

CUNY School of Professional Studies
 Office of International Students
 101 West 31st Street, Suite 905
 New York, NY 10001

Name _____
 Family Name _____ Given Name _____

Request for Certificate of Eligibility (Form I-20 or DS-2019) and Declaration & Certification of Finances for International Students

(TO BE COMPLETED BY ALL INTERNATIONAL STUDENTS WHO WISH TO OBTAIN OR MAINTAIN F-1 OR J-1 STATUS)

International students who are admitted into a degree program at the School of Professional Studies of the City University of New York will need to obtain a Certificate of Eligibility from the University in order to enter and/or remain in the U.S. in F-1 Student Status or J-1 Exchange Visitor Status. This applies whether you are a **new student**, a **transfer student from another U.S. university**, or a **student transferring to the School of Professional Studies from another CUNY campus**.

Please complete this Request for Certificate of Eligibility (pp. 1- 2) and Declaration & Certification of Finances (pp. 3 - 4) and return them with all supporting documentation when you return your application for admission. *The Certificate of Eligibility will be issued only if you are admitted and if you have properly completed and all documentation of financial support verifying that you have adequate financial resources to meet your expenses during the entire period of your study in the U.S.*

An estimate of yearly expenses is provided below. You must show that you have immediately available funds to provide at least the estimated expenses for the first year of study. You must also show that, barring unforeseen circumstances, adequate funds will be available each year thereafter from the same or another financially reliable source.

2011-2012 Estimate of Yearly Expenses for the School of Professional Studies International Students

Tuition and Fees	12 months
(\$605/credit plus fees)	\$11,020.00
Living Expenses	
Books / Supplies	\$1,376.00
Transportation.....	\$1,315.00
Room.....	\$10,560.00
Board and Meals.....	\$3,973.00
Personal.....	\$5,116.00
Total Living Expenses.....	\$22,340.00
Total First Year Expenses	\$33,360.00

Note: The estimate of tuition and fees in Level I is based on an average of 12 billable credits. Actual tuition may be higher or lower depending on individual program requirements and the number of billable credits for which a student registers. All tuition and fee schedules are necessarily subject to change without notice at anytime upon action by The City University of New York.

DEPENDENTS: Students with accompanying dependents must verify an **additional \$4,000.00 for their spouse** and **\$3,000.00 per child** for each year of study. Please be advised that the above amounts represent a conservative estimate of New York City living costs. Many students will require additional funds. It is anticipated that all costs will increase by 7–10% each year. Please take this into account when completing the following form.

* This form is valid only for the 2011 – 2012 academic year. If you are admitted and you request a postponement of your admission, you will need to request a new form.

The following personal information is needed to prepare a SEVIS form I-20 or DS-2019.

TO BE COMPLETED BY ALL INTERNATIONAL STUDENTS WHO WISH TO OBTAIN OR MAINTAIN F-1 or J-1 STATUS (Please print clearly)

Name: _____ Sex Male Female
(family name as in passport) (given name as in passport) (second given, or middle name, if any, as in passport)

Present Mailing Address: _____
(number and street) (city, state) (country) (postal code)

Telephone Number: _____ Fax Number: _____ E-mail: _____
(to be used until–date)

Date of Birth: _____ Place of Birth: _____
(month/day/year) (city and country)

Country of Citizenship: _____ Country of Legal Permanent Residence: _____

Permanent Residential Address (in country of citizenship or legal residence)—This is required by U.S. government regulations.

Address in New York (if any):

(number and street)

(city)

(state)

(zip code)

Occupation in Home Country (If currently a student, give name of school and level of education):

Education: List chronologically all U.S. institutions attended beyond secondary school. Include each division of the City University of New York attended.

1.	Dates of Attendance		Immigration Status
	from	to	
2.	from	to	
3.	from	to	
4.	from	to	

Date of Initial Entry into the U.S. in F-1 or J-1 Status (if currently in the U.S.):

month day year

Expected Semester of Enrollment:

Fall 2011

Spring 2012

Field of Study:

Degree Program:

SPS

Master's

Doctoral

Type of Admission:

New Admission

Readmission

Transfer from U.S. Institution

(If transfer, give name and address of current U.S. school)

Dependents : Please provide the following information for any members of your immediate family (spouse and/or children) who will accompany you to the CUNY School of Professional Studies. Students with accompanying families *MUST* verify an additional \$4,000 for spouse and \$3,000 for each child during each year of study. You will need to document financial support for the individuals indicated.

Name	Relationship to Student	Date of Birth	Place of Birth	Country of Citizenship
1.				
2.				
3.				

TO BE COMPLETED BY APPLICANTS ALREADY IN THE U.S. If you are currently in the U.S., please indicate your immigration status. Attach a copy of the passport pages with the passport number, expiration date of passport, and the visa stamp. Include copies of both sides of Form I-94 for yourself and accompanying family members.

F-1 Student Status I-94 Admission # Attach copies of ALL your I-20IDs forms (both sides).

University that issued most recent Form I-20:

SEVIS No.

J-1 Exchange Visitor Status

Program #

I-94 Number

Attach copies of ALL your DS-2019 forms.

Name and Address of Sponsoring Institution:

SEVIS No.

B-2 Visitor Status

Other Immigration Status (Type: _____)

I-94 Expires on:

I-94 Admission No.

TO BE COMPLETED BY APPLICANTS CURRENTLY OVERSEAS If you are not in the U.S., what type of visa do you plan to obtain to enter the U.S.?

F-1 Student Visa

J-1 Exchange Visitor Visa

Other Visa (Type _____)

If you were previously present in the United States, complete the following:

Date entered the U.S.:

Status:

Date left the US:

Visa type:

Visa expires on:

Optional Practical Training dates from:

to

Declaration & Certification of Finances

Documentation of financial support must reach the CUNY School of Professional Studies as soon as possible so as not to delay meeting immigration status requirements. Please indicate the source and amount of your financial support for the **first four years** of study. The Office of International Students requires documentation of **guaranteed support for the first year and projected support for future years**. Total amounts *MUST* meet or exceed the estimate of expenses on page 9, including estimates for any dependents. You must attach the required documentation for each source of financial support you indicate *before you will be issued a Form I-20 or DS-2019*.

Submit original documents in support of this application. Prepare an additional set of original documents if required (i.e., in support of a visa application to a U.S. Consulate overseas).

Complete and send in this page with your application. Provide as much detail as possible. If financial support is pending, you may return detailed support verification later. **NOTE: If you must apply for a visa to enter the United States, we should receive all completed financial support documents at least three months before the semester begins.**

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Amount in U.S. Dollars

SOURCES OF FINANCIAL SUPPORT	Guaranteed Support	Projected Supported		
	2011-2012	2012-2013	2013-2014	2014-2015
City University of New York: (Fellowship, Scholarship, or Assistantship) Supply copy of Financial Aid Award Letter or official program support letter. Type of Financial Award: _____	\$ _____	\$ _____	\$ _____	\$ _____
Parent and/or Other Individual Sponsor Name _____ Relationship _____	\$ _____	\$ _____	\$ _____	\$ _____
The sponsor must provide the following documents in English: 1) Notarized Affidavit of Support (see page 4). 2) Current letter from Employer Indicating Annual Salary, in U.S. dollars. 3) Two (2) months' most recent bank transactions summary statement.				
Government of Other Institutional Sponsorship Name of Sponsoring Institution _____	\$ _____	\$ _____	\$ _____	\$ _____
Attach Current Signed Official Copy of the <u>Terms</u> of Sponsorship, including <u>Amount</u> of Support Dollars and <u>Period</u> Covered.				
Personal Savings Name of Bank _____ Location of Bank _____ (city) (country)	\$ _____	\$ _____	\$ _____	\$ _____
Attach 2 months' most recent bank statements showing bank transaction history.				
Other Specify Source _____	\$ _____	\$ _____	\$ _____	\$ _____
Attach Validated, Official Documentation Stating Amount of Support in U.S. Dollars Period Covered _____				
TOTAL	\$ _____	\$ _____	\$ _____	\$ _____

(Each total must equal the estimate of expenses for one year; costs may rise 7-10% annually.)

Form I-20 or DS-2019 will not be issued until all requirements for financial documentation are met.

By signing my name to this form, I certify that the information supplied above is, to the best of my knowledge, a correct statement of my finances for my studies at the School of Professional Studies of the City University of New York.

 (student's signature) (date)

 (please print name)

Affidavit of Support

Note: Please read and understand this entire affidavit before completing. This affidavit is to be used by an individual using his/her own income to support a student. It must be completed by the person who will provide the student with financial support during the student's program of study at the School of Professional Studies of The City University of New York.

Items #1-4 must be completed by all sponsors. Other F or J Status individuals may not provide cash support for a student

SPONSOR INFORMATION – (Must be completed by all sponsors)

1) I, _____, citizen of _____
 living at _____

2) certify that I am employed as _____ with _____
 (job title) (name of employer)
 located at _____
 (full address of employer)

I receive an annual income of \$ (U.S.) _____. You must attach a current employment and salary confirmation letter, in English, from the employer. Retired or self-employed sponsors must provide appropriate annual income documentation.

3) I have current available money (checking or savings) of \$(U.S.) _____ with _____
 (name of bank)
 located at _____
 (full address of bank)

You must provide two months' bank statements or transaction history to verify the immediate availability of funds.

4) I am currently responsible for the financial support (including myself) of _____ individuals. My total annual expenses are \$(U.S.) _____. **Note: Total annual income and total annual expenses will be evaluated to determine sponsor's ability to support the student.**

STUDENT SUPPORT INFORMATION – (must be completed by sponsors providing cash support)

5) I hereby certify that I am able to and do commit to provide _____ who is my _____
 (name of student) (relationship to sponsor)
 born on: Month _____ Day _____ Year _____ and who is a citizen of _____

6) With the annual amount of \$ (U.S.) _____ to meet his/her expenses each year during study at the School of Professional Studies of The City University of New York until _____ (a minimum of four academic years is generally required).

ROOM AND BOARD SUPPORT INFORMATION – (must be completed only if the student will live in the sponsor's home in the United States)

7) I hereby certify that I will provide _____ date of birth _____ citizenship _____
 (name of student)
 _____ free room in my home as listed above (valued at \$6,000 per year) OR
 _____ free room and meals in my home as listed above (valued at \$8,000 per year)

While the student follows a program of study at the School of Professional Studies of The City University of New York.
Note: The value of this support should NOT be included in #6 above.

STUDENT'S DEPENDENT SUPPORT INFORMATION – (Must be completed by a sponsor providing support for the student's dependents)

8) I hereby certify that I am able and do commit to provide support for the following individuals who will accompany _____
 (name of student)
 date of birth _____ citizenship _____ to the United States as his/her dependents.

_____ with a minimum of \$(U.S.) 4,000 for student's spouse per year.
 (name of spouse as in passport)

_____ with a minimum of \$(U.S.) 3,000 for each minor child per year.
 (name of each minor child as in passports) – use an additional sheet if more than one child.

Total support for all dependents will be \$(U.S.) _____ each year until (date) _____.

SIGNATURE AND NOTARY VERIFICATION - This Affidavit must be signed in the presence of a notarizing official. I swear (affirm) that I know the contents of this affidavit signed by me and the statements are true and correct, and I authorize the release of the documentation presented to the student and/or U.S. government official if requested.

 (name of sponsor signing this affidavit) (signature of sponsor) (date)

 (printed name or seal of notarizing official) (signature of notary) (date)