



Hostos Community College International Student Services

APPLICATION PROCEDURES FOR OBTAINING FORM I-20

Do not enter the United States only to find yourself out of status.

- **You must be admitted to Hostos Community College.** To enter the United States with any visa other than F-1 could be considered fraud and make you a criminal in the eyes of the United States Department of Citizenship and Immigration Services.
- **If you have a current B-1/B-2 visa, do not come to the United States with it.** If you apply for a new visa other than F-1 Student, you must state clearly on your visa application that you intend to be a student and ask for a "**PROSPECTIVE STUDENT**" notation on your visa. If you do not do this, and enter the United States in the wrong status, you will not be eligible to change to F-1 student status. Hostos Community College International Student Services Office cannot assist you in making an application for a change.

ATTENTION, STUDENTS FROM:

ANDORRA, ARGENTINA, AUSTRALIA, AUSTRIA, BELGIUM, BRUNEI, DENMARK, FINLAND, FRANCE, GERMANY, ICELAND, IRELAND, ITALY, JAPAN, LIECHTENSTEIN, LUXEMBOURG, MONACO, THE NETHERLANDS, NEW ZEALAND, NORWAY, PORTUGAL, SAN MARINO, SINGAPORE, SLOVENIA, SPAIN, SWEDEN, SWITZERLAND, THE UNITED KINGDOM AND URUGUAY.

Do not enter the United States without a visa. Though citizens of your country are permitted to visit the United States without applying for visas at consulates or embassies, entry without visa restricts you to staying as a **tourist or business visitor only and only for 90 days.**

If you enter without a visa, you will not be able to stay in legal status after 90 days under any circumstances. **You cannot extend your permission to stay and you cannot change to student status.**

What is the I-20 Form?

This is the certificate of Eligibility for F-1 (Student) Status. The Form I-20 may be issued only to students:

1. who have been admitted to Hostos Community College for a full-time program
2. who plan to register for a full-time course of study each semester at HCC and
3. provide sufficient evidence of financial support to live and study in the United States for 2-3 years without employment

Who needs to obtain the I-20 Form?

There are strict United States government regulations which decide who may receive Form I-20. Students who are outside the United States must have the Form I-20 in order to obtain the F-1 visa to enter the U.S. and attend school.

OR

Students who are currently in the United States may be eligible to receive the Form I-20. Although some students are not eligible to receive this form, this does not mean that they cannot attend HCC. If you are not sure whether or not you are eligible to receive this form, please ask your International Student advisor.

What do I do if I am an F-1 student INSIDE the United States?

If you are an F-1 student at another school, you do not need the Form I-20 before coming to HCC. Immigration regulations state that you must submit your financial documentation to HCC and sign your new I-20 form **no later than the 15th day of classes at HCC.**

DO NOT TRAVEL OUTSIDE THE U.S. ON YOUR FORMER SCHOOL'S I-20. You will lose your legal status if you use the I-20 of your old school and then do not return to classes there. Students will not be permitted to travel until they are registered for classes at HCC. If it is imperative that you travel, you must first get the required financial papers to the International Student Services so that a HCC I-20 travel form can be issued.

What do I do if I am an international student OUTSIDE of the United States?

1. How to get an F-1 visa at your U.S. embassy or consulate?

You cannot be issued an F-1 visa without the Form I-20. Do not worry about the visa at this time. **The most important thing to do is to send the HCC International Student Services acceptable proof of financial ability.** When the financial papers are approved, HCC will send you the Form I-20 and your original financial papers, which you must have to apply for your visa.

2. What is the F-1 visa?

Your visa is only your travel document. It does not give you permission to enter the United States. When your visa is issued, the embassy or consulate will return the Form I-20 to you in a sealed envelope, which is to be presented to the United States Immigration at the port of entry. The permission to enter the United States is given at the port of entry on a document known as the I-94, a small white card, which will be stapled inside your passport. The Immigration Inspector will stamp your I-20, take pages one and two, and return pages three and four to you. **DO NOT LOSE YOUR PORTION OF THE FORM I-20.** It is a very important document.

****If you have an F-1 visa from a previous visit to the U.S. and it has not expired, you may travel directly to the United States with a new HCC Form I-20 without visiting a United States embassy or consulate.**

3. Can I use another visa to enter the U.S.?

If you have another kind of visa from a previous visit, do not use it to enter the United States.

You must wait for your Form I-20 and apply for an F-1 visa. Do not get impatient and apply for a B-2 visitor (pleasure) visa to enter the United States. The U.S. government can request information from the school concerning when you applied for admission and when you were accepted. To enter the U.S. with a B-1 or B-2 visa when you intend to be a student is fraudulent. If you are found to have committed fraud, you can be denied permission to enter the U.S. for the rest of your life.

DO NOT ENTER THE U.S. UNDER THE VISA WAIVER PROGRAM, WHICH PERMITS ONLY A 90-DAY VISIT AND FOR WHICH AN EXTENSION IS PROHIBITED BY LAW.

How to obtain the I-20 form?

To receive the I-20 form, you must complete the attached forms accurately and return them to the International Student Office; with the required documents supporting the financial ability of yourself and /or your sponsors.

****Acceptable documents must be submitted two weeks in advance of issuance of an I-20 form.**

DEADLINES:

Overseas applicants

Contact Office

Transfer Students

Contact Office

****Unacceptable documents will be rejected and returned. Documents must be completed exactly as indicated below. Please read these instructions carefully. Almost half of documents received are unsatisfactory because prospective students or sponsors ignore indicated instructions.**

Why you need to prove financial ability?

- ✓ There are rigorous U.S. government regulations set to decide who may receive the I-20 form. Consequently, HCC's International Student Office must be strict about financial documentation.
- ✓ U.S. embassies and consulates are very demanding and we want to ensure that prospective students are not denied visas because financial standards are not fully met.
- ✓ The HCC International Student Office strongly encourages families to think carefully about the real costs of studying and living in New York and make sure that students' needs are provided for. An unrealistic budget could result in pain and suffering for prospective students.

What rules should students and sponsors follow before an I-20 form is issued?

1. Submit proof of sponsor's income.

- Do not expect bank statements to prove the financial ability of the sponsor.
- Bank statements are very poor evidence of financial ability unless the amount of money is very, large.
- Proof of sponsor's income should be on the employer's letterhead, on income tax receipts and forms or estimated by a bank when the sponsor is a self-employed businessperson.
- A company's income will not be accepted as proof of a sponsor's income. HCC must have an official statement of the actual salary paid to the owner/sponsor.

2. Documents from banks or anyone else, which state that a sponsor has “enough” or “sufficient” funds to support a student will not be accepted.

- Only the College can decide how much is enough and this is based on federal guidelines.
- Financial papers must state actual dollar amounts in *U.S. currency*. However, HCC will accept documents which indicate that the income or savings are “in the high five figures (or low six figures, etc.) in U.S. dollars”.

3. Do not send papers separately.

- All financial papers must be submitted together.
- Partial documentation will be considered incomplete and will be returned.
- Papers should be submitted by a designated family member.

4. Each sponsor must submit an affidavit stating exactly what is to be provided.

- All questions on affidavit forms must be answered.
- *The sponsor in the presence of a notary public must sign all affidavits.*
- **The notary public must sign and the official seal of the notary public must be on the affidavit.**
- Affidavits, which have been changed in any way, must have the signature of both the sponsor and the notary public on each change. It is a crime to change a sworn statement.

There are notaries at all U.S. embassies and consulates. In the U.S. many local pharmacists, lawyers and accountants are notaries. There are notaries in all countries though names for them may be different. They are officials licensed by the national or regional government to take sworn statements for courts of law or to witness contracts or property deeds.

5. Sponsors should not promise too much money.

- Many sponsors seem to believe that, the more money they promise to give to the student, the more likely we are to issue the I-20 form. However, *the opposite is true.*
- The second most common reason why HCC must reject financial documents is that the sponsor promises to provide more support than his/her income permits.
- Sponsors should promise what they truly intend to give.

6. Do not submit old documents.

- Both the College and the U.S. Government agencies require new documents (less than three months old).
- Older documents will be rejected and returned.

7. Do not send copies.

- Except for tax documents, leases and deeds, all papers must be originals.
- Copies are rejected and returned. Originals will be attached to I-20's issued for visa applications and returned to students who are outside the U.S.
- *HCC will not accept documents sent by FAX.*

8. It is not important how many sponsors there are, whether or not they are U.S. citizens or where they live.

- It is usually easier to get an F-1 visa when at least part of a student's support comes from outside the U.S.

9. Students can sponsor themselves, either partly or in full.

- No affidavits are needed.
- Recent bank statements in the student's name must be provided and the amount of money in the bank account must be divided by two because HCC has two-year programs.

10. Scholarships may be used to qualify for the Form I-20.

- We must have an award letter from the private or government scholarship board stating how much money is to be given and for how many years.

11. Free Room and Board can be used to support a student.

- When a family member in New York provides free room and board, the student needs far less in cash from other sponsors.
- Affidavits of free room and board must be sent with a copy of the property deed or rental lease.
- Such affidavits will not be accepted if the place to live is too small or too far away from the college.

12. Every dollar of support must be proven by student's bank statements, proof of the sponsor's income, or a lease or deed.

- Each dollar not provided by the student personally must be guaranteed in an affidavit by a sponsor.

13. All supporting financial documents must be in English.

- In order to make sure that we approve your financial documents as quickly as possible, we request that you officially translate the documents and that U.S. currency is used.

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.

Evidence should consist of copies of any or all of the following documentation listed below that are applicable to the sponsor's situation. Failure to provide evidence of sufficient income and/or financial resources may result in the denial of the student's application for a visa or his or her removal from the United States. It is advisable that all funding supporting documents be notarized.

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

Estimate of 2012 – 2013 Expenses for International Students Attending the City University of New York
Tuition and Fees per academic year (12 months) Two year colleges \$ 5,760.00

Student Living Expenses – amounts based on calculations provided by CUNY Office of Student Financial Aid

<u>Books and Supplies</u>	\$1,248.00
<u>Transportation</u>	\$1,133.00
<u>Personal Expense</u>	\$4,995.00
<u>Housing</u>	\$9,900.00
<u>Meals</u> (at home)	\$2,583.00
<u>Lunch</u>	\$1,360.00

Total Student Living Expenses **\$21,219.00**

Total First Year Expenses **2 year college students** **\$26,615.00 - \$28,000.00**

*Tuition and Fees stated is based on the students taking at least 12 credits per semester. This is the minimum number of credits required to be a full-time student (necessary to maintain lawful immigration status). If you take more than 12 credits, you will be charged at the rate of \$210 per credit (two year colleges) or \$415 per credit (four year colleges). Fees are based on the highest fee required at a CUNY 4 year college: \$225, and \$178 the highest fee required at a CUNY 2 year college.

Students planning to bring a spouse, or child/children in a F-2 status must show an additional \$5,000 per year to support the spouse, and 3,000 a year for every child.

PLEASE NOTE:

The issuance of an I-20 Form does not guarantee the approval of the F-1 student) status by the U.S. Citizenship and Immigration Service or the approval of the F-1 student visa by the U.S. Embassy or consulate office in your home country.

Unacceptable financial documents will be rejected and returned to you. Documents must be completed exactly as indicated. Please read instructions carefully. Almost half of received documents are unsatisfactory because students or sponsors do not follow the indicated instructions.



SEVIS Fee Payment: Instruction Sheet

On July 1, 2004, the U.S. Department of Homeland Security published a final rule to implement the Federal SEVIS fee of \$200, to be collected from F-1 visa applicants. The fee will be used by the Department of Homeland Security to pay costs associated with the operation of the federal SEVIS program, including the administration and maintenance of SEVIS, compliance activities, and the hiring of federal liaison officers.

Prior to appearing for a visa interview (or for Canadian citizens who are visa exempt, prior to entering the United States), all individuals seeking an *initial* F-1 visa from a U.S. embassy or consulate who have in their possession a SEVIS form I-20 with an issuance date of September 1, 2004 or later will need to pay the SEVIS fee.

Students applying for admission to Hostos for the Spring 2005 semester or later will have to pay the SEVIS fee before they can apply for a visa. Those who are visa exempt (e.g. Canadian citizens) will have to pay the SEVIS fee before they can enter the United States.

Who has to pay the fee?

New students who need to apply for an F-1 visa in order to enter the United States, and who have been issued a form I-20 for initial attendance dated on or after September 1, 2004, must pay the SEVIS fee before going to the US embassy or consulate for their visa interview. If that individual's visa application is denied, a new SEVIS fee payment will not be required if a subsequent visa application is filed for the same type of program within 12 months of the initial denial.

New students who are citizens of Canada wishing to apply for F-1 status at a U.S. port of entry with a form I-20 for initial attendance dated on or after September 1, 2004 must pay the SEVIS fee prior to entering the United States

Method of payment:

The federal SEVIS fee will be able to be paid electronically on the internet by credit card (Visa, MasterCard or American Express), or by mail with an international money order in U.S. currency, or foreign draft drawn on a financial institution in the United States and payable in U.S. currency, or by check or money order from a U.S. bank. A special web site has been established for internet fee collection. The website is www.FMJfee.com Fee payment can also be accepted from any third party, either in the United States or abroad. In other words, a friend or relative can pay the fee on behalf of a student. The Department of Homeland Security will issue an official paper receipt acknowledging every payment regardless of payment method. Express delivery of the receipt can be requested at additional cost. Anyone who pays the fee electronically will be able to print out an electronic receipt immediately at the time of payment for use in advance of the delivery of the paper receipt. To print a copy of the SEVIS fee application and read about other payment options you can go to the SEVIS website at www.ice.gov/graphics/sevis/

For Information on How to apply for an F-1 visa in your country: Either telephone them or visit their website at www.usembassy.state.gov



Application for the Immigration Certificate of Eligibility (Form I-20)

International students who are admitted into a degree program at CUNY will 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 (check one) 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) (Country) (Postal Code)
 8. Expected Semester of Enrollment: Fall 20____ Winter 20____ Spring 20____ Summer 20____
 9. Degree Program: Associate's _____ Bachelor's _____ Master's _____ Doctoral _____
 10. Academic Major _____
 11. Are you currently studying at a U.S. institution or college? Yes _____ No _____
 12. Do you currently hold F-1 status? Yes _____ No _____
- 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.
13. F-1 Student Status _____ I-94 Admission # _____ (Attach copies of ALL your previously issued Forms I-20)
 14. University that issued most recent Form I-20 _____ SEVIS # N _____
 15. Current U.S. school: Name: _____
Address: _____
(Number and Street) (City) (State) ((Zip Code)
 16. Other Immigration Status (If Applicable, specify type) _____
 17. I-94 Admission No. _____ I-94 Expires on: _____
(Month/Day/Year)

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

(Amount in U.S. Dollars)

Guaranteed Support 1st Year	Projected Support 2nd Year	Projected Support 3rd Year	Projected Support 4th year
-----------------------------------	----------------------------------	----------------------------------	----------------------------------

A. Student

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.)

Grand Totals \$ _____ \$ _____ \$ _____ \$ _____

(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 a two year or four year college of The City University of New York.

(Student's signature) _____ (Date) _____

(Please print name) _____

AFFIRMATION OR OATH

I hereby affirm that I understand the contents of this affidavit and that the statements are accurate.

Signature of sponsor _____

Sworn and subscribed before me this _____ **day of** _____ **, in the year** _____

Signature of Office of administering Oath _____ **OFFICIAL SEAL HERE**

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 1-6; sponsors providing room and/or board must complete Items 1 and 7.**

SPONSOR INFORMATION

1) I, _____, citizen of _____
(Name of sponsor) (Country/ies)

and residing at _____
(Street) (City/State) (Country) (Postal Code) (Telephone)

certify the following:

2) I am employed with _____
(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, 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.

3) I have \$ _____ (U.S.) on deposit with

Name of Bank: _____

Address of Bank: _____
(Number and Street) (City) (State) (Postal 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 executed on behalf _____ of who was born on _____.
(Name of Student) (Month/ Day /Year)

S/he is my _____
(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).

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

**THE OFFICE OF INTERNATIONAL STUDENT SERVICES
AT THE ADMISSIONS OFFICE**

120 WALTON AVENUE

ROOM D-210

BRONX, NY 10451

718-518-4405

718-319-7914 FAX

www.hostos.cuny.edu

**IMPORTANT: AFTER THE FIRST DAY OF CLASSES THE STUDENT
HAS 15 DAYS TO SUBMIT THE I-20 PACKAGE IN ORDER FOR
HIM/HER TO OBTAIN A HOSTOS I-20 CERTIFICATE**

