promising more money will make it easier to get your I-20. The most common reason for rejecting financial documents is that we do not believe the sponsor can afford to give what he or she is promising.

Personal Funds that came from your own resources

Unless you have enough cash 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.

University funds such as a scholarship, assistantship or fellowship may not cover the entire program of study or all expenses, so you may need added support to meet your minimum annual costs.

Documentary Evidence Requirements

Complete the application for the Form I-20 (attached) and submit it with copies of all necessary evidence of financial capability directly to the International Student and Scholar Services Office, by mail or fax. Do not send original documents.

We strongly recommend that you do this at the same time you apply to the University. That way, once you are accepted, your Form I-20 can be issued quickly!

All documents you give must be:

- Less than two months old
- In English (*We cannot review documents that are not in English!*)
- Photocopies or faxes, **not** originals. You will need originals of all the documents you have sent us to take to the American Embassy when we send you your I-20.
- Sponsor Affidavits must be notarized, that is, signed by the sponsor in the presence of a notary public. The notary public must sign and affix his or her official notary public seal on the affidavit. There are notaries public at all U.S. embassies and consulates. In the U.S., most neighborhood pharmacists, lawyers and accountants are notaries. There are notaries in all countries though the names may be different. They are officials licensed by the national or regional government to take sworn statements for courts of law or to witness contracts and property deeds.

Evidence Required:

Sponsors of cash support:

- **Affidavit of Annual Cash Support.** This form may be photocopied for each sponsor. All questions must be answered. The form must be notarized.

- **Proof of income**

Individual Sponsor (submit any of the following):

- Employer's letter on letterhead stationery indicating salary
- Income tax returns or receipts along with two current pay stubs
- Documentation of investments
- If self-employed: income estimate by a bank or private accountant

Warning #3

If there is no income source, bank statements must prove that there are sufficient funds to cover the entire program of study. The balances will be totaled and divided by the number of years in your program of study to determine the amount available to you for each year.

Warning #4

A company's income is not the income of the owner of the business, and will not be accepted as proof of income. You must provide an official statement of the salary paid to the owner/sponsor.

Bank statement in the name of the sponsor only

- Information must include the current balance and type of currency.

Warning #5

If a bank statement is in the name of more than one person, each individual must submit an affidavit of support.

Warning #6

We cannot accept statements that do not specify balances, unless the balances are stated as a minimum of six figures in U.S. dollars.

Company Sponsor:

- Submit the most recent "Profit and Loss Statement" for the company.

Sponsors of free room and board:

- **Affidavit of Free Room and Board**
- **Proof of income (any of the following):**
 - Employer's letter on letterhead stationery indicating salary
 - Income tax returns or receipts along with two current pay stubs
 - Documentation of investments
 - If self-employed: income estimate by a bank or private accountant
- **Photocopy of lease, deed, rent receipts, phone bill, electric bill**
- **Bank Statement**

Personal Funds:

Bank statement in your name

- Information must include the current balance and type of currency.

University Funds:

- **Copy of your award letter or contract** stating *exactly* what you will be receiving and for how long.



Annual Financial Requirements for International Students 2007-2008

International Student and Scholar Services
8000 Utopia Parkway
Queens, NY 11439
Tel (718) 990-6083
Fax (718) 990-2070
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Estimated Tuition and School Fees

Level of Education	Tuition	Fees	Total
Undergraduate	\$26,200	\$1,815	\$28,015

Tuition is for 12 - 18 undergraduate credits for each of the fall and spring semesters. Summer school tuition is not included. Fees include mandatory health insurance, University and activity fees.

Pharmacy majors' tuition is approximately 13% higher in the third, fourth and fifth years of study. Business majors' tuition is approximately 5% higher in the third and fourth years of study. Art majors should estimate that they will need an additional \$2,500 annually for supplies.

Pharmacy Doctorate (Pharm.D.)	\$26,200	\$ 1,815	\$28,015
(Plus \$4,000 in years 4+5 – additional \$8,000 total)			

Graduate			
Business (M.B.A. or M.S.)	\$20,400	\$ 1,835	\$21,875
Clinical Psychology (Ph.D.)	\$23,760	\$ 1,835	\$25,595
Law	\$38,400	\$ 1,835	\$40,235
Library Science	\$21,120	\$ 1,835	\$22,955
Pharmacy	\$22,920	\$ 1,835	\$24,755
School Psychology	\$21,240	\$ 1,835	\$23,075
Speech Pathology	\$21,240	\$ 1,835	\$23,075
Biotechnology	\$21,000	\$ 1,835	\$22,835
All Other	\$19,680	\$ 1,835	\$21,515

Enter your total *estimated* annual costs for tuition and fees.

Living Costs

Average living costs for a nine-month year are estimated below. This is a modest, “no-extras” budget. It does not include such items as telephone calls, for example. It is highly recommended that you bring at least 10% more. This estimate does **not** include the three summer months. If you plan to stay in the U.S. for the summer, estimated living costs will be \$5,300 for those three months.

Housing and Utilities \$ 6,800

This is based on the average cost of a shared room in a private home.

Food \$ 4,400

Personal Items and Clothing \$ 2,700

Transportation \$ 1,100

This includes local transportation only. Travel to and from your country, or the costs of owning a car, are additional expenses.

Books and Supplies \$ 1,000

Art majors must prove they can support the additional cost of art supplies, estimated at \$2,000 annually.

Total **\$16,000**

Dependent Costs

If a spouse or child accompanies you, you must show an additional amount: \$10,980 (nine months’ living expenses), for your spouse; \$3,690 for each child. These costs do not include medical insurance, estimated at an additional \$4,280 per year for your spouse and \$1,450 for your child.

Your estimated annual costs

Expect annual increases of approximately five to seven percent in expenses.

Tuition and fees \$ _____

Enter the amount from page 4.

Living costs \$ 16,000

Dependent costs \$ _____

Total: \$ _____



Application for Form I-20

Certificate of Eligibility for F-1 Student Status

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Be very careful when completing this form!
If you make a mistake and your I-20 is issued incorrectly, you will be charged a \$50 fee to resend the I-20.

Part I: Personal information

Attach a copy of your passport page showing name

Name _____
(as it appears on your passport) Family (surname) First (given) Middle

Home Country Address: _____
Number and Street

_____ City _____ State _____ Zip/Postal Code _____ Country

Date of Birth: Month ____ Day ____ Year ____ Male Female

Country of Birth _____ Country of Citizenship _____

Telephone _____ Fax _____ E-mail _____

Unmarried Married

Please complete the following information about your spouse and/or child (children) who will accompany you to the United States.
Please attach a copy of the passport for each.

_____ Name (family, first, middle) _____ Date of birth (month/day/year) _____ Country of birth _____ Relationship to you

_____ Name (family, first, middle) _____ Date of birth (month/day/year) _____ Country of birth _____ Relationship to you

Have you been notified of your admission to St. John's University? Yes No

Please note that your Form I-20 *cannot* be issued until you are accepted.

Part II: If you currently are in the United States or if you have a valid I-20 from another school in the United States, complete this section. If not, go on to Part III.

What is your 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? _____

* F-1 What is your SEVIS ID number? _____

This is on your Form I-20 in the top right corner.

Check one of the following that indicates what your I-20 is for:

- Transferring/changing U.S. schools
- Changing educational level/program at St. John's University
- Reinstatement to F-1 Status

* Another status. Which one? _____

Before we issue your Form I-20, we want to advise you.
Please make an appointment to see the International Student Adviser.

Do you plan to travel outside the U.S. before school starts?

- Yes. Tell us how you would like to get your I-20 in Part III.
- No. If you are F-1, you will receive school transfer or other instructions. If you hold another status, we will issue your I-20 after we have met with you.

Part III: How do you want to get your I-20?

Mail * Your Form I-20 will be sent by delivery service. It will be sent to the name and address you indicate below.

Print your name, address and phone number in English, exactly as it should appear on the envelope.
We cannot send your I-20 by delivery service to a P.O. Box.

Name _____

Number/Street _____

City _____ State _____ Zip/Postal Code _____

Country _____ Telephone _____

* **Hold for pick-up by** _____

Name

Phone

E-mail

Part IV: Your statement of financial support

Do not complete this part unless you have carefully read all instructions!

What level of education will you be pursuing? _____

associate, bachelor's, master's, doctorate, etc.

What will your major be? _____

What are your *estimated* annual costs from the workbook on page five?

Total Estimated Annual Costs

How will you support yourself for every year of your program of study?

Please check off 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.** The amount available to me from my own resources every year (*total divided by number of years in your program*). _____
- **Funds from St. John's University** renewable every year.
Type _____ _____
- **Cash funds from a sponsor** to be given to me every year.
Sponsor's name _____ _____
- **Cash funds from a second sponsor** to be given to me every year:
Sponsor's name _____ _____
- **Cash funds from a third sponsor** to be given to me every year:
Sponsor's name _____ _____
- **Free room and board** from a local sponsor with whom I will live:
Sponsor's name _____ _____
- **On-campus employment** (*student worker*) _____

Total amount available to me every year of study:

This amount must be the same as or more than your minimum annual costs.

The following documents are enclosed to prove my financial responsibility:

My personal documents:

- Bank statement
- Proof of income

Funds from this school:

- Award letter
- Copy of contract

Cash sponsor's documents:

I understand that all three types of documents MUST be attached.

- Affidavit of support
- Proof of income
- Bank statement

Free room-and-board sponsor's documents (*attach all three*):

- Affidavit of support
- Proof of income
- Lease, deed, rent receipts, copy of utility bill (*that is, proof of residence*)
- Bank Statement



Sponsor's Affidavit of Annual Cash Support and Proof of Financial Capability

International Student and Scholar Services
8000 Utopia Parkway
Queens, NY 11439
Tel (718) 990-6083
Fax (718) 990-2070
iss@stjohns.edu

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 St. John's University and live in the U.S. You are also proving with the documents you have attached that you can afford the support you are promising.

Before signing this affidavit, 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 the student to be able to help support the costs through employment. Employment is strictly controlled by the United States Citizenship and Immigration 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 the affidavit in front of a notary public or the appropriate official in your country.

Prove that you are financially capable of providing this cash support for every year of the student's program by attaching all the following documents. (If all of these documents are not attached, your support will not be considered.)

Documents must be:

- Photocopies or faxes
- Current (*less than two months old*)
- In English
- Notarized
- **Proof of income.** This must be a letter on your employer's business stationery, income tax returns or receipts along with two current pay stubs, 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 provide an official statement of the salary paid to you or it must appear on tax returns.
- **Bank statement** in your name, which states the date the account was opened, current balance in U.S. dollars, average deposits and average balances. We cannot accept statements that do not specify balances, unless it is stated to be a minimum of six figures in U.S. dollars. 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.

This is my sworn promise of cash support.

I, _____, promise that I can and will give no less than U.S. \$ _____
My name

in cash for every year of the student's program of study at St. John's University to:

Full name of student

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

My address is _____

City State Zip/Postal Code Country

Telephone _____ 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
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of my employer _____

Annual salary _____ (USD)

Other income _____ (USD)

My proof of income and bank statements are attached: Yes No

I swear that the information I have provided above is true and correct.

Signature of sponsor

Sworn and subscribed before me this day: _____

Signature of notary



Sponsor's Affidavit of Free Room and Board and Proof of Financial Capability

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Fax (718) 990-2070
iss@stjohns.edu

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 St. John's 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 this affidavit, 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 the student to be able to help support the costs through employment. Employment is strictly controlled by the United States Citizenship and Immigration Services and is 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 licensed official in your country.

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

Documents must be:

- Photocopies or faxes
- Current (*less than two months old*)
- In English
- **Proof of income.** This must be on your employer's business stationery, income tax returns or receipts along with two current pay stubs, 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 provide an official statement of the salary paid to you or it must appear on tax returns.
- **Photocopy of your deed, lease, rent receipts or utility bill** to prove that you are the person who owns or rents the property.
- **Bank statement** in your name, which states the current balance and type of currency. We cannot accept statements that do not specify balances, unless it is stated to be a minimum of six figures in U.S. dollars. 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.

This is my sworn promise of free room and board.

I, _____, promise that for each year of his or her program of study,
My name

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

Number, Street

City State Zip Code Phone _____

I own rent this property.

If currently in the U.S., does the student already live with you? _____

I will not require any type of service to be performed in exchange for this benefit.

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

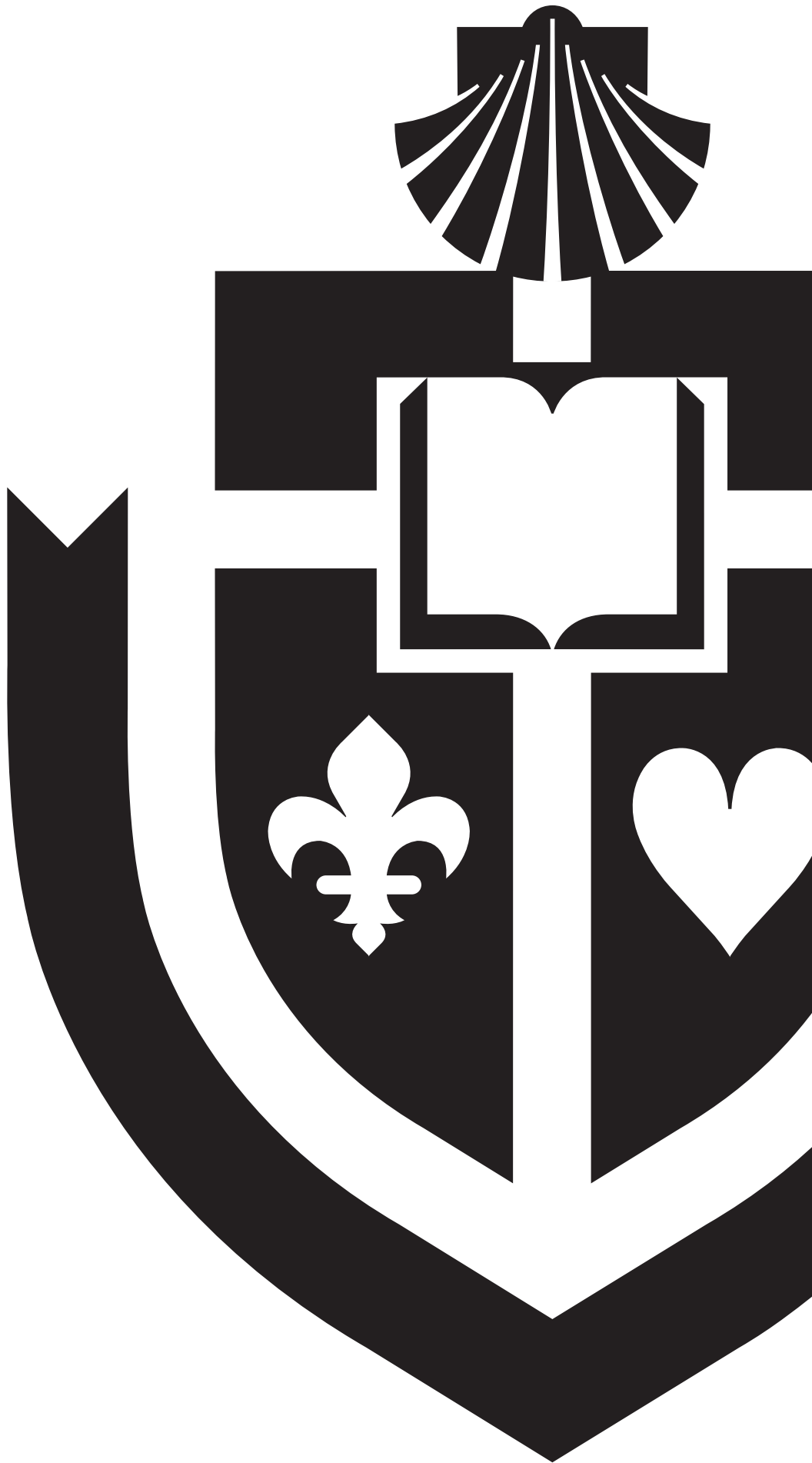
My proof of income and bank statements are attached: Yes No

I swear that the information I have provided above is true and correct.

Signature of sponsor

Sworn and subscribed before me this day: _____

Signature of notary





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