



The City University of New York

International Students Office
Division of Student Affairs
Phone: (212) 772-4864



Dear International Applicant:

We are looking forward to welcoming you to Hunter College. In order to facilitate an easy transition into Hunter College, we are providing the following guidelines:

F-1 (Student Status) is a non-immigrant status given to person whose temporary purpose for being in the United States is for full-time studies. In order to receive the Certificate of Eligibility (I-20), it is necessary for you to complete the enclosed Application for the Certificate of Eligibility and return it with all supporting documents to:

Hunter College
The Office of Student Services
International Students Office
695 Park Avenue, 1109 Hunter East
New York, NY 10065
Attention: Iris M. Aroyewun-Birchwood, Phone # (212) 772-4864, or 212-772-4579
E-mails: intlss@hunter.cuny.edu or iris.aroyewun@hunter.cuny.edu
Attention: Xavier Remigio, Phone # (212) 772-4903
E-mail: xremigio@hunter.cuny.edu or
Fax # (212) 650-3147 (our office fax) or (212) 650-3266 (community Fax)

- We recommend that you obtain original financial support documents. Please note that your combined finances from all sources must total the amount on the Application for the Certificate of Eligibility form (page 4). The following must be submitted to verify your ability to finance your education in the United States.
- Bank letters or statements from the student, family member(s), friends or organizations, must be provided to us. Original certified letter from your bank or sponsor’s bank stating the balance in the account. In the case of foreign bank letters, the final amount must be converted into U.S. dollar equivalents officially by the bank. Please do not send us the daily rate of exchange. Please look at following website for foreign currency conversion: www.xe.net/currency, www.oanda.com ; www.travlang.com/money;
- If your sponsor(s) is self-employed, you must submit a copy of the most recent business tax form. However, if your sponsor(s) is not required by the government to file taxes, he/she must submit a notarized statement indicating the nature of his/her business and its profit.
- Bank statements (savings and/or checking accounts) must be current, no more than six months old. It must also include a running balance on deposit for the past six months. The available funds must cover the four academic years; if the statements have insufficient funds for four years, please include a wage and earnings statement from your sponsor’s employer (this document must be on company letterhead).

You must also complete an Affidavit of Support (page 7) included in this package. A separate affidavit must be submitted for each person applying for I-20. If you are in the U.S. this form must be completed and signed by the sponsor.

1. Students sponsored by their government or receiving loans from their government must submit an official statement with their name and the award, which includes the full dollar amount (in U.S. equivalents), for tuition and living expenses.
2. Submit a copy of your Passport showing your full name.
3. Upon arrival to the United States, you must report to the International Student Office no later than the end of the second week of classes.

Hunter College
The Office of Student Services,
International Students Office
695 Park Avenue
Room 1109 Hunter East or Room 1135 Hunter East
New York, NY 10065
Phone # (212) 772-4864, (212) 772-4903 Or (212) 772-4579:
Fax # (212) 650-3147 (our office fax) or (212) 650-3266 (communal fax)
E-mails: intlss@hunter.cuny.edu, iris.aroyewun@hunter.cuny.edu or xremigio@hunter.cuny.edu

Students who plan to be accompanied by dependents [child, children and/or spouse only] must provide **additional financial information**, which will be necessary for the issuance of their (I-20) form.

To expedite your receipt I-20, please open an account with FedEx <http://www.fedex.com/> or DHL <http://www.dhl.com/splash.html> or any other courier. Once you have the account number, contact us to inform us what your account number is and we will call the courier and send you the documents. Our e-mail address is intlss@hunter.cuny.edu .

WARNINGS!!!

DO NOT ENTER THE U.S. WITH A B-1 OR B-2 VISA.

If you are planning to attend school in the U.S. and you use a B Visa to enter, you could be guilty of “**fraudulent entry**” and refused permission to stay longer than six months or to extend or change your status. **You must contact the International Students Office!!!**

DO NOT ENTER THE U.S. WITHOUT A VISA if you are from a country that is permitted to present round trip airline tickets for entry as a visitor. You will be permitted to stay for only **ninety** days and will not be given more time or be able to change to student status.



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Student SEVIS Data Collection Information

Please print your name as it appears in your passport
Please include a copy of your passport showing your name

Note: When you turn in the form to the International Office in **room 1109HE** or room 1135 East bring the following items (copies) with you:

- ❶ I-20
- ❷ Visa Stamp
- ❸ Passport page with biographical info. & expiration page
- ❹ I-94

First Name:		Middle Name:	
Last Name:		Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	
Email Address:		US Phone#	
Social Security #:		School I.D. #	
Date of Birth:		Country of Birth:	
Country of Citizenship:		Country of Legal Permanent Residence:	
U.S. Address: _____ (name/street #, apt, etc)			
City:		State:	Zip Code:
Foreign Address: _____ (name/street #, apt, etc)			
City:		State:	Province: Zip code: Country:
Date you will begin studies at Hunter College: Fall 20____ Spring 20____ Summer 20____ Winter 20____			
Major/Discipline:		Degree Level: <input type="checkbox"/> MA <input type="checkbox"/> MS <input type="checkbox"/> MFA <input type="checkbox"/> MSN <input type="checkbox"/> Other: _____	
Do you have dependents here in the US? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please fill out the back of this information sheet.)			
ACADEMIC HISTORY			
Have you attended school in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you received an I-20 from any of the schools in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please indicate the name of the school and state the beginning and ending dates, starting with the latest:			
School Name: _____		Beginning Date: _____ Ending Date: _____	
School Name: _____		Beginning Date: _____ Ending Date: _____	
PASSPORT, VISA INFORMATION & DRIVER'S LICENSE INFORMATION (IF APPLICABLE)			
Passport Expiration Date:		Visa Expiration Date:	
Passport Issue Country:		Visa Issue Date:	
Passport Number:		Visa Number: _____ (number in red)	
I-94 Number:		Issuing Post Name: _____ (on top of the visa page)	
Driver's License Number :		State:	
Date Issued:		Date Expires:	

Please return all documentation to the appropriate office of Student Services Staff:
Iris Aroyewun- Birchwood, International Students Advisor, room 1109E
Xavier Remigio, International Students Office, room 1135E

Signature of student: _____ Date: _____



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SPONSOR SUPPORTING EVIDENCE

A sponsor must show sufficient income and/or financial resources to assure that the student being sponsored will not become a public charge (receive Federal or State low income benefits or services) while in the United States. Evidence should consist of all of the following documentation listed below that are applicable to the sponsor's situation. Failure to provide evidence of sufficient income and/or financial resources may result in the denial of the student's application for a visa or his or her removal from the United States. It is advisable that all funding supporting documents be notarized.

The sponsor must submit evidence of income and resources, as appropriate:

Assured Support

- A. Written statement from an officer of the bank or other financial institution or brokerage where the sponsor has accounts, giving the following details regarding the account:
 1. Date account opened
 2. Total amount deposited for the past year
 3. Present balance

Projected Support

Graduate students, who can not show 3 times the money [**35,275 x 3 = 105,825 U.S. dollars**] in their assured support documents, must show part **B** or **C** from their sponsor.

- B. Statement of your employer on business stationery showing:
 1. Date and nature of employment
 2. Salary paid
 3. Whether the position is temporary or permanent
- C. If self-employed:
 1. Copy of last income tax return filed or
 2. Report of commercial rating concern
 3. Schedule of assets with supporting documents

Estimate of 2009-2010 Expenses for International Students Attending the City University of New York

Tuition and Fees per academic year (12 months)	Masters	\$13,800*
	Student Living Expenses	
Books and Supplies		\$1,248.00
Transportation		\$1,133.00
School Fees		\$ 256.00
Personal Expenses		\$4,995.00
Housing		\$9,900.00
Meals (at home)		\$2,583.00
Lunch		\$1,360.00
Total Student Living Expenses		\$21,475.00
 <i>Total First Year Expenses</i>	 <i>Masters</i>	 <i>\$35,275.00</i>

* Tuition and Fees stated are based on the students taking at least 12 credits per semester. This is the minimum number of credits required to be a full-time student (necessary to maintain lawful immigration status). If you take more than 12 credits, you will be charged at the rate of \$575.00 per credit.



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Application for the Certificate of Eligibility (SEVIS I-20) for Graduate students

International students who are admitted into a graduate degree program at CUNY will need to obtain a Certificate of Eligibility (Form I-20), in order to enter and/or remain in the U.S. as an F-1 student. This requirement applies whether you are a new student, a transfer student from another U.S. University or school, transferring from one degree level to another or a student transferring between CUNY colleges.

Name: _____				Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	
<small>(Family name, given name, second given name or middle name, if any, as it is written in your passport).</small>					
Date of Birth: - - _____		Place of Birth: _____		Country(is) of Citizenship: _____	
<small>(Month/Day/Year)</small>		<small>(City & Country)</small>			
Present Mailing Address: _____					
<small>Number and street</small>		<small>City, State</small>		<small>Postal Code</small>	
				<small>Country</small>	
Permanent Overseas address: _____					
<small>(required by U.S. Government Regulations)</small>					
<small>Number and street</small>		<small>City, State</small>		<small>Postal Code</small>	
				<small>Country</small>	
Telephone number: _____			Fax number: _____		
E-mail: _____		2 nd E-mail: _____		<small>(2nd E-mail optional)</small>	
Address in U.S.A. (if known) _____					
<small>Number and street</small>		<small>City</small>		<small>State</small>	
				<small>Zip Code</small>	
Expected Semester of Enrollment: Fall 20____ Spring 20____ Summer 20____ Winter 20____					
Academic Major: _____			Do you currently have an F-1 Status/Visa <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you currently studying at a U.S. institution or College? <input type="checkbox"/> Yes <input type="checkbox"/> No					
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 page with the passport number, expiration date of passport and the U.S. visa stamp. Include copies of both sides of Form I-94 for yourself and accompanying family members.					
F-1 Student status/visa <input type="checkbox"/> Yes <input type="checkbox"/> No			I-94 Admission # _____		<small>(attach copies of all previously issued SEVIS I-20)</small>
University that issued most recent SEVIS I-20: _____				SEVIS # N00 _____	
Name of current U.S. School: _____					
Address of current U.S. school: _____					
<small>Number and street</small>		<small>City</small>		<small>State</small>	
				<small>Zip Code</small>	
other immigration status (if applicable), specify type: _____			I-94 Expires on: _____		<small>(month/day/year)</small>

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Application for the Certificate of Eligibility

Please indicate the source and amount of your financial support for the first three years of study for Master's degree candidates. The CUNY College that has admitted you requires documentation of guaranteed support for the first year and projected support for future years. Note that costs may raise 7-10% annually. Total amounts must meet or exceed the estimate of expenses (see "Sponsor Supporting Evidence" page).

U.S. immigration authorities require colleges to receive satisfactory financial certifications from prospective students before issuing a Form I-20. Therefore, you must attach original documents for each source of financial support you indicate. Please refer to the "Sponsor Supporting Evidence" page for a list of acceptable supporting documents. Be sure to have an additional set of original documents for your appointment at the U.S. Consulate/Embassy overseas.

Complete and send in this page with your application. Provide as much detail as possible.

Student's full name: _____ (to be filled out if you do not plan to show any financial information of your own)

SOURCES OF FINANCIAL SUPPORT
(Amount in U.S. Dollars)

Guaranteed Support 1st Year	Projected Support 2nd Year	Projected Support 3rd Year
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A. Student

Name _____

\$ _____ \$ _____ \$ _____

Name of Bank _____ Location _____ (City) _____ (Country)

The student must provide the following documents in English:

- 1) Bank officer's summary statement of account history (Saving and/or checking accounts for guaranteed/assured support).
- 2) Stock brokerage account statements, if any. (For projected support only)

B. Parents, and/or other Individual sponsors

Name _____ Relationship to student _____

Name of Bank _____ Location _____ (City) _____ (Country)

\$ _____ \$ _____ \$ _____

Name _____ Relationship to student _____

Name of Bank _____ Location _____ (City) _____ (Country)

\$ _____ \$ _____ \$ _____

C. Government, University, or Other Sponsor

Source _____ \$ _____ \$ _____ \$ _____
(Attach current signed official copy of the terms of sponsorship, including amount of support in U.S. Dollars and period covered.)

Grand Totals \$ _____ \$ _____ \$ _____

(Each total must equal the estimate of expenses for one year.)

The College can not issue a SEVIS I-20 until you meet all requirements for financial documentation.

By signing my name to this form, I certify that the information above is a correct statement of my arrangements for financing my studies at a four year college of The City University of New York.

(Student's signature) _____ (Date) _____

(1st Sponsor's print name) _____ (2nd Sponsor's print name) _____

(1st Sponsor's Signature) _____ (2nd Sponsor's Signature) _____

SOURCE OF FUNDS
<p><u>Personal or Family Savings</u> Please submit a statement from an officer of the bank, in which you or your sponsor(s) have deposits. If the bank statement is the only documentation, the available funds must cover all 4 academic years. If there is an insufficient bank fund, you must include additional documentation of support. Please check projected support.</p>
SOURCES OF FUNDS
<p><u>Wages and Earnings</u> Please submit a statement from the sponsor's employer, on business stationery. If your sponsor is self-employed, submit a copy of the most recent business tax form.</p> <p><i><u>This statement must include:</u></i></p> <ol style="list-style-type: none"> 1. Date & nature of employment. 2. Salary paid 3. If position is temporary or permanent
<p><u>Your Government</u> If applicable, please print the name of the government agency and enclose a signed copy of your letter of award (must show your name) Translated in English with U.S. currency amount indicated from the appropriate government agency to certify the accuracy of this entry.</p>
<p><u>Other income sources</u> Other income sources may be loans, travel grants, etc. If applicable, please be specific in naming the income source. Enclose a signed affidavit of support from an authorized person certifying the accuracy of this entry.</p>

The following is only recommended for students who are already in a SEVIS approved school in the U.S. and transferring to Hunter College. It is not recommended for students who are going to apply for an F-1 visa/status to deduct room and board, for it may result in your F-1 visa/status to be denied for lack of funds.

***ONLY FOR SPONSORS PROVIDING ROOM AND BOARD: A COPY OF THE RESIDENCE LEASE OR TITLE DEED.**

ROOM AND BOARD SUPPORT INFORMATION (To be completed if student will live in the sponsor's home in the U.S.).

7) I hereby certify that I will provide _____ with (check one):
(Name of Student)

- Room only in my home at the address indicated above (valued at **\$7,425**) **OR**
 Full room and board in my home as indicated above (valued at **\$10,382**) during each year that she/he follows a program of study at CUNY.

Note that this value cannot be included in any amount of support being provided in # 6, above. Attach a copy of your lease or deed or copy of a statement from your landlord.

By signing my name to this affidavit, I certify that the information above is a correct statement of my agreement to sponsor the student herein named.





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TRANSFER RECOMMENDATION FORM

E-Mails: intlss@hunter.cuny.edu, Iris.Aroyewun@hunter.cuny.edu, xremigio@hunter.cuny.edu

Phone: (212) 772-4864, (212) 772-4579 or (212) 772-4903

Fax# (212) 650-3147

TO BE COMPLETED BY STUDENT:

NAME: Family name, First Name(as printed in passport) BIRTH DATE: I.D.#
(Country of Birth) (Country of Citizenship) (Last attended date of classes)

I intend to transfer to Hunter College for the Semester/year. I hereby grant permission for the information requested below to be made available to the International Student Office's staff at Hunter College.

YOUR SIGNATURE: DATE:

If you are traveling abroad, consult your current International Student Advisor regarding the appropriate transfer procedure.

TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISOR AT YOUR PREVIOUS INSTITUTION:

The above-named student has been accepted to the City University of New York, Hunter College. We are requesting the following information so that we may determine the student's eligibility for transfer. Any information you do not provide may hinder the student from receiving a SEVIS I-20 from our institution.

- 1. Is this student eligible to continue at your institution?
2. Was/is this student authorized by USCIS to attend your school?
3. Was the student registered full-time last semester?
4. Is the student In-status with USCIS?
5. Did the student attend last semester as a full-time student?
6. The last semester at your school is/was in (semester and year or date)
7. Your school SEVIS release-for-transfer date for this student:
8. Student's SEVIS# N000 Student's SS# or temporary ID#
9. Is the student eligible for notification transfer procedure?
10. Has the student engaged in OPT CPT Severe Economic Hardship?
11. To the best of your knowledge, has the student met all obligations to the USCIS?
12. We would appreciate any comment(s) you think may be helpful to us

Current level of study: Secondary Associate Bachelor Master Doctorate Language Training other (specify)

Search for our school in SEVIS by typing: The City University of New York* or The City University of New York, Hunter College.

Estimated completion date of study on the I-20 from your school Normal length of study:

Give duration of any Optional Practical training period: Pre-Completion # of months Post-Completion # of months Curricular Practical Training # of months

Name: Telephone#: Fax #:

Title: Institution: Institution stamp:

Address:

Signature: Date:

To find us in SEVIS, to release the student's record, type: The City Univ* and click search

Our school code is NYC214F00812008

Hunter College, International Students Office
695 Park Avenue, Room 1109 Hunter East
New York, NY 10065

SCHOOL TRANSFER (F-1 transfer fact sheet)

The United States Citizenship and Immigration Services (USCIS) requires that all F-1 students follow certain procedures to change U.S. schools (even if you graduated from your former school). You must complete a [School Transfer](#) procedure before or within 15 days of starting school, in order to maintain your F-1 status.

To be eligible for a transfer, a student must be a bona fide non-immigrant F-1 student, must have been maintaining status at the previous school, must intend to pursue a full time course of study at the new school, and must be financially able to attend the new school.

TO COMPLETE THE SCHOOL TRANSFER PROCEDURE:

- ❖ Complete the School Transfer procedure through the International Student Office's staff no later than 15 days after starting school.
- ❖ The applicant must fill out all the requested information in the box area of the Transfer Recommendation Form of Hunter College. After you are done completing the requested information in the box, please mail it or take it to the International Student Advisor at your most recent school and ask that it be completed and returned to the Hunter College ISO as soon as possible.
- ❖ Obtain your new Hunter College Form I-20 by first completing the Transfer Recommendation Form and asking your International Student Advisor, at your recent school, to release you from their school to Hunter College in SEVIS database and by you presenting sufficient proof of your financial support (bank statement) to the International Student Advisor at Hunter College.
- ❖ **If you hold an expired F-1 visa** but has maintained F-1 status and plan to re-enter the U.S., then you must make an appointment at this website <http://travel.state.gov/> with the U.S. Consulate in your country of citizenship to apply for a new visa stamp before re-entering the United States. If you are a student who wishes to make an appointment for a visa interview in Canada or Mexico as a third country National, please use this website www.nvars.com/ to make an appointment with the U.S. Consulate. The USCIS inspector at the port of entry will stamp your S.E.V.I.S. I-20.

NEVER DESTROY YOUR OLD I-20(s). Keep all I-20s stapled together in a safe place.