APPLICATION for SEVIS Form I-20
FOR F-1 STUDENTS

ESL • Undergraduate • Graduate • Exchange Students

Felician College
Office of International Programs
262 South Main Street
Lodi, NJ 07644 USA

Phone: +1-201-559-6196
Fax: +1-201-355-1121
oip@felician.edu
felician.edu
A student must be academically admitted to Felician College before being issued a form I-20. If you have not applied to Felician College yet, you must follow the requirements for applying as an Undergraduate, Graduate, Exchange or ACES student. All applications and their requirements can be found online at www.felician.edu or you can request information from the Office of International Programs (OIP) by e-mailing oip@felician.edu.

All forms and financial documents can be e-mailed to oip@felician.edu or mailed to:

Felician College
Office of International Programs
262 South Main Street
Lodi, NJ 07644, USA

DEADLINES:
Undergraduate/Graduate/Exchange Applicants:
Fall: July 1
Spring: December 1
ACES Applicants: Four weeks prior to start date

APPLICATION INSTRUCTIONS

INFORMATION ABOUT THE SEVIS I-20

WHAT IS THE FORM I-20 AND DO I NEED ONE?

Form I-20 tells the U.S. government that you are eligible for F-1 status. It certifies that:

1. You are or expect to be a “bona fide” student.
2. You meet our admission requirements.
3. You will pursue a full course of study.
4. You proved to us that you have sufficient funds to study and live in the U.S. without working illegally or suffering from poverty.

You need the Form I-20 to get an F-1 visa or to maintain lawful F-1 status when changing schools within the U.S.

DOCUMENTS NEEDED TO APPLY FOR I-20

- Acceptance letter from College
- Application for Form I-20 (pages 5-6)
- Proof of financial support as explained in next section
- Affidavit of Annual Cash Support (page 7)
- Affidavit of Free Room and Board (page 8) optional
- Passport information page copy

DOES EVERYONE NEED AN I-20?

NO. Some international students do not need I-20s. Visitors and F-2 dependents must obtain an I-20 and apply for a change of status to F-1 to pursue a course of study that is not vocational or recreational in nature.

If you are maintaining another nonimmigrant status in the U.S., you do not have to have an I-20 and may attend school full time or part time. 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. If you have no legal status you may attend school, but changing your status to F-1 would be very difficult.

MAILING OF I-20

International students admitted to Felician College have two options available for receiving their admission packet and I-20.

1. Send by Regular Overseas Mail – This option is free. Please note, overseas mail may take 3-6 weeks.

2. Send by Express Mail Through eShipGlobal – Felician College uses an express mail service that will allow you to receive your acceptance letter and I-20 through DHL or FedEx in 3-5 days. Requesting your immigration documents through express mail is at YOUR expense and your credit card (Visa, Mastercard or Discover cards only) will be charged upon requesting the service. To request express mailing of your documents, go to study.eshipglobal.com (You must go through this Web site – do not go through the DHL or FedEx Web site directly.)

WHAT ARE THE RULES FOR GETTING AN I-20?

1. You must be a “bona fide” student, accepted to a full-time program of study.
2. You must provide us with evidence 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 in order to issue your I-20.

- 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 U.S. Citizenship and Immigration Services.

- Carefully review the estimated cost of attendance (see page 4) and indicate your annual costs in the worksheet on page 6. This is the amount that you must prove that you can support for every year in your program of study (estimate a minimum of four years for a bachelor’s and two years for a master’s).

- 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. We suggest that students and their families look closely at the cost of living and studying in the U.S. and make careful plans to be sure their needs will be met.

- Expect annual increases in tuition and living costs of approximately 10%.
TIP #1
It is highly recommended that at least part of your financial support comes from your home country. This is important for getting your student visa!

TIP #2
Bank statements must prove that there are sufficient funds to cover the first year of study. Statement balances will be totaled if more than one sponsor is used.

TIP #3
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.
At a minimum, you will be required to provide financial evidence of your ability to pay the amount specified for your program of study indicated below. Please note that all costs listed below are 2012-2013 tuition rates and based on full-time enrollment.

Your status requires that you maintain full-time enrollment. Please also note that all fees are subject to change and generally increase each year.

### UNDERGRADUATE COSTS
Based on a full year of study (two semesters)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (based on 12-18 credits per year)</td>
<td>$27,800</td>
</tr>
<tr>
<td>Fees*</td>
<td>$1,600</td>
</tr>
<tr>
<td>Medical Insurance**</td>
<td>$350</td>
</tr>
<tr>
<td>Room &amp; Board (on campus)**</td>
<td>$11,400</td>
</tr>
<tr>
<td>Estimated Books &amp; Supplies</td>
<td>$1,200</td>
</tr>
<tr>
<td>Estimated Personal Expenses</td>
<td>$2,875</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$45,225</strong></td>
</tr>
</tbody>
</table>

### GRADUATE COSTS
Based on a full year of study (two semesters)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (based on 18 credits per year)</td>
<td>$16,650</td>
</tr>
<tr>
<td>Fees*</td>
<td>$1,600</td>
</tr>
<tr>
<td>Medical Insurance**</td>
<td>$350</td>
</tr>
<tr>
<td>Room &amp; Board (on campus)**</td>
<td>$11,400</td>
</tr>
<tr>
<td>Estimated Books &amp; Supplies</td>
<td>$1,200</td>
</tr>
<tr>
<td>Estimated Personal Expenses</td>
<td>$2,875</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$34,075</strong></td>
</tr>
</tbody>
</table>

### ACES PROGRAM COSTS
Based on four weeks of study

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$1,240</td>
</tr>
<tr>
<td>($280 per week for 4 weeks)</td>
<td></td>
</tr>
<tr>
<td>Fees*</td>
<td>$30</td>
</tr>
<tr>
<td>Medical Insurance**</td>
<td>$350</td>
</tr>
<tr>
<td>(Fee incurred only once per year)</td>
<td></td>
</tr>
<tr>
<td>Room (on campus)**</td>
<td>$750</td>
</tr>
<tr>
<td>Estimated books and supplies****</td>
<td>$200</td>
</tr>
<tr>
<td>Estimated personal expenses</td>
<td>$60</td>
</tr>
<tr>
<td><strong>Total (for four weeks of study)</strong></td>
<td><strong>$3,230</strong></td>
</tr>
</tbody>
</table>

Required amount for I-20 issuance, based on 3 months of study

- $8,665

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### DEPENDENTS
If you intend to bring dependents with you to the U.S. during your studies, you will have to provide additional financial support for these individuals. Please provide proof of an additional $7,500 per year for each dependent (spouse or child) accompanying you to the United States.

### PAYMENT TERMS
All amounts are in U.S. dollars. Students will be required to pay all costs due to the College in full prior to the start of classes. Matriculated international students are bound to the same refund policies as all U.S. students. These policies are outlined in the College Catalog, which can be accessed on our Web site at felician.edu.

ESL students are responsible for payment of each four-week session once they have begun classes, but future four-week sessions will be refundable as long as the student has not begun coursework in this session.

### WIRE TRANSFERRING FUNDS
To arrange for payment from abroad, you can wire transfer funds to Felician College as indicated below.

**Important Notes:**
- Your bank may charge a wire fee for which Felician College is not responsible. Please check with your bank if a fee is charged for international wires. If a fee is charged and the full amount is not received by the College, the students will be responsible for paying the difference when s/he arrives on campus.
- Please be sure to include the student’s name on the wire instructions.

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>275 Broad Hollow Road</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital One Bank</td>
<td>Melville, NY 11747</td>
</tr>
<tr>
<td>ABA#: 021407912</td>
<td></td>
</tr>
<tr>
<td>Account Name</td>
<td>Felician College Student Loan</td>
</tr>
<tr>
<td>Account#</td>
<td>475 4007 435</td>
</tr>
</tbody>
</table>
**APPLICATION FOR FORM I-20**

**PART I – PERSONAL INFORMATION (PLEASE ATTACH A COPY OF YOUR PASSPORT)**

<table>
<thead>
<tr>
<th>Name as on passport: First Name (Given name)</th>
<th>Last Name (Family/Surname)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Country Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State/Province</td>
</tr>
<tr>
<td>Date of Birth (MM/DD/YYYY)</td>
<td>Country of Birth</td>
</tr>
<tr>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Unmarried</td>
<td>Married</td>
</tr>
<tr>
<td>Country of Citizenship</td>
<td>Country of Permanent Residence (if different)</td>
</tr>
<tr>
<td>Phone</td>
<td>E-mail</td>
</tr>
</tbody>
</table>

**Complete the following information about your spouse and/or child/children only if they will come with you to the U.S. and need an F-2 Visa**

<table>
<thead>
<tr>
<th>Name (First, Family)</th>
<th>Date of Birth (MM/DD/YYYY)</th>
<th>Country of Birth</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (First, Family)</td>
<td>Date of Birth (MM/DD/YYYY)</td>
<td>Country of Birth</td>
<td>Relationship</td>
</tr>
</tbody>
</table>

Please provide a copy of passport information page for each dependent.

**PART II – COMPLETE IF YOU ARE IN THE U.S. NOW (IF NOT GO TO PART III)**

Have you been notified of your admission to Felician College?  ○ Yes  ○ No  *(Form I-20 cannot be issued until you are accepted)*

What is your immigration status?  *(You may attend regardless of your immigration status)*

If you are currently in F-1 status, what is your SEVIS ID Number?

Check ONE of the following that indicates for what your new I-20 will be issued:

○ Transferring/changing U.S. schools  ○ Reinstatement to F-1 Status  ○ Change of Status

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 IV.
○ No. If you are F-1, you will receive school transfer or other instructions. Please contact us to discuss details of your status.

**PART III – COMPLETE IF YOU ARE NOT IN THE U.S. NOW**

Did you recently attend school in the U.S. in F-1 status?

○ No. ○ Yes. If yes, what was the last date of your 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 contact your international student advisor at your previous school immediately to authorize the release of your record to us.
PART IV – RECEIVING YOUR I-20

How should we give you your Form I-20?

☐ Hold for pick-up by: __________________________________________________________

Name ___________________________ Phone ___________________________ E-mail ____________

☐ Mail to the following address: __________________________________________________

☐ Send by regular mail (7-14 days)

☐ Send by Express Mail (please visit study.eshipglobal.com to send by express mail – see page 2)

PART V: STATEMENT OF FINANCIAL SUPPORT (Read instructions carefully before completing this section)

What level of education will you be pursuing? ________________________________________________

What will your major be? ________________________________________________________________

What are your total estimated annual costs for your program of study? ________________________________

(Please see estimated costs on page 4 to assist you in determining the costs for your program of study.)

ANNUAL COST WORKSHEET

(Please check the means by which you will support yourself every year.)

<table>
<thead>
<tr>
<th>SOURCE OF MY SUPPORT</th>
<th>ANNUAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Personal Funds. The amount available to me from my own resources every year is</td>
<td></td>
</tr>
<tr>
<td>☐ Funds from this school renewable every year</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td></td>
</tr>
<tr>
<td>☐ Cash funds from a sponsor to be given to me every year</td>
<td></td>
</tr>
<tr>
<td>Sponsor’s name</td>
<td></td>
</tr>
<tr>
<td>☐ Cash funds from a second sponsor to be given to me every year</td>
<td></td>
</tr>
<tr>
<td>Sponsor’s name</td>
<td></td>
</tr>
<tr>
<td>☐ Cash funds from a third sponsor to be given to me every year</td>
<td></td>
</tr>
<tr>
<td>Sponsor’s name</td>
<td></td>
</tr>
<tr>
<td>☐ Free room and board from a local sponsor with whom I will live</td>
<td></td>
</tr>
<tr>
<td>Sponsor’s name</td>
<td></td>
</tr>
<tr>
<td>Total amount available to me every year of study</td>
<td>Total:</td>
</tr>
<tr>
<td>(This amount must be the same or more than your estimated annual costs.)</td>
<td></td>
</tr>
</tbody>
</table>

The following documents are enclosed to prove my financial ability as indicated above:

My personal documents:  Funds from this school:
☐ Bank/asset statement  ☐ Scholarship letter
Sponsor’s documents:  Free Room and Board Sponsor’s documents:
☐ Affidavit of support  ☐ Affidavit of support
☐ Bank statement  ☐ Bank Statements
☐ Government scholarship letter  ☐ Proof of residence (lease, deed, rent receipts, utility bills)
☐ Company sponsor letter  Additional documents may be required at our discretion.
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 his/her studies at Felician College and to 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 lose their F-1 status. 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 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.
• Attach evidence (as outlined) proving your ability to provide cash support for every year of the student’s study.

ACCEPTABLE FINANCIAL EVIDENCE
NOTE: All documents must be:
• In English
• Less than two months old
• Photocopies or faxes are acceptable. Any originals mailed with your application will become property of Felician College and cannot be returned.

Proof of Liquid Funds:
• Bank statement
A current statement with an account balance indicating the type of currency. If another person’s name appears on your bank statement, that person must complete a separate affidavit of support.
• Investments (i.e. stocks, mutual funds) that are easily accessible

SWORN PROMISE OF CASH SUPPORT
I , promise that I can and will give no less than U.S. $ in cash for his/her study at Felician College.

My relationship to the student is:

In addition to this student, the following are fully or partially dependent on me for support:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

My financial documents are attached:  O Bank statement(s)  O Other:

My address is:

Phone          E-mail

I swear that the information provided is true and correct:

Sponsor’s Signature

Edited by the Office of International Programs, Felician College.
This form is only needed from those students who will be living off campus with a sponsor.

**WHAT DOES THIS AFFIDAVIT MEAN?**

By completing this affidavit, you are swearing to the U.S. government that you will provide this student with free room and board for his/her studies at Felician College and to live in 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 lose their F-1 status. 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 Services and is very limited.

**HOW TO COMPLETE THIS FORM**

- Fill this form out completely in English.
- Attach evidence (as outlined) proving your ability to provide room and board for every year of the student’s study.
- Financial documents must equal at least 50% of the on-campus annual living costs as outlined on page 4.

**ACCEPTABLE FINANCIAL EVIDENCE**

**NOTE:** All documents must be:

- In English
- Less than two months old
- Photocopies or faxes are acceptable. Any originals mailed with your application will become property of Felician College and cannot be returned.

1. **Proof of Liquid Funds:**
   - Bank statement
     A current statement with an account balance indicating the type of currency. If another person’s name appears on your bank statement, that person must complete a separate affidavit of support.
   - Investments (i.e. stocks, mutual funds) that are easily accessible

2. **Proof of Occupancy:** only one document required
   - Photocopy of deed or lease
   - Photocopy of current rent receipts
   - Photocopy of current utility bill

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**SWORN PROMISE OF FREE ROOM & BOARD**

I _______________________________ , promise that _______________________________, promise that I will receive free room and board at ___________________________________________________________________________________ for all years of his/her study at Felician College. This will not be in exchange for any services received.

My relationship to the student is: ________________________________________________________________

I ☐ Own ☐ Rent this property

My financial documents are attached: ☐ Bank statement(s) ☐ Deed/Lease ☐ Utility Bills

Phone: ___________________________ E-mail: ________________________________

Edited by the Office of International Programs, Felician College.