

FORM I-20 INSTRUCTIONS 2015/2016 Academic Year

The information in this packet explains the process to get your Form I-20 for an F-1 visa. Please read it carefully and follow the directions completely in order to avoid delays in getting your I-20. This school is authorized under Federal law to enroll nonimmigrant alien students.

HOW TO GET YOUR FORM I-20

1. You must be **accepted** into your academic program.
2. You must submit the **non-refundable** \$200 tuition deposit.
3. You must submit a copy of your current **passport**.
 - If dependents (spouse and/or children) will be accompanying you to LIU, you must submit copies of their passport information pages and/or a copy of your marriage certificate (with English translation).
4. You must complete and submit the **Form I-20 Application**, including the **Affidavit of Support**, to be completed by you and your sponsor(s). Each sponsor must sign the Affidavit of Support.
5. You must prove to us that you can support the cost of living and studying in the U.S. for **EACH** year of your program of study, as required by U.S. law.
 - Please note that as a new international student, U.S. law prohibits off campus employment.
 - Review the estimated financial requirements chart below. **Additional funding** for the English Language Institute or Summer, Winter, or Weekend sessions may also be required.
 - Expect **annual increases** in tuition and expenses each fall (September).
6. If you are **currently studying in the U.S.** and will transfer to LIU, you must also submit:
 - A copy of your **current I-20**
 - Completed **F-1 Transfer-in Form Application** (signed by your current school official) *this is separate form*.

2014 ESTIMATED FINANCIAL REQUIREMENTS FOR INTERNATIONAL DOCTORAL STUDENTS

Information Studies, Ph.D. & Interdisciplinary Educational Studies Ed.D.*	
Tuition/Fees (18 credits/year at \$1,535 per credit)	\$ 28,514
Living Expenses (9 months) **	\$ 16,000
Books/Supplies (9 months)	\$ 1,500
Health Insurance (12 months)*	\$ 2,000
TOTAL***	\$ 48,014

*All fees are estimated in U.S. dollars and are subject to change.

**Includes estimated on-campus room, board, transportation and personal expenses for 9 months.

***For dependents, add an additional \$7,000 per year for a spouse dependent and \$4,500 per year for each child dependent.

REQUIRED FINANCIAL DOCUMENTS NEEDED TO RECEIVE YOUR I-20

Your financial support can come from any combination of the following sources (please see “Acceptable Documents” section, below) in the U.S. or abroad. *It is highly recommended that some or all funding come from your home country and immediate family support is preferable to friends or distant relatives.*

All documents submitted must meet the following requirements:

- **Less than four months old at date of admission**
- **In English**
- **Original financial documents:** Documents will not be returned. Please note: you may need to take them to your visa appointment at the American Embassy or Consulate Office so please make arrangements for duplicate copies.

ACCEPTABLE DOCUMENTS TO SHOW PROOF OF INCOME

1. If you are paying all expenses with personal funds (“self-sponsoring”) you must submit:

- A personal bank statement(s) for last six (6) months showing regular deposits and it must show enough cash to support yourself for your entire program of study
- 5 years for doctoral students; 2-3 years for graduate students, depending on credits in program; 4 years for undergraduate students; add one year if conditionally admitted

2. If you have a family member or other individual sponsor you, you must submit the following:

- Each sponsor’s bank statement showing one full year of expenses ***dated within last four months***
- Each sponsor must sign the Affidavit of Support (page 3): use additional pages if necessary
- It is recommended to submit our signed form. Notarized statement(s) are not preferred.

3. If you have an Organizational or Governmental Sponsorship, you must submit all the following:

- Copy of the Award Letter from the organization on official letterhead. The letter must specify the amount of money that is being provided to you and that the award is valid for each year of study
- For non-governmental awards, you must also provide a bank statement or bank letter validating that all funds detailed in the Award Letter are available for disbursement to the University

4. If you received Scholarships and/or grants from LIU, you must submit the following:

- Copy of LIU Award Letter(s)
 - If you received one with your letter of acceptance, it must be signed and returned

5. If you are applying for Free Room and Board (*if applicable*), you must submit the following:

- Declaration of Free Room and Board Form (separate form, available online)

AND (one of the below)

- Photocopy of Deed or Lease in sponsor’s name; **or**
- Photocopy of Income Tax Form in which the residence/property is reported