

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

Maribel Morua, Director  
Angelique Cordero, Associate  
Director

Department of International Student  
& Scholar Services  
Phone: 212.650.8106  
Email: [oisss@ccny.cuny.edu](mailto:oisss@ccny.cuny.edu)

Alan Sabal, Senior Associate  
Director of Admissions  
Phone: 212.650.6444  
Email: [asabal@ccny.cuny.edu](mailto:asabal@ccny.cuny.edu)

## **IMPORTANT CHECKLIST ITEMS FOR AN INTERNATIONAL STUDENT**

International students must be registered for a full-time course load during each academic semester. Minimum of 12 credits for undergraduate, 9 credits Graduate-Master's Level, and 7 credits for PhD candidates

If you are an **initial student**, did you:

- ☐ Receive an acceptance to the City College of New York
- ☐ Submit Certificate of Eligibility application and supporting financial documents to request your new CCNY I-20
- ☐ Physically report to the Office of International Student & Scholar Services (North Academic Center, Room 1/107)
- ☐ Submit copies of your passport biographical page, visa, and I-94
- ☐ Attend a number of orientations including the New International Student Orientation

If you are a **transferring F-1 status student from another institution**, did you:

- ☐ Receive an acceptance to the City College of New York
- ☐ Submit the Transfer Release Form signed by the International Student DSO from your previous institution. (Prior institution will need a copy of your acceptance letter.)
- ☐ Submit Certificate of Eligibility application and supporting financial documents to request your new CCNY I-20
- ☐ Physically report to the Office of International Student & Scholar Services (North Academic Center, Room 1/107)
- ☐ Submit copies of all of your previous I-20's
- ☐ Submit copies of your passport biographical page, visa, and I-94
- ☐ Attend a number of orientations including the New International Student Orientation

If you are a **student changing your degree level**, did you:

- ☐ Receive acceptance and contact the International Student Office about your new degree level *or* program
- ☐ Submit copies of your acceptance letter, passport biographical page, visa, and I-94.
- ☐ Submit Certificate of Eligibility application and supporting financial documents to request your new CCNY I-20
- ☐ Physically report to the Office of International Student & Scholar Services (North Academic Center, Room 1/107)

The Department of International Student & Scholar Services is here to assist you with a wide range of F-1 services. If you have any questions about your school transfer or any other international student-related matter, please call (212) 650-8106 or e-mail us: [oisss@ccny.cuny.edu](mailto:oisss@ccny.cuny.edu).

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 stating the account balance from your or your sponsor's bank
  - 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:

**For Undergraduate Students**

Office of International Students and Scholar  
Services  
North Academic Center, Room 1/107  
160 Convent Ave  
New York, NY 10031 Attn: Maribel Morua  
or Angelique Cordero

**For Graduate Students**

Admissions Office  
160 Convent Avenue  
New York, New York 10031  
Wille Administration Building, Room A-101  
Attn: Alan Sabal

## SPONSOR SUPPORTING EVIDENCE

A sponsor must show sufficient income and/or financial resources to assure that the student being sponsored will not become a public charge (receive Federal or State low income benefits or services) while in the United States. Applicable evidence of the sponsor's situation, as determined by the accepting school official, should consist of copies of any or all of the following documentation listed below. Failure to provide evidence of sufficient income and/or financial resources may result in the denial from the CUNY campus of the students' application for Form I-20 (Immigration Certificate of Eligibility). Additionally, such failure to provide similar documentation to the Consul Officer may result in denial of an F-1 Visa application.

**The sponsor must submit evidence of income and resources, as appropriate:**

- A. Written statement from an officer of the bank or other financial institution or brokerage where the sponsor has accounts, giving the following details regarding the account:
  1. Date account opened
  2. Total amount deposited for the past year
  3. Present balance
- B. Statement of your employer on business stationery showing:
  1. Date and nature of employment
  2. Salary paid
  3. Whether the position is temporary or permanent
- C. If self-employed:
  1. Copy of last income tax return filed or,
  2. Report of commercial rating concern
  3. Schedule of assets with supporting documents



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STUDENT COMPLETES THIS FIRST PAGE.  
Revised October 13, 2017  
**Application for the Immigration  
Certificate of Eligibility (Form I-20)**  
Fall 2017-Spring 2018

The City College  
of New York

International students who are admitted into a degree program at CUNY will need to obtain an Immigration 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.

1. **Name:** \_\_\_\_\_  
(Family name as in passport) (Given name as in passport) (Second given, or middle name, if any, as in passport)
2. **Sex (check one):** ☐ Male ☐ Female
3. **Present Mailing Address:** \_\_\_\_\_  
(Number and Street) (City, State) (Country) (Postal Code)
4. **Telephone Number:** \_\_\_\_\_ 5. **Fax Number:** \_\_\_\_\_ 6. **Email:** \_\_\_\_\_
7. **Date of Birth:** \_\_\_\_\_ 8. **Place of Birth:** \_\_\_\_\_  
(Month/Day/Year) (City and Country)
9. **Country (or Countries) of Citizenship:** \_\_\_\_\_ 10. **Country of Residence:** \_\_\_\_\_
11. **Permanent Overseas Address:** \_\_\_\_\_  
(Required by U.S. Government Regulations) (Number and Street) (City, State) (Country) (Postal Code)
12. **Address in U.S.A. (if known):** \_\_\_\_\_  
(Number and Street) (City, State) (Postal Code)
13. **Expected Year of First Enrollment:** [ ]—Year 14. **Degree Program:** Check One: [ ]—Bachelor's [ ]—Master's [ ]—Ph.D. 15. **Expected Academic Major:** \_\_\_\_\_
16. **Expected Semester of First Enrollment:** Check One: [ ]—Fall [ ]—Winter [ ]—Spring [ ]—Summer
17. **Are you currently studying at a US institution or college?** Check One: [ ]—Yes [ ]—No 18. **Do you currently hold F-1 status?** Check One: [ ]—Yes [ ]—No

**QUESTIONS 19 THROUGH 28 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.

19. **I have F-1 Student Status right now.** Check One: [ ]—Yes [ ]—No 20. **What is your I-94 Admission Number?** #: \_\_\_\_\_
21. **\*University that issued most recent Form I-20:** \_\_\_\_\_ 22. **SEVIS ID#:** \_\_\_\_\_  
\* Attach photocopies of ALL your previously issued Forms I-20
23. **Current U.S. School Name:** \_\_\_\_\_
24. **Current U.S. School Address:** \_\_\_\_\_  
(Number and Street) (City, State) (Postal Code)
25. **If you entered US without F-1 status, then what is your immigration status?** \_\_\_\_\_
26. **What is the I-94 Admission #:** \_\_\_\_\_ 27. **When does that I-94 Expires:** \_\_\_\_\_  
(Month/Day/Year)
28. **If your status is not currently F-1, check one answer below:**  
[ ]—I will apply to USCIS for a Change of Non-Immigrant status [ ]—I will leave U.S. and re-enter with I-20 before classes begin

### Declaration & Certification of Finances

Please indicate the source and amount of your financial support for the first four years of study for bachelor's degree candidates and two years for associate's degree candidates. The CUNY College that has admitted you requires documentation of guaranteed support for the first year and projected support for future years. Note that costs may rise 7-10% annually. Total amounts must meet or exceed the estimate of expenses (see "Sponsor Supporting Evidence" page).

U.S. immigration authorities require colleges to receive satisfactory financial certifications from prospective students before issuing a Form I-20. Therefore, you must attach original documents for each source of financial support you indicate. Please refer to the "Sponsor Supporting Evidence" page 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 (or Embassy) overseas.

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

#### **SOURCES OF FINANCIAL SUPPORT**

|                    | Guaranteed<br>Support<br>1 <sup>st</sup> Year | Projected<br>Support<br>2 <sup>nd</sup> Year | Projected<br>Support<br>3 <sup>rd</sup> Year | Projected<br>Support<br>4 <sup>th</sup> year |
|--------------------|-----------------------------------------------|----------------------------------------------|----------------------------------------------|----------------------------------------------|
| <b>A. STUDENT</b>  |                                               |                                              |                                              |                                              |
| Name _____         |                                               |                                              |                                              |                                              |
|                    | \$ _____                                      | \$ _____                                     | \$ _____                                     | \$ _____                                     |
| Name of Bank _____ |                                               |                                              | Location _____                               |                                              |
|                    |                                               |                                              | (City)                                       | (Country)                                    |

**The student must provide the following documents in English:**

- 1) Bank officer's summary statement of account history.
- 2) Stock brokerage account statements, if any.

#### **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 _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

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

|                     |                                                                |          |          |          |
|---------------------|----------------------------------------------------------------|----------|----------|----------|
| <b>Grand Totals</b> | \$ _____                                                       | \$ _____ | \$ _____ | \$ _____ |
|                     | (Each total must equal the estimate of expenses for one year.) |          |          |          |

#### **THE COLLEGE CANNOT ISSUE A FORM I-20 UNTIL YOU MEET 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 my studies at the City College of New York 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.

**Sponsors providing financial support must complete items 1-18 AND sign at item #21;**

**Sponsors providing room and/or board must complete items 1 through 3 AND item 20 AND sign at #21.**

**Sponsors providing both financial support AND room and board, complete this entire page, items #1 through #21.**

#### SPONSOR INFORMATION

1. I, \_\_\_\_\_, 2. citizen of \_\_\_\_\_  
(Name of sponsor) (Country or Countries)

and residing at 3. \_\_\_\_\_  
(Sponsor's Street Address, City, State, Postal Code and Country)

**Do certify the following:**

4. I am employed with \_\_\_\_\_ 5. Located at: \_\_\_\_\_  
(Name of employer) (Number and Street) (City/State) (Country) (Postal Code) (Telephone)

6. I receive an annual income of \$ \_\_\_\_\_ (U.S. Dollars) from this \*employment.

**\*Attach a current salary confirmation statement written by that employer**, or verification of annual income for self-employed or retired individuals. The employer statement or verification of annual income must be written in English or come with a certified translation.

7. I have \$ \_\_\_\_\_ (U.S. Dollars) on deposit with 8. Name of Bank:

9. Address of Bank: \_\_\_\_\_  
(Number and Street) (City) (State) (Postal Code)

**\*Attach bank officer's statement of account history.**

10. I currently support \_\_\_\_\_ persons (including myself). 11. Our total household annual income is \$ \_\_\_\_\_ (U.S. Dollars).

12. Our total family expenses are \$ \_\_\_\_\_ (U.S. Dollars). 13. I sponsor \_\_\_\_\_ (number) individuals for immigration in addition to this affidavit.

#### STUDENT SUPPORT INFORMATION

This affidavit is executed on behalf of

14. \_\_\_\_\_ who was born on 15. \_\_\_\_\_. S/he is my 16. \_\_\_\_\_.  
(Name of Student) (Month/Day/Year) (Relationship to Student)

I hereby certify that I am willing, able, and do commit to provide 17. \_\_\_\_\_ with the annual amount of  
(Name of Student)

18. \$ \_\_\_\_\_ (U.S. Dollars) 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 19. \_\_\_\_\_ (give a date when the sponsorship is expected to terminate).

#### ROOM AND BOARD SUPPORT INFORMATION (See living expenses for room and board)

To be completed if student will live in the sponsor's home in the U.S.

20. I hereby certify that I will provide \_\_\_\_\_ with:

Check one: \_\_\_\_\_ (Name of Student)

-\*Room only in my home at the address indicated above

Or,

-\*Full room and board in my home as indicated above during each year that s/he follows a program of study at CUNY. Note that this value cannot be included in any amount of support being provided in #18, 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.

Check One if you also intend to support student's spouse or children:

☐—Yes ☐—No I also agree to sponsor dependent(s) for an additional \$4,000 (spouse) or \$3,000 (child) for each dependent. Names and biographical information for each dependent attached.

21. **Signature:** This affidavit must be signed to indicate intention to support student named above.

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_ Date: \_\_\_\_\_

## ESTIMATE OF EXPENSES FOR INTERNATIONAL STUDENTS ATTENDING THE CITY UNIVERSITY OF NEW YORK

### TOTAL FIRST YEAR EXPENSES

|                                                |                                                    |
|------------------------------------------------|----------------------------------------------------|
| Four-Year undergraduate Students               | Tuition/fees and living Expenses = <b>\$41,656</b> |
| Graduate students in Architecture (15 credits) | Tuition/fees and living Expenses = <b>\$54,489</b> |
| Graduate students in Architecture (16 credits) | Tuition/fees and living Expenses = <b>\$56,279</b> |
| Graduate students in Architecture (18 credits) | Tuition/fees and living Expenses = <b>\$59,859</b> |
| Graduate students in Engineering               | Tuition/fees and living Expenses = <b>\$43,734</b> |
| Graduate students in Liberal Arts/Education    | Tuition/fees and living Expenses = <b>\$42,129</b> |
| Graduate Student in Professional Studies       | Tuition/fees and living Expenses = <b>\$46,359</b> |
| Graduate students in Public Administration     | Tuition/fees and living Expenses = <b>\$44,739</b> |
| Ph.D. Level 1                                  | Tuition/fees and living Expenses = <b>\$40,309</b> |

### Tuition and Fees

#### Bachelor's (undergraduate) Students

Undergraduate tuition/fee per academic year, two semesters: Four-Year Colleges **\$14,330\***

\*Undergraduate Tuition and Fees stated are based on the students taking at least 12 credits per semester. This is the minimum number of credits required to be a full-time undergraduate student (necessary to maintain lawful immigration status). If you take more than 12 credits, you will be charged at the rate of **\$580** per credit (four year colleges).

#### Masters (graduate) Students: total cost includes fees

|                                                                   |                                                                             |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Liberal Arts/Education ( <b>\$805 per credit</b> )                | \$14,803 = 9-Credits Fall & 9-Credits Spring for 1-Year Tuition/fees        |
| Engineering ( <b>\$895 per credit</b> )                           | \$16,408 = 9-Credits Fall & 9-Credits Spring for 1-Year Tuition/fees        |
| Architecture[ <i>Landscape</i> ] ( <b>\$895 per credit</b> )      | \$27,163 = 15-Credits Fall & 15-Credits Spring for mandatory 30 credit year |
| Architecture[ <i>Urban Design</i> ] ( <b>\$895 per credit</b> )   | \$28,953 = 16 Credits Fall & 16-Credits Spring                              |
| Architecture ( <b>\$895 per credit</b> )                          | \$32,533 = 18 Credits Fall & 18-Credits Spring                              |
| Public Administration ( <b>\$950 per credit</b> )                 | \$17,413 = 9 Credits Fall & 9 Credits Spring                                |
| Professional Studies [ <i>BIC</i> ] ( <b>\$1,095 per credit</b> ) | \$19,033 = 9 Credits Fall & 9 Credits Spring                                |
| Ph.D. Level 1 ( <b>\$905 per credit</b> )                         | \$12,983 = 7 Credits Fall & 7 Credits Spring                                |

\*Graduate Students in the Architecture program should be aware that they will be charged for excess contact hours for each semester for their studio class as follows: Masters in Landscaping and Masters in Architecture 2 hours, Masters in Urban Design 3 hours. The rate is \$95 per excess contact hour

### Student Living Expenses

|                        |          |
|------------------------|----------|
| Books and Supplies     | \$1,819  |
| Transportation         | \$1,426  |
| Personal Expenses      | \$5,790  |
| Housing                | \$13,848 |
| Meals (at home)        | \$ 2,800 |
| Lunch (away from home) | \$ 1,643 |

**Total Living Expenses for one year = \$27,326**

\*For sponsorship purposes the following applies:

- 1) Value of ROOM-ONLY is \$13,848.00 (show lease & \$13,478 plus tuition/fees)
- 2) Value of room AND board is \$16,648 (show lease & \$10,678 plus tuition/fees)

### Accompanying the Student

In addition to the amount the student must certify for their own financial support, additional funds for each dependent must be shown. Add **\$6,000.00 for each dependent (spouse and/or child)**, who will accompany the student to the U.S. This amount is for one year of expenses. Students' financial certification must show the total amount of student's tuition/fees, living expenses, AND the living expenses for the dependents.

**Necessary items to obtain an I-20 for an accompanying dependent: Financial certification/documentation • Biographical information for each dependent • photocopy of passport biographical page • Translated marriage certificate for spouse • Translated birth certificate for each child**

\*Additional Excellence Fee may be charged. (Ex. Physician Assistant Program and Master's Degree in Branding + Integrated Communications)