

Transfer Students

# I-20 Application



English Language Institute

## English Language Institute

Phone: 212 – 650 – 7312

Email: eli@ccny.cuny.edu

### REGISTRATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

\_\_\_\_ Male \_\_\_\_ Female Phone: \_\_\_\_\_ CELL: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Country of BIRTH \_\_\_\_\_ Visa \_\_\_\_\_

Have you studied ESL before? \_\_\_\_ NO \_\_\_\_ YES What was the last level you studied? \_\_\_\_\_

Highest Level of Education (circle one): High School 2-Year College 4-Year College (BA/BS) Graduate School

Are you currently a City College Student? \_\_\_\_ YES \_\_\_\_ NO

What country are you from? \_\_\_\_\_

How did you hear about the English Language Institute?

\_\_\_\_ City College Website \_\_\_\_ Catalog  
 \_\_\_\_ Friend \_\_\_\_ Newspaper  
 \_\_\_\_ Brochure \_\_\_\_ Flyer  
 \_\_\_\_ Other \_\_\_\_\_

Which session do you wish to enroll in?

DATE: \_\_\_\_\_, 20 \_\_\_\_\_

### PAYMENTMETHOD

|                       |  |
|-----------------------|--|
| AMOUNT (50% Deposit): | \$ 1,375.00 Visa MasterCard #:               |
| Credit Card:          | Exp. Date _____ CODE # on BACK of CARD _____ |
| Your Signature:       |  |

**\* Please note: An I-20 will not be processed or issued without 50% of payment (\$1350.00) in addition to the registration fee (\$25.00) The remaining 50% (\$1350.00) is due by first day of class.**

## HOW DO YOU WANT TO RECEIVE YOUR I-20 FORM?

Choose ONE:  By mail or  Pick up in person

|                         |
|-------------------------|
| Name:                   |
| Telephone:              |
| Address (by mail only): |

**Only completed I-20 requests will be considered. The following documents must be submitted in order for your I-20 request to be considered complete.**

|  |  |
|--|--|
| Copy of your passport information page (page with your name and date of birth) |  |
|--|--|

|   |  |
|---|--|
| Sponsor's Affidavit of Support (see page 5) |  |
|---|--|

|   |  |
|---|--|
| Bank statement/letter showing <b>\$16,664.00</b> in available funds<br>Proof of income: Income tax returns or pay stubs for last six months |  |
|---|--|

|   |  |
|---|--|
| Copy of visa, I-94 card (if applicable) |  |
|---|--|

|  |  |
|--|--|
| 50% of tuition fee, \$1350.00 for one semester (full semester is \$2,700). The other 50% (\$1350.00) is due before class begins. Pay by Visa/MasterCard or money order made payable to City College of New York. |  |
|--|--|

## SEVIS

### Who must pay the SEVIS fee?

You must pay for your new SEVIS I-20 if you intend to request a student visa for the first time, are an F-1 Student and have been absent from school for more than 5 months, or want to correct a re-instatement violation of more than 5 months.

### Who does not pay the SEVIS fee?

You do not pay for your new SEVIS I-20 if you request the I-20 to re-apply for the student visa after a denial; request an additional I-20 form to get F-2 visa status for your wife/husband or child; are an F-1 student and have been absent from school for less than 5 months; want to correct a re-instatement violation of less than 5 months; request the I-20 for a school transfer, extension of stay or practical training; or you are a Canadian student and request the I-20 to study in the U.S.

### Payment & Immigration Form I-901

The SEVIS I-20 fee is \$200. You must complete the new Immigration Form I-901 to make your payment. You can pay the SEVIS I-20 fee in two ways: via the Internet with a major credit card (Visa, Master Card, American Express, Discover) or by mail with a bank check or money order (\$200 U.S. dollars). (Your sponsor or another person can pay for you using one of the options listed above.)

### How to Send Your SEVIS I-20 Payment:

You can visit the Immigration website <http://www.FMJfee.com> and complete Form I-901 and send it electronically with your credit card payment to Immigration. Download and complete Form I-901. Mail it with a check or money order to the Immigration address listed on the website.

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

International students who are admitted into the English Language Institute at CUNY need to obtain a Certificate of Eligibility (Form I-20), in order to enter and/or remain in the U.S. as an F-1 student. This requirement applies whether you are a new student, a transfer student from another U.S. university, or a student transferring between CUNY colleges.

(Please print clearly)

1. Name \_\_\_\_\_ Sex  Male  Female  
(Family name as in passport) (Given name as in passport) (Second given, or middle name, if any, as in passport)
2. Present Mailing Address \_\_\_\_\_  
(Number and Street) (City, State) (Country) (Postal Code)
3. Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email \_\_\_\_\_
4. Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
(Month/Day/Year) (City and Country)
5. Country(ies) of Citizenship \_\_\_\_\_ Country of Residence \_\_\_\_\_
6. Permanent Overseas Address \_\_\_\_\_  
(Required by U.S. Government Regulations) (Number and Street) (City, State) (Country) (Postal Code)
7. Address in U.S.A. (if known) \_\_\_\_\_  
(Number and street) (City) (State) (Zip Code)
8. Expected Semester of Enrollment: Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_
9. Are you currently studying at a U.S. institution or college? Yes \_\_\_\_\_ No \_\_\_\_\_
10. Do you currently have F-1 status? Yes \_\_\_\_\_ No \_\_\_\_\_
- 

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

If you are currently in the U.S., please indicate your immigration status. Attach a copy of the passport pages with the passport number, expiration date of passport, and the U.S. visa stamp. Include copies of both sides of Form I-94 for yourself and accompanying family members.

11. F-1 Student Status I-94 Admission # \_\_\_\_\_ (Attach copies of ALL your previously issued I-20 Forms)
12. University that issued most recent Form I-20 \_\_\_\_\_ SEVIS # N \_\_\_\_\_
13. Current U.S. School: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Number and street) (City) (State) (Zip code)
14. Other Immigration Status (If Applicable, Specify type) \_\_\_\_\_
15. I-94 Admission No. \_\_\_\_\_ I-94 Expires on: \_\_\_\_\_

# Declaration & Certification of Finances

Please indicate the source and amount of your financial support. The English Language Institute at CCNY requires documentation of guaranteed support for the year. Total amounts must meet or exceed the estimate of expenses (see Affidavit of Support page 6/11).

U.S. Immigration authorities require colleges to have satisfactory financial certifications from prospective students before issuing a Form I-20. You must attach original documents for each source of financial support you indicate. Please refer to the Affidavit of Support (page 6/11) for a list of acceptable supporting documents. Be sure to have an additional set of original documents for your appointment at the U.S. Consulate/Embassy overseas.

Complete and send in this page with your application. Provide as much detail as possible.

## SPONSORS' SOURCES OF FINANCIAL SUPPORT (Amount in U.S. Dollars)

### A. Student

Name \_\_\_\_\_

Name of Bank \_\_\_\_\_ Location \_\_\_\_\_  
(City/State) (Country)

The student must provide the following documents in English:

- 1) Bank officer's summary statement of account history.

### B. Parents, and/or other Individual Sponsors

Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

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

Source \_\_\_\_\_ \$ \_\_\_\_\_

Source \_\_\_\_\_ \$ \_\_\_\_\_

Source \_\_\_\_\_ \$ \_\_\_\_\_

**Grand Totals**

\$ \_\_\_\_\_  
(Total must equal the estimate of expenses for one year.)

(Attach current signed official copy of the terms of sponsorship, including amount of support in U.S. Dollars and period covered.)

**The College cannot issue a Form I-20 until you meet all financial documentation requirements.**

By signing my name to this form, I certify that the information above is a correct statement of my arrangements for financing my studies at a two year or four year college of The City University of New York.

(Student's signature) \_\_\_\_\_ (Date) \_\_\_\_\_

(Please print name) \_\_\_\_\_

# 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.

## SPONSOR INFORMATION

1) I, \_\_\_\_\_, citizen of \_\_\_\_\_,  
(Name of sponsor) (Country)  
and residing at \_\_\_\_\_  
(Street) (City/State) (Country) (Postal code) (Telephone)

certify the following:

2) I am employed by \_\_\_\_\_  
(Name of employer)  
located at \_\_\_\_\_  
(Street) (City/State) (Country) (Postal code) (Telephone)

I receive an annual income of \$ \_\_\_\_\_ (U.S.) from this employment. Attach a current salary confirmation statement written by that employer. If self-employed or retired provide verification of annual income. The employer statement or verification of annual income must be written in English or come with a certified translation.

3) I have \$ \_\_\_\_\_ (U.S.) on deposit with

Name of Bank: \_\_\_\_\_

Address of Bank: \_\_\_\_\_  
(Number and Street) (City) (State) (Zip code)

## Attach bank officer's statement of account history.

4a) I currently support \_\_\_\_\_ persons (including myself). Our total annual income is \$ \_\_\_\_\_ (U.S.).

Our total family expenses are \$ \_\_\_\_\_ (U.S.)

4b) I sponsor \_\_\_\_\_ (number) individuals for immigration in addition to this affidavit.

## STUDENT SUPPORT INFORMATION

5) This affidavit is given 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, able, and do commit to provide \_\_\_\_\_ with the annual amount of  
(Name of Student)

\$ \_\_\_\_\_ (U.S.) for her/his 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).

## ROOM AND BOARD SUPPORT INFORMATION (To be completed if student will live in the sponsor's home in the U.S.).

7) I hereby certify that I will provide \_\_\_\_\_ with (check one):  
(Name of Student)

\_\_\_\_\_ Room only in my home at the address indicated above (valued at \$7,964) O R

\_\_\_\_\_ Full room and board in my home as indicated above (valued at \$9,362) during each year that she/he follows a program of study at CCNY

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.

By signing my name to this affidavit, I certify that the information above is a correct statement of my agreement to sponsor the student herein named.

## SIGNATURE

This Affidavit must be signed.

\_\_\_\_\_  
(Signature of sponsor) (Date)

\_\_\_\_\_  
(Please print name) (Date)

# F-1 STUDENT TRANSFER RECOMMENDATION FORM

Please mail this form to your previous U.S. College  
**TO BE COMPLETED BY STUDENT:**

Last Name, First Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ ID# \_\_\_\_\_

I intend to transfer to The City College of New York for the \_\_\_\_\_ semester. I hereby grant permission for the information requested below to be made available to The City College of New York/CUNY.

Student's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL:**

The above-named student intends to transfer to The City College for the semester stated above. Please answer all questions based on the term immediately preceding the transfer or last semester preceding a vacation or authorized practical training.

1. Was the student pursuing a full-time course of study? \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments \_\_\_\_\_

2. Is this student currently authorized to attend your institution by USCIS or BCBP? \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments \_\_\_\_\_

3. What is the student's completion date? \_\_\_\_/\_\_\_\_/\_\_\_\_

4. Student's SEVIS ID: \_\_\_\_\_

5. Student's SEVIS Foreign Address \_\_\_\_\_

6. What is the student's transfer release date as entered in SEVIS? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

7. Please list any periods of practical training? Curricula \_\_\_\_\_ months Optional \_\_\_\_\_ months

8. Do you recommend the + NOTIFICATION OR + RE-INSTATEMENT procedure? (CHECK ONE)

If re-instatement, please explain \_\_\_\_\_

## **NOTE: THE CITY COLLEGE IS LISTED IN SEVIS AS:**

**THE CITY UNIVERSITY OF NEW YORK: THE CITY COLLEGE, SEVIS SCHOOL CODE NYC 214F00812005**

Official's Name \_\_\_\_\_ Title \_\_\_\_\_

Institution \_\_\_\_\_ Telephone # \_\_\_\_\_ Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

THE CITY COLLEGE OF NEW YORK  
Shepard Hall, Room 2  
New York, NY 10031  
Phone: 212-650-7312  
Email: eflaim@ccny.cuny.edu

Continuing and Professional Studies  
English Language Institute  
160 Convent Avenue - New York, NY 10031  
Shepard Hall, Room 2

Request for I-20 Form

International students must be able to prove they have adequate resources to cover the minimum annual expenses for the entire program of study at the English Language Institute of the City College of New York. To receive the I-20 form, and subsequently be able to apply for an F-1 visa, you or a sponsor are required to show our office evidence that funds are available to cover one year's minimum expenses (**\$16,664.00 USD**).

**What is a sponsor?** A sponsor is your source of financial support while you are studying in the U.S.

- A sponsor may be one or more family members, friends, or organizations.
- You can also sponsor yourself completely or partially.
- **Note:** If you are sponsoring yourself completely then we will require seeing the total amount of funds in your bank account for every year of the program.

**Documents required to prove financial support:**

- **Bank Statement:** The statement must be in the sponsor's name, must be in English and the current balance must be quoted in U.S. Dollars
- The bank statement must show an average daily balance over a 90 day period.
- The bank statement must be dated within 90 days of your submitting the I-20 request.

**The following will NOT be accepted:**

- Funds from investments and property
- Letters that do not reflect the actual numerical balance in the account (s). Letters stating that 'enough' or 'sufficient' funds are available will not be accepted as evidence of financial support.
- **Proof of Sponsor's Annual Income:** Individual sponsor's income must be at least **\$33,328.00** per year; that is double the amount provided for the student. Submit the following:
  - Letter from sponsor's employer indicating date of employment and annual salary in U.S. dollars
  - Copy of the most current income tax returns or a W-2 form of a U.S. sponsor

**If the sponsor is self-employed submit the following documents**

- Estimates of income by a bank or private accountant if the sponsor is a self-employed business person AND
- The most recent "Profit and Loss" statement for the business.
- Sponsor's Affidavit of Support (enclosed): The form must be completed by the sponsor who will provide the student with financial support during the student's course of study at The City College of New York.



