Graduate
Certificate of
Eligibility for
SEVIS I-20

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

Please follow the steps below:

**Step 1:** Confirm Acceptance to the College and pay your commitment deposit on the Hunter College Mychoice 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/](http://www.xe.com/currencyconverter/), [www.oanda.com](http://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.
Graduate 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 Graduate students

International students who are admitted into a graduate 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 of 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; transferring from one degree level to another and transferring between the CUNY colleges. Students on Optional Practical Training *(OPT)* must inform their International Student Advisor on the details of their Employment Authorization Document (EAD) card

<table>
<thead>
<tr>
<th>Name:</th>
<th>Gender:</th>
<th>Male</th>
<th>Female</th>
<th>Today's Date:</th>
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<tr>
<th>Date of Birth:</th>
<th>Country of Birth:</th>
<th>Country of Citizenship:</th>
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<tbody>
<tr>
<td>(Month/Day/Year)</td>
<td>(Month/Day/Year)</td>
<td>(Month/Day/Year)</td>
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<tr>
<th>Present Mailing Address (for mailing I-20):</th>
<th>Permanent Overseas address:</th>
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</thead>
<tbody>
<tr>
<td>Number and Street Name</td>
<td>City, State, Postal Code, Country</td>
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<tr>
<td>Number and Street Name</td>
<td>City, State, Postal Code, Country</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone number:</th>
<th>Hunter E-mail:</th>
<th>E-mail:</th>
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<table>
<thead>
<tr>
<th>Address in U.S.A (if known):</th>
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<tbody>
<tr>
<td>Number and Street Name</td>
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<thead>
<tr>
<th>Discipline:</th>
<th>Expected Semester of Enrollment: Fall 20_</th>
<th>Spring 20_</th>
<th>Summer 20_</th>
<th>Winter 20_</th>
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<thead>
<tr>
<th>Are you currently studying in a U.S. institution or College?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you currently have an F-1 visa/status?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**PASSPORT AND VISA INFORMATION**

<table>
<thead>
<tr>
<th>Passport #:</th>
<th>Expiration Date:</th>
<th>Country issued:</th>
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<table>
<thead>
<tr>
<th>Visa #:</th>
<th>Expiration Date:</th>
<th>City or country issued:</th>
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I-94 #: (if available) | Expiration Date: | F-1 | B1/B2 | Other | (please specify) |
[| Month/Day/Year|====|====|====|====|]

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

**REMINDER:** 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.

<table>
<thead>
<tr>
<th>F-1 student status/visa</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-94 Admission #:</td>
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<tr>
<th>U.S. school that issued the most recent SEVIS I-20:</th>
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<tbody>
<tr>
<td>SEVIS # N</td>
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<table>
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<tr>
<th>Name of current U.S. school:</th>
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<table>
<thead>
<tr>
<th>Address of current U.S. school:</th>
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<tbody>
<tr>
<td>Number and Street Name</td>
</tr>
</tbody>
</table>

*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: | |

Graduate Application for the Certificate of Eligibility
Application for the Certificate of Eligibility – Affidavit of Support

This form is for individuals 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 residing at
   (Name of sponsor) (Country)
   (Number and Street Name) (City/State) (Country) (Postal code) (Telephone)

certify the following:

2) I am employed with __________________________
   (Name of employer)
   (Number and Street Name) (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 __________. He/she 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 educational and/or living expenses each year during the entire
   program of study at The City University of New York, Hunter College until______________ (give a year).

   Hunter College can not 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 for students that are going to apply for an F-1 Visa).

Signature of sponsor __________________________ Print name __________________________ Date: (Month/ Day/ Year)
Application for the Certificate of Eligibility – AFFIDAVIT OF SUPPORT
Room and Board

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 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.

- 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.

$$42,815.90 - 16,164 = 26,651.90$$

$$42,815.90 - 20,770 = 22,045.90$$

Note that this value cannot be included in any amount of support being provided in # 6 on page 5 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 name __________________________ Sponsor’s signature __________________________ Date ____________
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 and/or (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 application and visa request. It is recommended that all supporting financial documents should be notarized.

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

Tuition ($15,390) and Fees ($181.90) per Academic Year (12 months) is $15,571.90*

### Student Living Expenses
- **Books and Supplies**: $1,819.00
- **Transportation**: $1,472.00
- **Personal Expenses**: $3,183.00
- **Housing**: $16,164.00
- **Meals (at home)**: $2,963.00
- **Lunch**: $1,643.00

**Total Student Living Expenses**: $27,244.00

**Total First Year Expenses**: $42,815.90

* Tuition expenses stated are based on students taking at least 9 credits per semester at the rate of $855.00 per credit. If you take more than 9 credits, you will be charged an additional $830.00 per credit. Please Note: If you have been admitted to the Masters in Social Work, or to a Doctoral Program, you will be charged a slightly increased tuition rate per credit. Please see the tuition and fees table if this situation applies to you at [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) 9 credits is the minimum required to maintain lawful immigration status.

**A. Guaranteed Support**

Written statement from a bank or financial institution that details the following information about the saving and/or checking account(s):

1. Bank letter/Bank statement:
   - Total amount deposited for the past 3 months
   - Current balance

**B. Projected Support**

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

I. Statement of your employer on business stationery showing:

- Type of employment, dates of employment and description of position and current salary
- Current U.S. tax return/W-2 form, if applicable.

II. If self-employed:

- Copy of the most recent income tax return filed in the U.S. or home country.
- Statements of assets with supporting documents (Stocks and Bonds, Rents, etc).
**SOURCES OF FINANCIAL SUPPORT (Amount in U.S. Currency)**

**A. Guaranteed and Projected Support**

<table>
<thead>
<tr>
<th>Student’s Full Name: (as written in your passport)</th>
<th>Guaranteed Support 1st Year</th>
<th>Guaranteed Support 2nd Year</th>
<th>Guaranteed Support 3rd Year</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>________________________</td>
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<td>Name of Bank: ___________________________</td>
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**B. Individual Sponsor(s)**

<table>
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<tr>
<th>Full Name of Sponsor #1:</th>
<th>Relationship to Student:</th>
<th>Student:</th>
<th>Guaranteed Support 1st Year</th>
<th>Projected Support 2nd Year</th>
<th>Projected Support 3rd Year</th>
<th>TOTAL</th>
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<td>Name of Bank: ___________________________</td>
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<tr>
<th>Full Name of Sponsor #2:</th>
<th>Relationship to Student:</th>
<th>Guaranteed Support 1st Year</th>
<th>Projected Support 2nd Year</th>
<th>Projected Support 3rd Year</th>
<th>TOTAL</th>
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<td>________________________</td>
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<tr>
<td>Name of Bank: ___________________________</td>
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**C. Government, University or Other Sponsor**

<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>
<th>Guaranteed Support 1st Year</th>
<th>Projected Support 2nd Year</th>
<th>Projected Support 3rd Year</th>
<th>TOTAL</th>
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**D. Amount of Support: Grand Totals**

<table>
<thead>
<tr>
<th>Guaranteed Support 1st Year</th>
<th>Projected Support 2nd Year</th>
<th>Projected Support 3rd Year</th>
<th>GRAND TOTAL</th>
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Add columns in Sections A, B and C from above, to calculate the Grand Total of Support for each column. Example: Add up all the guaranteed support 1st Year columns from A, B, C and write the amount under the guaranteed support 1st Year column in Section D. Then add up all of these columns for the Grand Total.
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:

- Complete the information in the student section of the transfer form and sign your name in the space provided.

- 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.

- 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.

- Give the Hunter College International Students Office staff copies of the following original documents:
  1. All your previous I-20s,
  2. I-94 electronic (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
- 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):

- 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

- Contact the International Students Office to learn when you should request to transfer your SEVIS record to Hunter College.

- 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 RECOMMENDATION FORM for International Students in F-1 Status

**TO BE COMPLETED BY STUDENT:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Birth Date</th>
<th>Temporary ID/EMPL ID/CUNYFIRST ID#</th>
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</thead>
<tbody>
<tr>
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<td>/ /19</td>
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</table>

Country of Birth: Country of Citizenship: Last date of attendance of classes: / /20

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 following 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# N 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.