

Undergraduate Certificate of Eligibility for SEVIS I-20

Updated May 06, 2014, Effective Fall 2014

Undergraduate Certificate of Eligibility

Please follow the steps below:

Step 1: Confirm Acceptance to the College

Make a copy of the e-mail acceptance letter that you received from the Office of Admissions.

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 your sponsor is in the United States, his/her signature must be notarized on the completed affidavit of support.

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. If you are unable to provide evidence of your ability to cover the cost of tuition for four years, you must identify a sponsor. A sponsor is someone who can provide evidence that he/she is willing and able to pay your educational and living expenses, either in part or in whole. The "Total First Year Expenses" on page 4 of this information packet lists the required amount of funds that you and/or your sponsor must have available. This evidence can be presented in the form of an employment letter, verifying the sponsor's salary in U.S. dollars.

Note: If your sponsor(s) is 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: www.xe.net/currency, 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. Consulate/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 \$5,200 for a spouse and \$4000 for each child per year of study is required.

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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

Scan or mail a copy of your passport page containing your biographical information and expiration date.

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
The Office of Student Services
International Students Office
695 Park Avenue, 1109 East
New York, NY 10065
Attention: Iris M. Aroyewun-Birchwood or Xavier Remigio

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

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 by the end of the second week of classes. Bring the following **copies** of your original documents.

- F-1 visa or F-1 status approval form.
- I-94 card (white card stapled inside your passport). Please remove the I-94 (white card) from your passport to make copies of the front and the back; then staple it back in your passport. However, as of April 30th 2013 there is no longer an I-94 card; so 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.
- SEVIS I-20. (copies of pages 1 and 3) of your Hunter College SEVIS I-20.
- All previous SEVIS I-20s and non-SEVIS I-20s from other academic institutions/colleges, if applicable.

To expedite the mailing of your SEVIS I-20, we strongly recommend that you open an account with 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
(Family name, first name, middle name as it written in your passport)

Date of Birth: _____ Country of Birth: _____ Country of Citizenship: _____
(Month/Day/Year)

Present Mailing Address (for mailing SEVIS I-20):
Number and Street Name City, State Postal Code Country

Permanent Overseas address:
(Required by U.S. Government Regulations) Number and Street Name City, State Postal Code Country

Telephone number: _____ Hunter E-mail: _____ Personal E-mail: _____
@hunter.cuny.edu

Address in U.S.A (if known):
Number and street name City State Zip Code

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: _____ City or country issued: _____
(Number in red in your visa page)

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 containing your biographical information and passport number, expiration date of passport and the U.S. visa stamp of F-1 status approval 8 1/2 x 11 sheet. Also, include copies of both sides of your form I-94 and of those 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: _____ SEVIS # N _____

Name of current U.S. school: _____

Address of current U.S. school:
Number and street Name City State Zip Code

*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: ____/____/____.

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
(Name of Student)
\$ _____ (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 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.

Signature of sponsor _____ Please print name _____ Date: _____

Application for the Certificate of Eligibility- Room and Board Form

ONLY FOR SPONSOR PROVIDING ROOM AND BOARD

The Room and Board option is only recommended for students who are already in a SEVIS approved school in the U.S. and are transferring to Hunter College. It is not recommended for students who are going to apply for an F-1 visa/status/reinstatement as consular officers or immigration officials may deny the request for 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 _____
(Name of Student)

with: (check one below)

ROOM AND BOARD SUPPORT INFORMATION (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 **\$ 10,386**) during each year that he/she follows a program of study at Hunter College. **[\$32,824 - \$ 10,386 = \$22,438]**

or:

Full room and board in my home as indicated below (valued at **\$ 13,554**) during each year that he/she follows a program of study at Hunter College. **[\$ 32,824 - \$ 13,554 = \$19,270]**

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 _____

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 and visa request application. 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 and fees per Academic Year (12 months) | \$ 12,840.00* |
| Student Living Expenses | |
| Books and Supplies | \$ 1,304.00 |
| Transportation | \$ 1,020.00 |
| Personal Expenses | \$ 4,106.00 |
| Housing | \$10,386.00 |
| Meals (at home) | \$ 2,020.00 |
| Lunch | \$ 1,148.00 |
| Total Student Living Expenses | \$ 19,984.00 |
| Total First Year Expenses | \$ 32,824.00 |

* Tuition expenses stated are based on students taking at least 12 credits per semester at the rate of \$ 535 per credit. There is no flat rate for international students taking more than 12 credits. In other words, you will be charged an additional \$ 535 per credit.

A. Guaranteed Support

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

1. Total amount deposited for the past 3 months
2. Present balance

B. Projected Support

If the amount of your guaranteed support does not cover your educational, additional 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, which is [**\$ 32,824.00 x 3 = \$98,472.00 U.S. dollars**]. 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
 - 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)

Application for the Certificate of Eligibility – 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)

A. Guaranteed and Projected Support

| | | | | | |
|---|--|--|--|--|--------------|
| Student's Full Name: (as written on student's passport) _____ Name of Bank: _____ | Guaranteed Support 1 st Year | Guaranteed Support 2 nd Year | Guaranteed Support 3 rd Year | Guaranteed Support 4 th Year | TOTAL |
| | | | | | |
| | \$ | \$ | \$ | \$ | \$ |

B. Individual Sponsor(s)

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

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

C. Government, University or Other Sponsor

| | | | | | |
|--|--|---|---|---|--------------|
| Source: _____ (Attach current signed, official copy of the terms of sponsorship, including amount of support in U.S. currency and period covered.) | Guaranteed Support 1 st Year | Projected Support 2 nd Year | Projected Support 3 rd Year | Projected Support 4 th Year | TOTAL |
| | | | | | |
| | \$ | \$ | \$ | \$ | \$ |

D. Amount of Support: Grand Totals

| | | | | | |
|---|--|---|---|---|--------------------|
| 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. | Guaranteed Support 1 st Year | Projected Support 2 nd Year | Projected Support 3 rd Year | Projected Support 4 th Year | 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 a U.S. school. Students must complete a SEVIS I-20 transfer procedure before or within 15 days of starting classes at their new school in order to maintain their F-1 status.

To be eligible for a SEVIS I-20 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.

Students on optional Practical Training see below

TO COMPLETE THE SEVIS I-20 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 school and ask that he/she completes the school section and returns 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 SEVIS I-20.
- Give the Hunter College International Students Office staff **copies** of the following original documents:
 1. All previous SEVIS I-20s
 2. I-94 (small white card) front page and the back page, if available
 3. Passport page containing your biographical information
 4. F-1 visa stamp page or F-1 status approval notice (I-797A)
- Sign your new Hunter College SEVIS I-20 form.

TO COMPLETE THE SEVIS I-20 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/student-services/is/opt-cpt-information>
- Contact the International Students Office to learn when you should begin the SEVIS I-20 transfer process 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 SEVIS I-20 school transfer or any other F-1 immigration related matter.

NEVER DESTROY ANY OF YOUR PREVIOUS SEVIS and non-SEVIS I-20(s). Keep all SEVIS and non-SEVIS I-20s stapled together in a safe place.

Transfer of SEVIS I-20 Recommendation Form

TO BE COMPLETED BY STUDENT:

| | | |
|---|---|--|
| Name: _____ <small>Family name, first name (as written in passport)</small> | Birth Date: ____ / ____ /19 ____ <small>Month/Day/Year</small> | SSN or Temporary ID# ____ - ____ - ____ |
| Country of Birth: _____ | Country of Citizenship: _____ | Last date of attendance of classes: ____ / ____ /20 <small>Month/Day/Year</small> |
| I intend to transfer to Hunter College for the <input type="checkbox"/> Spring 20 ____ or <input type="checkbox"/> 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. Was/is this student authorized by USCIS to attend your school? Yes No
2. Is the student In-status with USCIS? Yes No
3. Was the student registered full-time last semester? Yes No
4. Is the student eligible to continue at your institution? 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**.