



# ST. JOHN'S UNIVERSITY

## INTERNATIONAL STUDENT AND SCHOLAR SERVICES

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# Instructions for the I-20 APPLICATION

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

- A Form I-20 is a US 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 United States 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 United States.

## Does everybody need a Form I-20?

No, some international students do not need an I-20. J-1 students need a Form DS-2019 and should ask us for that application. F-2 dependents who want to study fulltime must obtain an I-20 and apply for a change of status to F-1 student. If you maintain another nonimmigrant status in the United States, you do not have to have an I-20 and may attend school full or parttime 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 United States for your program of study.
3. Carefully review St. John's University's "Estimated Annual Financial Requirements" for International Students on page 5 and calculate your annual costs. This gives the amount that you must prove you can support for the initial year of study.
4. These requirements are not negotiable. They represent an average budget that does not include luxuries of any kind. We strongly recommend that you budget at least 10 percent more, if possible. Too little money can cause pain and distress. We insist that students and their families look closely at the costs of living and studying in the United States and make careful plans to be sure your needs will be met.

## How do I submit my I-20 application?

All forms should be uploaded directly into your student portal. If you have not previously logged into your student portal, follow the instructions on the login screen regarding how to create an account:

- Undergraduate students can access their student portal at [apply.stjohns.edu/apply](http://apply.stjohns.edu/apply).
- Graduate students can access their student portal at [grad.stjohns.edu/apply](http://grad.stjohns.edu/apply).

# Sources of Financial Support

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Your financial support can come from any combination of the following sources in the United States or abroad:

Funds from “sponsors” (e.g., parents, relatives, friends, and organizations):

You may have as many sponsors as you need. Sponsors may provide you with support in the form of money and/or room and board. Free room and board is when you live with someone and do not have to pay for your room or food.

## **FOR YOUR CONSIDERATION #1**

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

## **FOR YOUR CONSIDERATION #2**

A sponsor should promise only as much money as he or she is able to provide. Some sponsors believe that promising more money will make it easier to get your I-20. A common reason for visa denial is that the visa officer is not convinced the sponsor can afford to give you what he or she is promising.

Personal funds that come from your own resources:

Unless you have enough money for your entire program of study, or can prove other sources of personal income, you need a sponsor with a sufficient income 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. 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 I-20 can be issued quickly.**

### **All documents you provide 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.

## 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 affidavit must be signed by your sponsor, not typed.
- **Proof of income (not required, but suggested)**

### **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

### **FOR YOUR CONSIDERATION #3**

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. If a company will sponsor you, you must submit the company's most recent profit and loss statement.

### **Bank statement in the name of the sponsor only:**

Information must include the current balance and type of currency.

### **FOR YOUR CONSIDERATION #4**

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

### **FOR YOUR CONSIDERATION #5**

We cannot accept statements that do not specify balances.

### **Sponsors of free room and board**

Must submit the following documents:

- **Affidavit of free room and board**
- **Photocopy of lease, deed, rent receipts, phone bill, and electric bill**

## **WARNING!**

### **Do not enter the United States with a B-1, B-2, or B-1/B-2 visa.**

If you use a B visa to enter the United States, 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 US law from pursuing a full course of study prior to obtaining a change to F-1 status.

### **Do not enter the United States without a visa (unless you are Canadian).**

Never enter the United States without a visa, even if you come from a country whose residents normally show only a round-trip ticket to enter the country 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.

# Annual Financial Requirements for International Students 2019–20

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## ESTIMATED TUITION AND SCHOOL FEES

### Undergraduate

Tuition is for 12–18 undergraduate credits for each of the fall and spring semesters. Summer school tuition is not included. **Fees include the cost of St. John's University health insurance and University and activity fees. Purchase of St. John's health insurance is mandatory for all F-1 and J-1 students.**

Pharmacy majors' tuition is approximately 13 percent higher in the third, fourth, and fifth years of study. Business majors' tuition is approximately five percent higher in the third and fourth years of study. Art majors should estimate that they will need an additional \$3,000 annually for supplies.

**Note:** Undergraduate school fees and insurance are estimated at \$2,867.

### Graduate

Tuition is for nine credits for each of the fall and spring semesters. Summer school tuition is not included. **Fees include mandatory health insurance and University fees.**

**Note:** Graduate school fees/insurance are estimated at \$2,587. In addition, there is a one-time initial fee for the following schools:

Graduate	Fee Amount
St. John's College of Liberal Arts and Sciences	\$300
College of Professional Studies	\$300
College of Pharmacy and Health Sciences	\$300
St. John's School of Law (LLM)	\$1,100
St. John's School of Law (J.D.)	\$750

## LIVING COSTS

Average living costs for a nine-month year are estimated in the next page table. This is a modest, "noextras" budget. It does not include such items as telephone calls, for example. It is highly recommended that you bring at least 10 percent more. This estimate does not include the three summer months. If you plan to stay in the United States for the summer, estimated living costs will be \$6,200 for those three months.

## ESTIMATED ANNUAL COSTS (Tuition, Fees, and Insurance)

### UNDERGRADUATE

Queens and Manhattan Campuses	<b>\$44,519</b>
Staten Island Campus	<b>\$32,529</b>

### GRADUATE

Business	<b>\$25,379</b>
Clinical Psych	<b>\$29,699</b>
Law (J.D.)	<b>\$63,349</b>
Law (LLM)	<b>\$63,327</b>
Library Science	<b>\$26,729</b>
Pharmacy	<b>\$28,619</b>
School Psychology	<b>\$26,729</b>
Speech Pathology	<b>\$26,729</b>
Biotechnology	<b>\$26,639</b>
All Other	<b>\$25,109</b>

### PLEASE NOTE

Undergraduate business tuition increases in years three and four:

Queens campus:	<b>\$46,309</b>
Staten Island campus:	<b>\$34,319</b>

Pharm.D. tuition increases in years three to six:

Queens campus:	<b>\$50,593</b>
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### Use this table to calculate your Estimated Annual Costs

**TUITION, FEES, AND INSURANCE**  
(See table above)

+

### LIVING COSTS

Housing and Utilities	\$11,525
Food	\$6,610
Personal Items and Clothing	\$1,142
Transportation	\$960
Books and Supplies	\$656

**Your Total Living Costs**

+

### DEPENDENT(S) COST(S)

Spouse	\$12,000	_____	+
Child	\$6,000	_____	+
Spouse Medical Insurance	\$4,229	_____	+
Child Medical Insurance (per child)	\$1,531	_____	+

**TOTAL ESTIMATED ANNUAL COSTS =**

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

### NOTES

#### Housing and Utilities

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

#### Transportation

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

#### Art Majors

Art majors must prove they can support the additional cost of art supplies, estimated at \$3,000 annually.

#### Medical and Repatriation Insurance

This mandatory charge is included in the fees indicated under the tuition and fees section.

# Application for Form I-20 Certificate of Eligibility for F-1 Student Status

DATE: \_\_\_ / \_\_\_ / \_\_\_  
month/day/year

## REASON FOR I-20 REQUEST

<input type="radio"/> Initial Studies	<input type="radio"/> Transfer*	<input type="radio"/> Program Extension	<input type="radio"/> Change of Educational Level / Program*	<input type="radio"/> Change of Status	<input type="radio"/> Reinstatement to F-1 Status
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\*Students who are transferring to St. John's University from another school and students who are changing their educational level/program at St. John's must get their new I-20 by the immigration deadline. **Please contact us immediately so we can advise you on this.**

<b>Have you been notified of your admission to St. John's University?</b> <input type="radio"/> Yes Please note that your Form I-20 cannot be issued until you are accepted. <input type="radio"/> No		<b>Academic Major</b> _____
<b>Degree Program</b> <input type="radio"/> Associate <input type="radio"/> Bachelor's <input type="radio"/> Master's <input type="radio"/> Doctoral	<b>Semester of Enrollment (Expected)</b> <input type="radio"/> Fall 20____ <input type="radio"/> Winter 20____ <input type="radio"/> Spring 20____ <input type="radio"/> Summer 20____	

## PART I: PERSONAL INFORMATION—Attach a copy of your passport page showing name.

<b>1</b>	<b>Name</b> as in passport				<input type="radio"/> Male <input type="radio"/> Female
		Family Name	Given Name	Second Given or Middle Name	Gender (check one)
<b>2</b>	<b>Home Country</b> Mailing Address				
		Number and Street	City, State	Country	Zip/Postal Code
<b>3</b>	<b>Telephone Number</b>	<b>Fax Number</b>	<b>Email Address</b>		
<b>4</b>	<b>Date of Birth</b>	____ / ____ / ____	<b>Country of Birth</b>		
		Month - Day - Year		City and Country	
<b>5</b>	<b>Country (ies) of Citizenship</b>				<b>Country of Residence</b>
<b>6</b>	<b>Address in the US (if known)</b>				
		Number and Street	City, State	Country	ZIP/Postal Code
<b>7</b>	<b>Marital Status</b>	<input type="radio"/> Married <input type="radio"/> Unmarried	Please complete the following information about your spouse and/or child (children) who will accompany you to the United States. ↓ <b>Attach copy of the passport page for each name.</b>		
		____ / ____ / ____			
	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	

## PART II: ARE YOU CURRENTLY IN THE US?

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.


<b>1</b>	F-1 Student Status <input type="radio"/> Yes <input type="radio"/> No	<b>Other Immigration Status</b> (If applicable, specify type) Before we issue your Form I-20, we want to advise you. Please make an appointment to see an international student advisor.		_____
	SEVIS # _____	I-94 Admission # _____	I-94 Expires on _____	__ / __ / ____
<b>2</b>	University that issued most recent Form I-20 _____			
<b>3</b>	Are you currently studying at a US institution or college?	<input type="radio"/> Yes <input type="radio"/> No	<b>Current US School</b>	_____
	<b>4</b>	Do you plan to travel outside the United States before school starts?	<input type="radio"/> Yes <input type="radio"/> No	Tell us where you would like to receive your I-20 in Part III. 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: WHERE DO YOU WANT TO RECEIVE YOUR I-20?


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.

**NOTE: We cannot send your I-20 by delivery service to a PO Box.**

Please type in **CAPITAL LETTERS only** (Example: ADRIANA ANDRETTI - VIA CONDOTTI 23, ROMA - ITALIA 001133)

<b>MAIL</b> 	Name: _____
	Number/Street: _____ Apt. #: _____
	City: _____
	State/Province: _____
	Country: _____
	Zip/Postal Code: _____

**OR**

<b>HOLD FOR PICK UP</b> 	Name: _____
	Telephone: _____
	Email: _____

## PART IV: YOUR STATEMENT OF FINANCIAL SUPPORT.

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

What are your estimated annual costs from the workbook on page 5?  
(Total Estimated Annual Costs) ▶

\$ \_\_\_\_\_

### HOW WILL YOU SUPPORT YOURSELF FOR EVERY YEAR OF YOUR PROGRAM OF STUDY?

Please check your means of support below and indicate how much will be provided or available to you every year.

SOURCE OF FINANCIAL SUPPORT (Amount in US Dollars)	Guaranteed Support	Projected Support	Projected Support	Projected Support
	1st YEAR	2nd Year	3rd Year	4th Year
<b>Personal Funds</b> The amount available to me from my own resources	\$ _____	\$ _____	\$ _____	\$ _____
<b>Funds from St. John's University</b> Renewable every year   Type: _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Funds from a Sponsor(s)</b>   To be given to me every year.				
1) Sponsor   Name _____	\$ _____	\$ _____	\$ _____	\$ _____
2) Sponsor   Name _____	\$ _____	\$ _____	\$ _____	\$ _____
3) Sponsor   Name _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Free Room and Board</b> From a local US sponsor with whom I will live. (Valued at \$16,390)	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL AMOUNT available to me every year of study:</b>	\$ _____	_____	_____	_____

### THE FOLLOWING DOCUMENTS ARE ENCLOSED TO PROVE MY FINANCIAL RESPONSIBILITY:

#### My Personal Documents

Bank Statement

#### Cash sponsor's documents

Affidavit of support

Bank statement

Proof of income

#### Funds from this school

Scholarship Letter

Graduate Assistantship Contract

#### Free room-and-board sponsor's documents (attach both):

Affidavit of support

Lease, deed, rent receipts, copy of utility bill  
(that is, proof of residence)



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

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## What does this affidavit mean?

By completing this affidavit, you swear to the US 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 United States. You also prove with the documents you attach that you can afford the support you promise.

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 US Citizenship and Immigration Services and is very limited.

## How to complete this form:

- Fill out this form completely in English.
- Attach the documentary evidence of support explained below.
- Sign the affidavit.

**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.**

### Documents must be

- photocopies or faxes
- current (less than two months old)
- in English
- **Bank statement (required)** in your name, which states the date the account was opened, current balance in US 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 US 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.
- **Proof of income (recommended, not required)**. 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.

## THIS IS MY SWORN PROMISE OF CASH SUPPORT

I, \_\_\_\_\_ promise that I can and will give no less than \$ \_\_\_\_\_  
*My name* *US dollars*

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

\_\_\_\_\_. My relationship to the student is \_\_\_\_\_.  
*Full name of student* *Parent, spouse, brother/sister, friend*

### My address is

Number/Street: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### 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 bank statements are attached.  Yes  No

I swear that the information I provide above is true and correct.

\_\_\_\_\_  
*Signature of Sponsor (MUST SIGN)*

\_\_\_\_\_  
*Date*

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

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## What does this affidavit mean?

By completing this affidavit, you swear to the US 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 United States. You also prove with the documents you attach that you can afford the support you promise.

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 US Citizenship and Immigration Services and is very limited.

## How to complete this form:

- Fill out this form completely in English.
- Attach the documentary evidence of support explained below.
- Sign the affidavit.

**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
- **Proof of income (suggested but not required).** 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 (suggested but not required)** in your name, which states the date the account was opened, current balance in US 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 US 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:** \_\_\_\_\_ **Apt. #:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**State/Province:** \_\_\_\_\_  
**Country:** \_\_\_\_\_  
**Zip/Postal Code:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

I  Own  Rent this property

If currently in the United States, does the student already live with you?  Yes  No

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 photocopy of lease, deed, rent receipts,  
phone bill, and electric bill is attached.**  Yes  No

I swear that the information I provide above is true and correct.

\_\_\_\_\_  
*Signature of Sponsor (MUST SIGN)*

\_\_\_\_\_  
*Date*