

I-20 Application



English Language Institute
TOEFL Institute

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Continuing and Professional Studies
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English Language Institute

Fax: 212-650-6614

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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: ___ High School ___ 2 YR COLLEGE ___ BA/BS ___ Advanced Studies

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____

PAYMENT METHOD

AMOUNT (50% Deposit):	\$ _____ 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).
The remaining 50% (\$1350.00) is due by first day of class.

How do you want to receive your I-20?

By Mail	Pick up by (name):	Telephone number:
Address:		

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 6)	
▪ Bank statement/letter showing \$15,800.00 in available funds	
▪ Copy of visa, I-94 card (if applicable)	
▪ 50% of tuition fee (\$1350.00). 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	

Students Transferring from another U.S. School

You must notify your current International Student Advisor of your intention to transfer to The City College of New York by completing a transfer form.

Name of School you are currently attending:

Do you plan to travel outside the U.S. before classes begin?	
Yes.	Dates of Travel
No.	Your I-20 will be held in our office and given to you after you start classes at The City College of New York

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? _
- 10 Do you currently have F-1 status? _

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'S 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 **\$7,425**) **OR**
☐ 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 CUNY.

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, NEW YORK 10031**

Continuing and Professional Studies

English Language Institute

160 Convent Avenue
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New York, NY 10031

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 **(\$15,800.00 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 \$31,600.00 per year**; that is double the amount provided for the student. Submit one of 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.

All documents submitted with this application must be originals. Original documents will be returned to the student with the I-20. Photocopies and faxes of certain documents may be accepted. However the Office of International Students reserves the right to require original documents when necessary

Applying for the I-20

To request an I-20 form from the English Language Institute, complete the I-20 application and sign it; provide the school with proof of financial support from your sponsor; pay 50% of the tuition fee for one semester (\$1,350.00). The other 50% (\$1,350.00) of the tuition fee is due before the start of classes.

Changing Visa Status

B-2 to F-1

B-1 to F-1

J-1 to F-1

To request the I-20 form to change your immigration status in the U.S. check the expiration date of your I-94 (Arrival/Departure Record) and passport, come to the English Language Institute with your I-94 and passport, and ask to speak with the English Language Institute Director to request admittance into the English Language Institute and a changing visa status application.

Transferring to the English Language Institute

To transfer to the English Language Institute you must complete the Transfer I-20 application and sign it, provide the school with proof of financial support from your sponsor, pay 50% of the tuition fee (\$1350.00), and get permission to transfer from your previous school. The other 50% (\$1350.00) of the tuition fee is due before you start attending classes.



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.

Your SEVIS I-20 payment is good for one year. This means that you can request additional I-20s during this period. The Immigration Department must have a record of your SEVIS I-20 fee payment before you can request a student visa. You can apply to different schools and request more than one I-20 form. However, you can only enter the information from one school on the Form I-901. If you are admitted to the English Language Institute for the first time or request another I-20, you will receive materials and instructions for making your payment to the Immigration Department. Read the information carefully!

Reporting to the English Language Institute

All F-1 applicants that have been admitted to the English Language Institute will receive an I-20 form with a school reporting date. This date is approximately 1 month before classes begin. During this period you must come to the English Language Institute to pay the second half of your tuition (\$1350), activate your student record, take the placement test, register for classes and attend orientation for new students.

If you do not report to the Student Services Department at the school within 30 days after your arrival in the U.S. your immigration student record at the English Language Institute will be terminated. You will lose your student visa status. If you have received an I-20 form from the English Language Institute, check the school reporting date listed on your I-20 in item #5 and try to complete the embassy visa requirements before your school reporting date. Contact the English Language Institute immediately if you need a different school reporting date.+

