

Undergraduate Certificate of Eligibility for SEVIS I-20

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Undergraduate Certificate of Eligibility Guidelines

Please follow the steps below, and send all the required documents via email to International Students Office (ISO) at intlss@hunter.cuny.edu.

Step 1: Accept your offer of admission to Hunter College and pay your commitment deposit on your CUNYfirst Student Center page.

Submit a copy of your Hunter College acceptance letter and commitment deposit fee receipt.

Step 2: Complete the application for the Certificate of Eligibility (SEVIS I-20), which starts on page 4.

Step 3: Provide Evidence of Support

You or your sponsor* must provide evidence of **(A) Guaranteed Support** that you have the funds available to cover all expenses associated with your first year of college, and **(B) Projected Support** for your future years. Details and the estimate **Total First Year Expenses** can be found on page 5.

- *A sponsor is someone who can provide evidence that she/he 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.

Step 4: Complete the Affidavit of Support (page 6)

You must ask your sponsor to complete the Affidavit of Support. If there is more than one sponsor, each must provide a separate Affidavit of Support to receive the SEVIS I-20.

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. In addition, you need to provide a copy of the dependent's passport page, which contains their biographical information and passport expiration date. If your dependent is your spouse, you must also submit a marriage certificate and the English translation of it, if applicable.

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 amount in U.S. currency, for tuition and living expenses.

Step 7: Include Copies of Passport Page and F-1 visa Page (if applicable)

Scan a copy of your passport page containing your biographical information and expiration date in pdf format, and also a copy of your F-1 visa page or F-1 status approved page.

Step 8: Submit SEVIS I-20 Application and All Supporting Documentation

Complete the application for the Certificate of Eligibility and send it with all supporting documents to the International Students Office (ISO) at intlss@hunter.cuny.edu.

Step 9: Once in the U.S. Complete and submit [J-1 Exchange Visitor & F-1 Student Status Check-In Form](#) (Online)

You must submit the form before or within two weeks of the start of the semester. The document including:

- ☐ F-1 visa or F-1 status approval form I-797.
- ☐ I-94 card. Electronic I-94 card can be retrieved using this website <https://i94.cbp.dhs.gov/i94/#/recent-search>.
- ☐ All Previous SEVIS I-20s pages 1 and 2 from other academic institutions/colleges, if applicable.
- ☐ Copy of previous Employment Authorization Document or OPT card, if applicable.

❖ If you have any questions about your I-20 application, please email us or call (212) 772-4864.

Tips and Samples

Tips

- Mark it done once you have the document from steps 1 through 7, and submit all to intlss@hunter.cuny.edu.
- Mark the start date of your semester on the calendar and allow sufficient time to prepare the required materials. To find the Hunter College **Academic Calendar**, visit <https://hunter.cuny.edu/students/registration/academic-calendar/>.

To view Samples of F-1 documents

- | | |
|---------------------|--|
| ▪ I-20 | Click here for Initial attendance I-20 image. |
| ▪ F-1 Visa | Click here for F-1 visa image. |
| ▪ F-1 Status/I-797A | Click here for F-1 Status/I-797A sample image. |
| ▪ Passport | Click here for passport sample image. |

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 an I-20, Certificate of Eligibility for Nonimmigrant Student Status (SEVIS I-20) 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 Students Office via email at intlss@hunter.cuny.edu before your request for SEVIS I-20 can be processed.

The following students are required to obtain a SEVIS I-20.

- New students who are transferring from a U.S. Academic Institution, College, or University to Hunter College.
- Students who are transferring from one degree level to another or the same level obtain a second degree after graduating from the first degree and between CUNY colleges.
- Students on Optional Practical Training (OPT) must submit a copy of their Employment Authorization Document (EAD) card (front and back) to the International Students Office.

Name: (Surname/family name, first name, middle name as written on your passport)	Gender: F M X	Today's Date: (month/day/year)
Date of Birth: (month/day/year)	City of Birth:	Country of Citizenship:
Permanent Overseas Address: (Number and street name)	City: _____ Province: _____ (City of Permanent Address)	Postal Code: _____ Country: _____ (Country of Permanent address)
Address in U.S.A: (Number, Street name, Apartment number, if known)	City: _____ State: _____ (City and state of U.S. address)	Zip Code: _____ (Zip code of U.S. address)
Telephone Number: Telephone number in your country	U.S. Telephone #:	CUNYfirst ID#: (if known)
Email address:	Hunter Email address: @myhunter.cuny.edu	

Intended Major: _____ Expected Semester of Enrollment: Fall 20__ Spring 20__ Summer 20__ Winter 20__

PASSPORT AND VISA INFORMATION

Passport #:	Expiration Date of Passport:	Country issued:
F-1 Student ☐ Visa ☐ Status	Expiration Date of Visa:	I-94 Admission #:
Other types of Visa: ☐ B1/B2, ☐ G1/G2, ☐ A1/A2. Other: _____		

TO BE COMPLETED BY APPLICANTS ALREADY IN THE U.S. UNDER AN F-1 VISA/STATUS

U.S. school that issued the most recent SEVIS I-20: _____ SEVIS ID# N00 _____
Address of that U.S. school: _____
(number and street Name, Room number, City, State Zip Code)

OPTIONAL PRACTICAL TRAINING (OPT)

Are you currently on OPT? ☐ Yes ☐ No

If yes, please state the expiration date listed on your Employment Authorization Document (EAD) Card: _____.

Financial Documentation Guidelines

A student must have sufficient funds to cover his/her educational and living expenses. The student's financial documentation should include proof of **(A) Guaranteed support** for the first year and **(B) Projected support** for future years (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.

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

Tuition (\$14,880) and Fees (\$450.20) per Academic Year (12 months) for 24 credits is \$15,330.

Fees (\$450.20) include a fall and a spring semester, which includes Technology Fee(\$125), Consolidated Services Fee (\$15), Student Activity Fee (\$83.65), and Student Senate Fee (\$1.45).

Student Living Expenses

Books and Supplies	\$ 1,500
Transportation	\$ 1,584
Personal Expenses	\$ 3,690
Housing	\$ 23,904
Meals (at home)	\$ 5,776
Total Student Living Expenses	\$ 36,454

Total First Year Expenses **\$ 51,784**

*Tuition expenses stated are based on students taking at least 12 credits (to maintain lawful immigration status) per semester at the rate of \$620.00 per credit. If you take more than 17.5 credits, you will be charged an Accelerated Study Fee. Please go to the following website <https://s29068.pcdn.co/wp-content/uploads/fall-2019-tuition-table-wo-fees-10-1.pdf> to view the tuition and fees table for Undergraduate Degree Non-Resident.

(A) Guaranteed Support

Provide a 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 not more than three months old.

Guaranteed Support at least covers the estimate "Total First Year Expenses" listed above.

You may go to <https://www1.oanda.com/currency/converter/> or use <https://www.xe.com/> to convert the currency of the bank statement or bank letter ending balance to U.S. Dollars. Take a screenshot of the results and submit them with each bank statement or bank letter provided.

(B) Projected Support

Projected support can come from part 1 or 2 below:

1. Statement of your sponsor's employer on business stationery showing:
 - a. The 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.
2. If self-employed:
 - a. Copy of the most recent income tax return filed in the U.S. or home country. if your sponsor(s) is not required by the government to file taxes, they must submit a notarized statement indicating the nature of their business and its profit.
 - b. Statements of assets with supporting documents (stocks and bonds, rents, etc.).

Application for the Certificate of Eligibility – AFFIDAVIT OF SUPPORT (Part 1)

This form is for sponsor(s) using their own income and/or savings to support the student. It must be completed by the person who will provide the student with full or partial financial, and/or room and board support during the student is studying at Hunter College. **Sponsor(s) providing financial support must complete Affidavit of Support (Part 1); sponsor(s) providing room and/or board must complete Affidavit of Support (Part 1 and Part 2). If you have multiple sponsors, please make additional copies of this page. Note: each sponsor MUST fill out an Affidavit of Support.**

1) I, _____ (_____), citizen of _____, and residing at _____
(Name of sponsor) (Telephone number) (Country)

_____. Certify the following:
(Number and Street, City and State/Province, Country, Postal Code)

2) I am employed with _____, located at _____
(Name of Employer) (Number and Street, City and State/Province, Country, Postal Code)

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 \$ _____ U.S. dollars on deposit in _____ (name of bank).

Attach bank statement.

4) I currently support ____ people (including myself). My total annual income is \$ _____ U.S. dollars. Our total family expenses per month is \$ _____ U.S. dollars. I sponsor ____ person for immigration, in addition to the student in this affidavit.

5) This affidavit is executed on behalf of _____ who was born on _____, is my _____
(Name of student) (Month/Day/Year)
(Relationship to sponsor) (Relationship to student)

6) I hereby certify that I am willing, able, and do commit to provide _____ with the annual amount of \$ _____ U.S. Dollars 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 date when the sponsorship is expected to terminate).

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, Hunter College.

IT IS ADVISABLE THAT ALL FUNDING SUPPORTING DOCUMENTS BE NOTARIZED.

Signature of sponsor

Name of sponsor

Date: (Month/Day/Year)

Application for the Certificate of Eligibility

Room and Board Form - AFFIDAVIT OF SUPPORT (Part 2)

This form may only be filled by students who are in and maintaining their F-1 status and currently living in the U.S. This form should not be filled in by students who are applying/renewing for their F-1 visa overseas, or changing their status to F-1 status.

The Room and Board form is only for students who are already in a SEVIS approved school in the U.S. and transferring to Hunter College. This form is to be completed if the student will live in the sponsor's home or apartment in the U.S. for free. Check one option: A) Room only, or B) Full Room and Board.

Attach a copy of your lease or deed, or three consecutive mortgage statements or a statement from your landlord.

ROOM AND BOARD SUPPORT INFORMATION

7) By signing my name to this affidavit below, I hereby certify that I will provide _____ (check one):
(name of student)

A. Room Only

Room only in my home at the address provided below, valued at \$23,904 (based on the estimated cost for room in the table breakdown on page 5) each year that he/she follows a program of study at Hunter College.

Total First Year Expenses	Room	Equal
		(at least this amount should be shown for guaranteed support)
\$51,784	- \$23,904	= \$27,880

B. Full Room and Board

Full room and board valued at \$29,680 (based on the estimated cost for room and board in the table breakdown on page 5) each year that he/she follows a program of study at Hunter College.

Total First Year Expenses	Room and Board	Equal
		(at least this amount should be shown for guaranteed support)
\$51,784	- \$29,680	= \$22,104

Note: The value on this form can not be included in any amount of support being provided in #6 in Affidavit of Support Part 1.

Full room for free to the student in my home or apartment at the address provided below.

Number and street name, Apt number	City/State	Zip Code
Student's print name	Student's signature	Date
Sponsor's print name	Sponsor's signature	Date

For student and sponsor's use only
Submitting this form to the staff of the International Students Office is optional.

Application for the Certificate of Eligibility – Your Financial Worksheet

U.S. immigration authorities require colleges to receive satisfactory financial certifications from prospective students before issuing a SEVIS I-20. **The CUNY colleges that have admitted you require documentation of guaranteed support for at least the first year and projected support for the remaining years of study.** Please indicate the source and amount of financial support for each of your four years of study. The total amounts must meet or exceed the expense estimate (see Financial Documentation Guidelines on page 5). Be sure to bring the original financial documents to your appointment at the U.S. Consulate/Embassy.

Note: actual costs may rise 7-10% annually.

Student's full name _____ (as it is written on the passport), CUNYfirst ID# _____.

SOURCE OF FINANCIAL SUPPORT (Amount in U.S. Currency)

A. Guaranteed and Projected Support

Self-sponsored (student's bank account)	Guaranteed support 1 st Year	☐ Guaranteed or ☐ Projected support 2 nd Year	☐ Guaranteed or ☐ Projected support 3 rd Year	☐ Guaranteed or ☐ Projected support 4 th Year	Total
Name of bank: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

B. Family, Relative or Friend Sponsor(s) – Individual Sponsor(s)

Full Name of sponsor #1: _____	Guaranteed support 1 st Year	☐ Guaranteed or ☐ Projected support 2 nd Year	☐ Guaranteed or ☐ Projected support 3 rd Year	☐ Guaranteed or ☐ Projected support 4 th Year	Total
Relationship to Student: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Name of bank: _____					

Full Name of sponsor #2: _____	Guaranteed support 1 st Year	☐ Guaranteed or ☐ Projected support 2 nd Year	☐ Guaranteed or ☐ Projected support 3 rd Year	☐ Guaranteed or ☐ Projected support 4 th Year	Total
Relationship to Student: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Name of bank: _____					

C. Government, Loans, University of Other Sponsor

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

D. Amount of support for each column. 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 1 st year columns from A, B, C and write the amount in section D. Repeat the same for 2 nd , 3 rd , and 4 th years.	Guaranteed support 1 st Year total	☐ Guaranteed or ☐ Projected support 2 nd Year total	☐ Guaranteed or ☐ Projected support 3 rd Year total	☐ Guaranteed or ☐ Projected support 4 th Year total	Grand Total (adding all totals from D)
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Transferring of SEVIS I-20 Information Recommendation Form Guidelines

F-1 SEVIS I-20 Transfer Fact Sheet

The guidelines (page 9) and Transfer of SEVIS I-20 Recommendation Form (page 10) are only to be filled out by students who already have an F-1 visa/status studying in the U.S. and are transferring to Hunter College, The City University of New York.

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 Hunter College, to maintain their F-1 status.

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

OPT students: remember when you transfer your SEVIS I-20 to Hunter College, your OPT will be automatically canceled. In other words, you must stop employment based on your requested SEVIS I-20 release date.

TO COMPLETE THE SCHOOL TRANSFER OF SEVIS I-20 PROCEDURE:

- ☐ Complete the student section information on the Transfer of SEVIS I-20 Recommendation Form (page 10).
- ☐ Email the Transfer of SEVIS I-20 Recommendation Form and a copy of your Hunter College acceptance letter to the International Student Advisor/Designated School Official (DSO) at your current school, ask he/she to complete the school section and send it to us at intlss@hunter.cuny.edu.
- ☐ Fill out the Certificate of Eligibility SEVIS I-20 application form and send it with copies of supporting documents to the International Student Office (ISO) at intlss@hunter.cuny.edu (preferably in a pdf format).

The supporting documents including:

- All previous I-20s (page 1 and its corresponding page 2), you do not need to give us copies of the instruction page. If you have multiple I-20s and would like to combine/organize or compress them as one file, feel free to use <https://www.ilovepdf.com/>.
- I-94. The most recent I-94 can be retrieved at <https://i94.cbp.dhs.gov/i94/#/recent-search>.
- Passport Page (contains your biographical information and the expiration date).
- F-1 visa page. Or F-1 status 8 ½ x 11 sheet approval notice for students who changed status in the U.S. Canadians are exempted from retrieving an F-1 visa; therefore, you only need to submit your electronic I-94 or a copy of the front and back of the white card stapled in your passport.
- Sign your new Hunter College SEVIS I-20 form when received, and send back a copy of the signed I-20 to the International Students Office (ISO) at intlss@hunter.cuny.edu.

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

Students on OPT or in the OPT grace period who need additional assistance may contact the International Students Office at intlss@hunter.cuny.edu. Please include your:

- Full name.
- EMPL ID# (if known).
- Attach a copy of the front and back of your Employment Authorization Document (EAD) card.
- Your last date of work/internship based on your OPT.

NEVER DESTROY ANY OF YOUR PREVIOUS I-20s. Please keep all your I-20s together, scan and save them in a safe place. You may send it to your secured email or upload it to the cloud and update it every time when you receive a new I-20.

- ❖ If you have any questions about school transfer, please email or call the Designated School Official (DSO) at the institution/school where your most recent I-20 was issued.

Transfer of SEVIS I-20 Recommendation FormHunter College SEVIS School Code: **NYC214F00812008****TO BE COMPLETED BY STUDENT:**

Name:	Birth Date:	CUNYfirst ID#:
Family name, First Name (as written in passport)	Month/Day/Year	CUNYfirst ID#/EMPL ID
Country of Citizenship:	Country of Birth:	Last date of attendance:
Hunter Email address: _____ @myhunter.cuny.edu, Personal Email: _____ I intend to transfer to Hunter College for the ☐ spring or ☐ fall _____ semester. I hereby grant permission for the information requested below to be made available to the International Students Office staff at Hunter College. Signature: _____ Date: _____		
If you are traveling abroad, please consult with your current International Student Advisor about appropriate transfer procedures.		

TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL OR INTERNATIONAL STUDENT ADVISOR AT THE INSTITUTION WHERE YOUR SEVIS I-20 IS:

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 not provided may hinder the student from receiving a SEVIS I-20 from our institution. Please email the form to intlss@hunter.cuny.edu and Cc the student.

1. Student's SEVIS ID# **N00** _____
2. Is this student eligible to continue at your school? ☐ Yes ☐ No
3. Was/is this student authorized by SEVIS to attend your school? ☐ Yes ☐ No
4. Is the student's status active in SEVIS? ☐ Yes ☐ No
5. Was the student enrolled full-time in their last semester at your school? ☐ Yes ☐ No
6. Is the student eligible for transfer release? ☐ Yes ☐ No
7. The last semester at your school is/was _____ (provide semester and year or date)
8. The date for SEVIS release to transfer to Hunter College for this student is _____ (month/day/year)

Employment Information

Has the student engaged in ☐ CPT ☐ Pre-completion OPT ☐ Post-completion OPT or ☐ none? If none is not chosen, please provide the number of months worked for the selected practical training and indicate whether part-time or full-time basis here: _____

Current level of study: ☐ Secondary ☐ Language Training ☐ Associates ☐ Bachelor ☐ Master
☐ Other (specify): _____

We would appreciate any comments you think may be helpful to us _____

Print Name: _____ Title: _____

Telephone number: _____ Email address: _____

Name of Institution and address: _____

Signature: _____ Date: _____