

FORM I-20 INSTRUCTIONS 2016/2017 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*.

2016 – 2017 ESTIMATED FINANCIAL REQUIREMENTS FOR INTERNATIONAL STUDENTS

Undergraduate Student Annual Expenses*	
Tuition/Fees (24 credits/year)	\$ 36,156
Living Expenses (9 months) **	\$ 16,320
Books/Supplies (9 months)	\$ 2,000
Health Insurance (12 months)*	\$ 2,237
TOTAL***	\$ 56,713

Graduate/Master's Student Annual Expenses*	
Tuition/Fees (18 credits/year)	\$ 22,106
Living Expenses (9 months) **	\$ 16,320
Books/Supplies (9 months)	\$ 1,500
Health Insurance (12 months)*	\$ 2,237
TOTAL***	\$ 42,163

*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 \$8,000 per year for a spouse dependent and \$5,500 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:

- Dated no more than four months prior to the submission of this form
- All documents must be submitted in the English language
- Scanned financial documents: Please note: you will need to take the original financial documents 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:

- **Required:** A personal bank statement(s) for last six (6) months showing regular deposits and it must show enough funding to support yourself for your entire program of study *showing average deposits and average balances* (2-3 years for graduate students, depending on credits in program; 4 years for undergraduate student): *dated no more than four months prior to the submission of this form, sponsor name, account type, last digits of account number, current balance in the account, showing average deposits and average balance and currency type, bank stamp, printed name and official signature.*
- **Recommended:** Proof of income in the form of: bank statements for the last six months showing regular deposits; income tax returns and most recent pay stub; pay stubs for the last six months; documentation of investments. *This may be required at the discretion of LIU administration.*

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

- **Required:** Each sponsor’s bank statement showing: one full year of expenses, *dated no more than four months prior to the submission of this form, sponsor name, account type, last digits of account number, current balance in the account, showing average deposits and average balance and currency type, bank stamp, printed name and official signature.*
- **Recommended:** Proof of income in the form of: bank statements for the last six months showing regular deposits; income tax returns and most recent pay stub; pay stubs for the last six months; documentation of investments. *This may be required at the discretion of LIU administration.*
- Each sponsor must sign the Affidavit of Support (page 3 of I-20 application): use additional pages if needed

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

- Copy of the *final* 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