



Office of International Student & Scholar Services
North Academic Center, Room 1/107
160 Convent Ave
New York, NY 10031



The Application for the Certificate of Eligibility (SEVIS Form I-20)

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Please follow the steps below in order to ensure an accurate and speedy process.

1. **Apply and be accepted to the City College of New York.** You will receive notice of your acceptance via email. Print a copy of your acceptance letter for your records.
2. **Secure sponsors or funding.** In order to receive your I-20 you must provide evidence that you can cover all expenses related to the first full year of tuition, fees and living expenses. If you are unable to cover the costs on your own, you must identify a sponsor. A sponsor is someone who is willing to pay for your expenses, either in part or in whole. You could have more than one and your parents are considered sponsors. You may also be receiving a scholarship or a grant from your home country. This can be used as funding for your expenses.
3. **Read and complete the Application for the Certificate of Eligibility (Form I-20).**
4. **Complete the Affidavit of Support. (Page 3 of application)** Each sponsor will need to fill out and sign a separate affidavit of support before issuing your I-20.
5. **Provide Evidence of Support (Financial Documents):** As a reminder, the available funds must be enough to cover at least the first full academic year. All documents must be originals. Copies will not be accepted.
 - **Bank Letter:** You will need to provide an original letter from your bank or your sponsors bank stating the account balance.
 - **Bank Statements:** You or your sponsor must provide current bank statements (savings and/or checking accounts) for the past three months.
 - **Supporting Statement for Government Awards or Loans:** Students sponsored by or receiving loans from their government must submit an official statement with their name and award. It should include an itemized list of dollar amounts going to tuition and living expenses.
6. **Submit Application and Supporting Documents:** Once the Application for the Certificate of Eligibility is complete, send it along with the financial documents to the following address:

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Attn: Maribel Morua