

## SPRING 2014 FORM I-20 APPLICATION and INSTRUCTIONS

## **ENGLISH LANGUAGE INSTITUTE AT LIU POST**

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## **PART I: INFORMATION PACKET**

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. The application is attached to this packet.

### **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 dependants (spouse and/or children) will be accompanying you to LIU Post, 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 attached Form I-20 Application (pages 3-5), including the attached 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 also may be required.
  - Expect annual increases in tuition and expenses.
- 6. If you are currently studying in the U.S. and will transfer to LIU Post, 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

## 2013 - 2014 ESTIMATED FINANCIAL REQUIREMENTS FOR ELI STUDENTS

SPRING 2014 – EXPENSES*		
Tuit	tion (4 months)\$4,200	
Livi	ng Expenses (4 months)\$6,400	
Вос	ks/Supplies (4 months)\$200	
Health Insurance (12 months)\$1,599		
TO	TAL**\$12,399	

<sup>\*</sup>All fees are estimated in U.S. dollars and are subject to change.

<sup>\*\*</sup>For **dependents**, please add an additional \$7,000 per each year for a spouse dependent and \$4,500 for each 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 from 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 need to meet the following requirements:

- Less than two months old at date of admission
- In English
- Original financial documents: We will return all originals with your Form I-20 so you can take them to your visa appointment at the American Embassy or Consulate Office

### **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 <u>entire</u> program of study
  - 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 two months
  - Each sponsor must sign the Affidavit of Support (page 5): use additional pages if necessary
  - Notarized statement(s) are <u>not</u> acceptable: you must submit our signed form
- 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 <u>each</u> year of study
  - For <u>non-governmental</u> 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 LIU Post Awards and/or Scholarships, you must submit the following:
  - Copy of LIU Post 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

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

Incomplete information will delay issuance of Form I-20 until all documentation is received.

## **PART II: FORM I-20 APPLICATION**

Please complete all the information below. Incomplete information or lack of supporting documentation will delay issuance of Form I-20 until <u>all</u> documentation is received: it will be sent by air courier. Please return completed application (3 pages) and required documents to: English Language Institute, Winnick House Room 222, LIU Post, 720 Northern Boulevard, Brookville, N.Y., 11548-1300, USA, or fax to (001) 516-299-2418. Scanned originals can be e-mailed to your admissions counselor.

SECTION I: PERSONAL INFORMATION								
Use name in passport (you must attach a photocopy of your passport identification pages to this application).								
Last/Family/Surname		First/Given	Middle					
Country of Citizenship		Country of Birth	Date of Birth (MM/DD/YY)					
Academic Degree Program	m Level of Study (U	ndergraduate or Graduate	_ LIU Student ID: 100					
Personal E-mail (Require		Telephone Number	Gender: ☐ Female ☐ Male					
-		-	ent international address below.					
In order to issue your Form I-20, you <u>must</u> indicate your permanent international address below.  After providing your permanent address, please check the box that indicates where we should send the Form I-20.								
Permanent International	Address in your home count	try (Required: this cannot	t be a U.S. address)					
House Number and Stree	t Address							
City	State/Province	Country	Postal Code					
U.S. Home Address (Req	uired if you are transferring	your I-20 from another in	nstitution in the United States):					
House Number and Stree	t Address							
City	State/Province	Country	ZIP/Postal Code					
I Prefer to have my Form	I-20 mailed here: Perm	anent International 🗆 U.	S. Home Address  Other (complete below)					
House Number and Stree	t Address	Phone	Email Address					
City	State/Province	Country	ZIP/Postal Code					



SECTION II: CURRENTLY IN THE UNITED STATES							
If you are in the United States at this time,	please complete t	his section.					
1. Are you currently in the U.S.?				☐ Yes	$\square$ No		
If yes, what is your <b>current</b> visa type?							
2. Are you currently studying under an F	-1 visa and transf	erring to LIU Pos	st?	☐ Yes	□ No		
If yes, what is your SEVIS ID#?				N			
• Please submit our F-1 Transfer-In Fo	rm Application (s	eparate form) and	a copy of you	ur current I-20			
SECTION III: DEPENDENT INFORMATION (OPTIONAL)							
Will your spouse or child accompany you to	o LIU Post?		☐ Yes ☐		oes not apply		
If yes, please attach copies of passp	oort(s) and/or marri	age certificate for al	ll listed below.				
Name (First Last)	Gender (M/F)	Date of Birth (MM/DD/YY)	Country of Birth	Country of Citizenship	Cost		
Spouse					+\$6,850		
1 Child					+\$3,700		
2 Child					+\$3,700		
SECTION I	V: FINANCIAL	SUPPORT W	ORKSHEET	Γ			
NOTE: not all the types of proof of income	e may apply to you	1. If they do not a	apply to you pl	lease fill in the o	amount as \$0		
	CERTIFICATION	ON OF FUNDS					
Proof of Income	Amount of Funds Available for EACH Year of Study						
Personal Funds		+					
Family or Individual Sponsors	+						
Organization Sponsorship	+						
LIU Post Awards/Scholarships (submit a copy)	+						
Dependents (if applicable)	+						
Free Room and Board (must submit Declaration Free Room and Board with supporting documen	_						
TOTAL		=					
I certify that the information given is an accura acknowledge that LIU Post requires all F-1 studinsurance fee by the waiver deadline if I have an	lents to subscribe to	o mandatory health					
Signature:			Date: _				
Print Name:	Student ID: 100						

# **SECTION V: AFFIDAVIT OF SUPPORT**

This document must be completed by <u>each</u> family member or other individual(s) listed on bank statement(s). **Print additional pages if necessary.** 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.

Student ID: 100 \_\_ \_ \_ \_ \_ \_ \_ \_

Sponsor #1		
I hereby certify that I am ab	ble and willing and pro	mise (print name of student)
a total of U.S. \$	for tuition, fe	ees, and living expenses during each year of study at LIU Post.
Evidence of my current fina	ncial resources accomp	vanies this affidavit.
Signature		Date
Print Name (Given and F	Family Name)	Relationship to student (father, mother, cousin, friend)
Mailing Address		
Sponsor #2 (if neces	sary):	
I hereby certify that I am ab	ole and willing and pro	mise (print name of student)
a total of U.S. \$	for tuition, fe	ees, and living expenses during each year of study at LIU Post.
Evidence of my current fina	ncial resources accomp	vanies this affidavit.
Signature		Date
Print Name (Given and F	Family Name)	Relationship to student (father, mother, cousin, friend)
Mailing Address		