



The City University of New York  
International Students Office  
Division of Student Affairs  
Phone: (212) 772-4864



# Undergraduate Certificate of Eligibility for SEVIS I-20



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## The 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 Affidavit of Support [pages 4 & 5]

You must also complete the Affidavit of Support included in this package. If there is more than one sponsor, each must complete and submit a separate affidavit of support in order to receive the SEVIS I-20. If your sponsor is in the U.S., in addition to completing and signing the affidavit of support, he/she must also have it notarized.

### 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 is paying for your tuition, either in part or in whole. It is possible to have more than one sponsor. If you have one, provide required documents. Your expenses include both living and tuition costs. The figure you need to prove is shown on Page 4 of this packet under "Total First Year Expenses."

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) [page 6]

- **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](http://www.xe.net/currency), [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. 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 \$4000 for a spouse and \$3000 for each child per year of study is required.

## The 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

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 Hunter 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](mailto: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.
- 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](mailto:intlss@hunter.cuny.edu).



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## 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 e-mail 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: \_\_\_\_\_@hunter.cuny.edu Personal E-mail: \_\_\_\_\_

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 #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  F-1  B1/B2  other \_\_\_\_\_ (please specify)  
(Month/Day/Year)

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

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: \_\_\_/\_\_\_/\_\_\_\_\_.



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**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: \_\_\_\_\_





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## 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

<b>Tuition and fees per Academic Year (12 months)</b>	<b>\$ 11,439*</b>
<b>Student Living Expenses</b>	
Books and Supplies	\$ 1,248.00
Transportation	\$ 1,133.00
Personal Expenses	\$ 4,995.00
Housing	\$ 9,900.00
Meals (at home)	\$ 2,583.00
Lunch	\$ 1,360.00
<b>Total Student Living Expenses</b>	<b>\$ 21,219.00</b>
<b>Total First Year Expenses</b>	<b>\$ 32,658.00</b>

\* Tuition expenses stated are based on students taking at least 12 credits per semester at the rate of \$ 460 per credit. There is no flat rate for international students taking more than 12 credits. In other words, you will be charged an additional \$ 460 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 [**\$ 32,658 x 3 = \$97,974 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)



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## 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

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

#### B. Individual Sponsor(s)

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

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

#### C. Government, University or Other Sponsor

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

#### D. Amount of Support: Grand Totals

<b>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.</b>	Guaranteed Support 1st Year	Projected Support 2nd Year	Projected Support 3rd Year	Projected Support 4th Year	<b>GRAND TOTAL</b>
	\$	\$	\$	\$	\$

# 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) the front page and the back page
  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](mailto: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.



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 Hunter College, Division of students Affairs  
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 695 Park Avenue, Room 1109 Hunter East  
 New York, NY 10065  
 Phone #: (212) 772-4864  
 Fax #: (212) 650-3147



## Transfer of SEVIS I-20 Recommendation Form

**TO BE COMPLETED BY STUDENT:**

Name:	Birth Date:    /    /19__	SSN or Temporary ID# ____ - ____ - ____
Family name, first name (as written in passport)	Month/Day/Year	
Country of Birth:	Country of Citizenship:	Last date of attendance of classes:    /    /20 <span style="font-size: x-small;">Month/Day/Year</span>
<p>I intend to transfer to Hunter College for the <input type="checkbox"/> <b>Spring 20</b> __ __ or <input type="checkbox"/> <b>Fall 20</b> __ __ semester. I hereby grant permission for the information requested below to be made available to the International Student Office staff at Hunter College.</p> <p>Your signature: _____ Date: _____</p> <p style="text-align: center;"><b>If you are traveling abroad, consult your current International Student Advisor regarding the appropriate transfer procedure.</b></p>		

**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**.