Undergraduate Certificate of Eligibility for SEVIS I-20

Updated July 3, 2019, Effective Fall 2019
Undergraduate Certificate of Eligibility

Please follow the steps below:

**Step 1:** Accept your offer of admission to the College and pay your commitment deposit on your CUNYFIRST Student Center page. Submit an attachment of your Hunter College acceptance letter to the International Students Office (ISO) at: intlss@hunter.cuny.edu.

**Step 2:** Read and complete the application for Certificate of Eligibility (SEVIS I-20). [Page 3]

**Step 3:** Complete the Affidavit of Support
You must ask your sponsor to complete the Affidavit of Support included in this package. If there is more than one sponsor, each must provide a separate affidavit of support in order to receive the SEVIS I-20. If you plan to go for a visa, your sponsor's signature must be notarized on the completed affidavit of support form.

**Step 4:** Secure Sponsor(s) and Provide Evidence of Support (Sponsor Information)
You must provide evidence that you have the funds available to cover all expenses associated with your first year of college, as well as show projected support for future years. A sponsor is someone who can provide evidence that he/she is willing and able to demonstrate that they can assist if necessary to defray the cost of your educational and living expenses, either in part or in whole. The “Total First Year Expenses” on page 7 of this information packet lists is considered as guaranteed support and can be shown in the form of bank statement/letter. Projected support can be shown through an employment letter, verifying the sponsor’s salary in U.S. dollars. If your sponsor(s) is/are self-employed, you must submit a copy of his/her 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.

**Step 4A:** Secure Financial Documents (Sponsors)

- **Bank Letter:** You need an original letter from your bank or sponsor’s bank stating the account balance. In the case of foreign bank letters, the total amount must be converted into U.S. currency. The following sites provide information on current exchange rates: http://www.xe.com/currencyconverter/, www.oanda.com. Daily rates of exchange are not accepted.

- **Bank Statements:** You or your sponsor must provide current bank statements (savings and/or checking accounts) for the past three months. As a reminder, the available funds must cover at least the first academic year. If the funds available in your account(s) are not sufficient to cover the total estimated cost of your education beyond the first year, you must provide projected support for the remaining years.

- **Original Documents:** You must attach original documents for each source of financial support you indicate. Be sure to request and retain a second set of original documents for your appointment at the U.S. Embassy.

**Step 5:** Provide Financial Information for Dependents, if applicable
Students who plan to be accompanied by dependents [child, children and/or spouse] must provide additional financial information. Proof of an additional $8,000 for a spouse and $5,000 for each child per year of study is required.
Undergraduate Certificate of Eligibility

Step 6: Provide Supporting Statement for Government Awards or Loans, if applicable
Students sponsored by 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.

Step 7: Include Copies of Passport Pages & Visa pages (if applicable)
Scan or mail a copy of your passport page containing your biographical information and expiration date and also a copy of your F-1 visa if applicable.

Step 8: Submit Application and All Supporting Documentation
Complete the enclosed Application for the Certificate of Eligibility and return it with all supporting documents to:

Hunter College
International Students Office
The Division of Student Affairs
695 Park Avenue, 1109/1133 East
New York, NY 10065
Attention: International Student Office

Step 9: Contact the International Students Office Staff, If You Need More Information
If you have questions about I-20 application or process, contact us via e-mail: intlss@hunter.cuny.edu or via Skype: intlsshunter@outlook.com.

The International Students Office fax # (212) 650-3147 (highly preferred)
Student Services Fax# (212) 650-3266 (to be used in the event that the International Students Office fax is not functioning).

Step 10: Once in the U.S., Report to the Hunter College International Office
You must report to the International Student Office within two weeks of classes. Bring the following copies of your original documents.

- F-1 visa or F-1 status approval form.
- I-94 card (you can retrieve your electronic I-94 card at the following website www.cbp.gov/i94 and make a copy for the International Students Office). For Students who have been on an F-1 visa before April 30th 2013 and have not traveled abroad give us a copy of the front and the back (white card stapled inside your passport).
- All previous SEVIS I-20s and non-SEVIS I-20s from other academic institutions/colleges, if applicable.
- In case of an emergency and you are unable to visit the office, please complete the J-1/F-1 Check-in form: http://www.hunter.cuny.edu/studentservices/is/online-forms/j-1-exchange-visitor-check-in-form

To expedite the mailing of your SEVIS I-20, we strongly recommend that you open an account with eshipglobal: https://study.eshipglobal.com/slogin.asp FedEx: http://www.fedex.com/ or DHL: http://www.dhl.com/splash.html or another courier. Once you have the account number, contact us with the information so that we can arrange the delivery of your documents. Our e-mail address is intlss@hunter.cuny.edu
Application for the Certificate of Eligibility (SEVIS I-20) for Undergraduate students

International students who are admitted into an undergraduate degree program at the City University of New York (CUNY) will need to obtain a Certificate of Eligibility (SEVIS I-20), in order to enter and/or remain in the U.S. in F-1 student status. You must send us a copy or email us your acceptance letter to Hunter College, International Student Office, before your request for the SEVIS I-20 can be processed. The following students ARE REQUIRED TO OBTAIN A SEVIS I-20: new students, students who are transferring from another U.S. university or school, students transferring from one degree level to another or between CUNY colleges. Students on Optional Practical Training (OPT)* must inform their International Student Advisor on the details of their Employment Authorization Document (EAD) card.

Name: __________________________ | Gender: □ Female □ Male | Today’s Date: __________________________

Date of Birth: __/__/____ | Country of Birth: __________________________ | Country of Citizenship: __________________________

Present Mailing Address (for mailing I-20):

Permanent Overseas address:

Address in U.S.A (if known):

Intended Major: __________________________ | Expected Semester of Enrollment: Fall 20____ | Spring 20____ | Summer 20____ | Winter 20____

Are you currently studying in a U.S. institution or College? □ Yes □ No

Do you currently have an F-1 visa/status? □ Yes □ No

PASSPORT AND VISA INFORMATION

Passport #: __________________________ | Expiration Date: __/__/____ | Country issued: __________________________

Visa #: __________________________ | Expiration Date: __/__/____ | or country issued: __________________________

I-94 #: __________________________ | Expiration Date: __/__/____ | □F-1 □B1/B2 □other ________ (please specify)

TO BE COMPLETED BY APPLICANTS ALREADY IN THE U.S.

REMEMBER: Please attach a copy of the passport page(s) containing your biographical information, passport number, the expiration date of passport and the F-1 visa stamp or F-1 status 8 ½ x 11 sheet. Also, include copies of both sides of your form I-94 and accompanying family members and all previously issued SEVIS I-20s, as explained on page 2 of the information packet.

F-1 student status/visa □Yes □ No

I-94 Admission #: __________________________ | (attach copies of all previously issued SEVIS I-20)

U.S. school that issued the most recent SEVIS I-20:

Name of current U.S. school:

Address of current U.S. school:

*OPTIONAL PRACTICAL TRAINING

Are you currently on Optional Practical Training? □ Yes □ No

If yes, please state the following for your Employment Authorization Card based on OPT: Card valid ________ / ________ / ________ from: and expires: ________ / ________ / ________ .

Undergraduate Application for the Certificate of Eligibility
Financial Documentation Guidelines

A student must show sufficient funds to cover his/her educational and living expenses. The student’s financial documentation should include proof of (A) guaranteed support covering all four years of study or guaranteed support for at least one year and (B) projected support (see required documentation listed below).

Failure to provide evidence of sufficient funds may result in the denial of the SEVIS I-20 and visa request application, it is recommended that all supporting financial documents should be notarized when applying for a change of status, reinstatement or visa renewal.

Estimate of One Year Expenses for International Students Attending the City University of New York, Hunter College

1. Guaranteed Support

Written statement from a bank or financial institution (with English translation) that details the following information about the savings and/or checking account(s):
   1. Bank statement showing the total amount deposited for the recent three months. Or
   2. Bank letter showing the balance deposited and date issued that is less than three months old.

Please go to [https://www1.oanda.com/currency/converter/](https://www1.oanda.com/currency/converter/) to convert the currency of the bank statement or bank letter ending balance to U.S. Dollars, print it out and submit them with each bank statement or bank letter provided.

Below is a table breakdown of the tuition and fees, living expenses, etc.

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$15,330.20</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1,819.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,472.00</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$3,183.00</td>
</tr>
<tr>
<td>Housing</td>
<td>$16,164.00</td>
</tr>
<tr>
<td>Meals</td>
<td>$4,607.00</td>
</tr>
<tr>
<td>Student Living Expenses</td>
<td>$27,245.00</td>
</tr>
<tr>
<td><strong>Total First Year Expenses</strong></td>
<td><strong>$42,575.20</strong></td>
</tr>
</tbody>
</table>

Tuition ($14,880) and fees ($450.20) per academic year (12 months) is **$15,330.20** for 24 credits. There is no flat rate for international students taking more than 12 credits a semester. In other words, you will be charged for each additional credit, the cost is $620 per credit. Twelve (12) credits is the minimum required to maintain lawful immigration status. Please go to the following website [http://www.hunter.cuny.edu/onestop/repository/files/finances/fall-2019-tuition-table-w-fees.pdf](http://www.hunter.cuny.edu/onestop/repository/files/finances/fall-2019-tuition-table-w-fees.pdf) to view the tuition and fees table for Undergraduate Degree – Non-Resident.

2. Projected Support

If the amount of your guaranteed support does not cover your education and living expenses beyond the first year of undergraduate studies, then you must show proof of projected support from your sponsor(s) to cover the remaining years. Projected support can come from part 1 or 2 below.

1. Statement of your sponsor’s employer on business stationery showing the
   a. Type of employment, dates of employment, description of position and current salary in a year. Or
   b. Current U.S. Tax return/W-2 form, if applicable.
2. If self-employed:
   a. Copy of the most recent income tax return filed in the U.S. or home country.
   b. Statements of assets with supporting documents (Stocks and bonds, rents, etc.).
Application for the Certificate of Eligibility – AFFIDAVIT OF SUPPORT

This form is for sponsors using their own income and/or savings to support a student. It must be completed by the person who will provide the student with full or partial financial support and/or room and board during the student’s course of study at The City University of New York. Sponsors providing financial support must complete items 1-6; sponsors providing room and/or board must complete Items 1 and 7. Should you have multiple sponsors, please make additional copies of this page. Note: Each sponsor MUST fill out an Affidavit of Support.

SPONSOR INFORMATION

1) I, __________________________ citizen of ___________________________ and
   (Name of sponsor) (Country)
   residing at
   [Street name and number] [City/State] [Country] [Postal code] [Telephone]
   certify the following:

2) I am employed with __________________________
   (Name of employer)
   Located at
   [Street name and number] [City/State] [Country] [Postal code] [Telephone]
   I receive an annual income of $ __________ (U.S. currency) from my employer and I am attaching a current salary confirmation statement written by my employer (either in English or with a certified translation), or verification of my annual income for self-employed or retired individuals.

3) I have $ __________ (in U.S. currency) on deposit with
   Name of Bank: __________________________________________________________________________
   Attach bank officer's statement of account history.

4a) I currently support ___ persons (including myself). Our total annual income is $ __________ (U.S. currency).
   Our total family expenses per month are $ __________ (in U.S. currency).

4b) I sponsor ___ individuals for immigration in addition to the student in this affidavit.

STUDENT SUPPORT INFORMATION

5) This affidavit is executed on behalf of __________________________ who was born on _______ she/he is my
   (Name of Student) (Month/ Day/ Year)
   (Relationship to Sponsor)

6) I hereby certify that I am willing and able to provide __________________________ with the annual amount of
   $ __________ (U.S. currency) for his/her tuition, fees, and/or living expenses each year during the entire
   program of study at The City University of New York until _________ (give a year).
   Hunter College cannot issue a SEVIS I-20 until the student meets 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 the student’s studies at a four year college of The City University of New York.

SIGNATURE & NOTARIZATION This Affidavit must be signed and notarized (only if you are applying for an F-1 visa)

Signature of sponsor __________________________________________________________________________
   Please print name __________________________________ Date: __________________________
   (Month/ Day/ Year)
Application for the Certificate of Eligibility - Room and Board Form

ONLY FOR STUDENTS CURRENTLY LIVING IN THE US!

The Room and Board option is only for students who are already in a SEVIS approved school in the U.S. and are transferring to Hunter College. However, if the student is going to apply for an F-1 visa, F-1 student status (change of status) or reinstatement, he/she need to show the full amount of funds for the first year of study in addition to projected support (page 4), as consular officers or immigration officials may deny the request due to lack of funds. Attach a copy of lease or the title deed.

7. By signing my name to this affidavit below, I hereby certify that I will provide

with: (check one below)

ROOM AND BOARD SUPPORT INFORMATION - FOR 12 MONTHS (To be completed if student will live in the sponsor’s home in the U.S. for free).

- Room only in my home at the address indicated below (valued at $16,164) during each year that he/she follows a program of study at Hunter College.

  [$42,575.20 - $16,164 = $26,411.20]

  or:

- Full room and board in my home as indicated below (valued at $20,770) during each year that he/she follows a program of study at Hunter College.

  [$42,575.20 - $20,770 = $21,805.20]

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.

Sponsor’s address in the United States:

________________________________________________________________________

(Street Name and Number) (City/State) (Postal code) (Telephone)

Student’s name_________________________ Student’s signature ____________________ Date _____________

Sponsor’s print name ______________________ Sponsor’s signature __________________ Date _____________
Application for the Certificate of Eligibility – YOUR FINANCIAL WORKSHEET

Bachelor’s Degree: U.S. immigration authorities require colleges to receive satisfactory financial certifications from prospective students before issuing a SEVIS I-20. The CUNY College that has admitted you requires documentation of guaranteed support for the first year and projected support for the following three years of study. Please refer to the “Sponsor Supporting Financial Documentation Guidelines” page for a list of acceptable supporting documents. You must attach original documents for each source of financial support you indicate. Be sure to request and retain a second set of original documents for your appointment at the U.S. Consulate/Embassy.

Please indicate the source and amount of your financial support for each of the four years of study. Total amounts must meet or exceed the estimate of expenses (see “Financial Documentation guidelines” page 6). Note: Actual costs may rise 7-10% annually.

This form must be completed, signed by all appropriate parties and returned with your application.

You must provide the following documents in English:

Bank officer’s summary statement of account history (saving and/or checking accounts for guaranteed support).

**SOURCES OF FINANCIAL SUPPORT (Amount in U.S. Currency)**

<table>
<thead>
<tr>
<th>A. Guaranteed and Projected Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student’s Full Name:</strong> (as written on student’s passport)</td>
</tr>
<tr>
<td>Name of Bank: ___________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Individual Sponsor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Name of Sponsor #1:</strong> ________</td>
</tr>
<tr>
<td><strong>Relationship to Student:</strong> ________</td>
</tr>
<tr>
<td>Name of Bank: _________________</td>
</tr>
</tbody>
</table>

| Full Name of Sponsor #2: | Guaranteed Support 1st Year | Projected Support 2nd Year | Projected Support 3rd Year | Projected Support 4th Year | TOTAL |
| Relationship to Student: | $ | $ | $ | $ | $ |
| Name of Bank: _________________ | $ | $ | $ | $ | $ |

<table>
<thead>
<tr>
<th>Source: (Attach current signed, official copy of the terms of sponsorship, including amount of support in U.S. currency and period covered.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guaranteed Support 1st Year</td>
</tr>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Amount of Support: Grand Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guaranteed Support 1st Year</td>
</tr>
<tr>
<td>$</td>
</tr>
</tbody>
</table>
Transfer Recommendation Form Guidelines

F-1 SEVIS I-20 Transfer Fact Sheet

The United States Citizenship and Immigration Services (USCIS) requires that all F-1 students follow certain procedures when transferring schools within the United States. This also applies to students who have graduated from previous schools. Students must complete a school transfer procedure before or within 15 days of starting classes at their new school in order to maintain their F-1 status. Please note: OPT students remember when you transfer your SEVIS I-20 to your new school, your OPT will be automatically terminated.

To be eligible for a transfer, a student must have maintained status at the previous school, be officially accepted as a full-time matriculated student at Hunter College and pursue a full course of study.

TO COMPLETE THE SCHOOL TRANSFER PROCEDURE:

1. Complete the information in the student section of the transfer form and sign your name in the space provided.
2. Mail or bring the Transfer Recommendation Form to the International Student Advisor of your current or previous and ask that he/she complete the school section and return it to the Hunter College International Students Office as soon as possible.
3. Mail or bring your Certificate of Eligibility (SEVIS I-20) application form and supporting documents to the Hunter College International Students Office to request your new I-20 form.
4. Give the Hunter College International Students Office staff copies of the following original documents:
   1. All your previous I-20s,
   2. I-94 card (you can retrieve your electronic I-94 card at the following website www.cbp.gov/i94). For students who have been on an F-1 visa before April 30th 2013 and have not traveled abroad give us a copy of the front and the back (white card stapled inside your passport).
   3. Passport page containing your biographical information
   4. F-1 visa stamp page or F-1 status 8 ½ x 11 sheet approval notice
5. Sign your new Hunter College SEVIS I-20 form to complete the school transfer.

TO COMPLETE THE SCHOOL TRANSFER PROCEDURE WHILE ON OPTIONAL PRACTICAL TRAINING (OPT):

1. Visit the Hunter College International Students Office website and review carefully the transfer guidelines for students engaging in OPT http://www.hunter.cuny.edu/studentservices/is/opt-cpt-information
2. Contact the International Students Office to learn when you should request to transfer your SEVIS record to Hunter College.
3. Follow the steps as listed above in the school transfer procedure.

The International Students Office is here to assist you with a wide range of F-1 and J-1 services. Please call (212) 772-4864 or email us at intlss@hunter.cuny.edu If you have any questions about your school transfer or any other immigration related matter.

NEVER DESTROY ANY OF YOUR PREVIOUS I-20(s). Keep all I-20s stapled together in a safe place.
Transfer of SEVIS I-20 Recommendation Form

**TO BE COMPLETED BY STUDENT:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Birth Date:</th>
<th>Temporary ID/EMPL ID/CUNYFIRST ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name, first name (as written in passport)</td>
<td>Month/Day/Year</td>
<td></td>
</tr>
<tr>
<td>Country of Birth:</td>
<td>Country of Citizenship:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last date of attendance of classes:</td>
<td>Month/Day/Year</td>
</tr>
</tbody>
</table>

I intend to transfer to Hunter College for the [ ] Spring 20___ or [ ] Fall 20___ semester. I hereby grant permission for the information requested below to be made available to the International Student Office 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 information below 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. Fax Transfer form to: (212) 650-3147 and mail the original to us.

1. Is this student eligible to continue at your institution? [ ] Yes [ ] No
2. Was/is this student authorized by USCIS to attend your school? [ ] Yes [ ] No
3. Is the student in-status with USCIS? [ ] Yes [ ] No
4. Did the student attend last semester as a full-time student? [ ] Yes [ ] No
5. Is the student eligible for notification transfer procedure? [ ] Yes [ ] No
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: __________/________/20___
8. Student’s SEVIS# ______ Student’s SSN or temporary ID# ___________________________
9. Has the student engaged in OPT? [ ] Yes [ ] No. If yes, please provide the following: Pre-Completion # of months _______ Post-Completion # of months ______ used.
10. Has the student engaged in CPT? [ ] Yes [ ] No. If yes, please provide the following: Curricular Practical Training # of months _______ used, [ ] part-time or [ ] full-time.
11. We would appreciate any comment(s) you think may be helpful to us ___________________________

Current level of study: [ ] Secondary [ ] Associate [ ] Bachelor [ ] Master [ ] Language Training [ ] other __________________________ [specify]

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

Print Name: ___________________________ Title: ___________________________

Telephone: (_____) __________________ Fax #: (_____) __________________

Institution: ___________________________ Institution stamp:

Address: ___________________________

Signature: ___________________________ Date: ___________________________

To find Hunter College in SEVIS, to release the student’s record, type:”The City University” and click search. Hunter College school code is NYC214F00812008.