



## **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 – Spring 2007 semester November 30<sup>th</sup>, 2006**

**Transfer Students – Fall 2007 semester September 17<sup>th</sup>, 2007**

**\*\*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, 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 six 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.

## ESTIMATE OF INTERNATIONAL STUDENTS' EXPENSES FOR AN ACADEMIC YEAR

In order to receive an I-20 Form you must show that you have sufficient financial support to cover the cost of your education and living expenses.

Below is the minimum budget for an international student at Hostos Community College for an academic year. Students who plan to stay in the United States during summer (June/July/August) will need additional funds.

<b>TUITION &amp; FEES</b> (12 credits @ \$190.00/credit)	\$ 4,865.00
<b>BOOKS &amp; SUPPLIES</b>	\$ 879.00
<b>TRAVEL TO &amp; FROM SCHOOL</b>	\$ 816.00
<b>HOUSING &amp; UTILITIES</b>	\$ 5,083.00
<b>FOOD</b> (including home and lunch)	\$ 2,580.00
<b>CLOTHING &amp; PERSONAL</b>	
<b>NECESSITIES</b> (including entertainment)	\$ 3,558.00

**Total Amount Sponsor Must Give** \$ 17,781.00

Hostos Community College does not have dormitories. Students who have friends or relatives in New York, who will be providing them with room and board at no cost to the student, must submit a **Room and Board Affidavit** verifying sponsorship. *Free room and board has a cash value of \$4,448.00*

**Students planning to bring a husband, wife, or child/children in a F-2 status must show an additional \$5,000 per year to support the spouse, and \$3,000 per year for each 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 \$100, to be collected from F 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](http://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/](http://www.ice.gov/graphics/sevis/)

**For Information on How to apply for an F-1 visa in your county:** Either telephone them or visit their website at [www.usembassy.state.gov](http://www.usembassy.state.gov)

# I-20 REQUEST FORM

**(Complete all sections of this form that apply to you)**

Please complete the following pages and submit to the ISSO office before the applicable deadline in order to receive your HCC I-20. **PLEASE PRINT OR TYPE YOUR ANSWERS.**

## **PERSONAL INFORMATION:**

TODAY'S DATE: \_\_\_\_\_ STUDENT'S E-MAIL ADDRESS: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_  
Last Name (*Family*) First Middle

## FOREIGN ADDRESS:

\_\_\_\_\_  
Street City State **Zip Code if in U.S.** Country

TELEPHONE: \_\_\_\_\_ SCHOOL ID: \_\_\_\_\_  
Area Code Phone # (*issued by the school or your Social Security*)

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Admissions Number: \_\_\_\_\_  
Month/Day/Year (# from your I-94 Arrival/Departure Card)

## **ACADEMIC INFORMATION:**

**Major:** \_\_\_\_\_

Semester you plan to begin your studies at HCC Please circle one: **Fall or Spring 200**\_\_\_

## **HOW DO YOU WISH TO RECEIVE YOUR HCC I-20?**

If you are **inside the United States** and have the F-1 status from another school, you do not need HCC I-20 before starting classes.

Call the above phone number and I will visit the I.S.S.O. to sign and pick up my I-20.

If you are **outside** the United States: **Please check one:**

Mail my HCC I-20 to the above address.

Please call my contact person in U.S. and he/she will come to the I.S.S.O. to pick up my HCC I-20 and express mail it to me.

Contact Person's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_



# AFFIDAVIT OF SUPPORT

*(TO BE COMPLETED BY SPONSOR)*

You may photocopy this form for use by more than one sponsor.

**By completing this affidavit,** you are promising the United States government that you will provide this student with a specific amount of money for every year he/she is going to study at HCC. With the attached documents, you are also attesting that you can afford the support you are promising.

**This affidavit is being submitted on behalf of:** \_\_\_\_\_  
**Full Name of student**

**SPONSOR'S NAME:** \_\_\_\_\_  
**Last Name First**

**ADDRESS:** \_\_\_\_\_  
**Number and Street**

\_\_\_\_\_  
**City/Town State/Province Zip Code if in U.S. Country**

## DECLARATION

I hereby certify that I am willing and able to provide, \_\_\_\_\_  
**(full name of student)**

with no less than \$ \_\_\_\_\_ each year, for \_\_\_\_\_ years of study at the  
**(amount in U.S. dollars) (number of years)**

Hostos Community College. My (*sponsor's*) relationship to the student is \_\_\_\_\_.

**DEPENDENTS:** The following persons are dependent upon me for support. (*Do not list adult children, husbands or wives who are supporting themselves. Also, do not include the student listed above.*)

NAME	RELATIONSHIP	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## STATEMENT OF FINANCIAL RESOURCES

ANNUAL INCOME..... \$ \_\_\_\_\_

→ Attach a letter from your employer confirming your annual income. If self employed, attach a certified copy of your last income tax return or report of commercial rating concern by a bank. The income of a company is not the owner's income and **will not be accepted** as proof of income. Submit an official statement of salary actually paid to the owner/sponsor.

SAVINGS DEPOSITS IN THE AMOUNT OF..... \$ \_\_\_\_\_

→ Statement from an officer of the bank or other financial institution in which you have deposits, providing the following details: (1) date opened (2) the amount deposited for the past year and (3) present balance.

STOCKS & BONDS WITH A MARKET VALUE OF..... \$ \_\_\_\_\_

→ Attach documented proof.

OWNER OF REAL ESTATE VALUED AT ..... \$ \_\_\_\_\_  
With mortgages or other encumbrances amounting to..... \$ \_\_\_\_\_

→ Attach certified copy of deed.

**Before signing**, you must understand that you are making a financial commitment to the student. Sponsors, who fail to provide the promised support, will force students to drop out of school. Sponsors should not expect the student to be able to help support the costs through employment. Employment is strictly controlled by the Immigration Service and is very limited.

### 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 Officer of Administering Oath \_\_\_\_\_ **OFFICIAL SEAL HERE**

**AFFIDAVIT OF SPONSOR PROVIDING FREE ROOM AND BOARD**  
*(Cash value to the student of \$5,083.00)*

**TO BE COMPLETED ONLY BY THE PERSON WHO OWNS OR RENTS THE PROPERTY.**  
All questions must be answered. A copy of lease or deed in the sponsor's name must accompany this Affidavit. This means that the room and board sponsor does not require the student to pay rent for living at the below residence.

**This affidavit is being submitted on behalf of:** \_\_\_\_\_  
Full Name of Student

**Name of Sponsor providing free room and board:**

\_\_\_\_\_

Last Name

First Name

\_\_\_\_\_

Address

City

State

ZipCode

**TELEPHONE#** (     ) \_\_\_\_\_ - \_\_\_\_\_ **Do you live at this address?** (     ) YES (     ) NO

**Sponsor's relationship to the student is:** \_\_\_\_\_.

**Type of residence being offered to the student?**

Private House (     )

Apartment (     )

Owned (     )

Rented (     )

**Number of Rooms** \_\_\_\_\_ **How many persons will be living there?** \_\_\_\_\_

**How long will you provide Room and Board?** \_\_\_\_\_

**Before signing**, you must understand that you are making a financial commitment to the student. Sponsors, who fail to provide the promised support, will force students to drop out of school. Sponsors should not expect the student to be able to help support the costs through employment. Employment is strictly controlled by the Immigration Service and is very limited.

**AFFIRMATION OR OATH**

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

Signature of sponsor \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

Signature of Officer Administering Oath \_\_\_\_\_

**OFFICIAL SEAL  
HERE**

**ALL AFFIDAVITS ARE TO BE SENT TO:**

**INTERNATIONAL STUDENT SERVICES OFFICE**

**Savoy Building, D-210b  
Hostos Community College  
500 Grand Concourse Bronx, NY 10451**

- **ALL FINANCIAL DOCUMENTATION MUST BE MAILED TOGETHER. DO NOT MAIL ITEMS SEPARATELY.**
- **IT IS ADVISABLE TO MAIL YOUR INFORMATION BY FEDERAL EXPRESS OR ANOTHER TYPE OF CERTIFIED MAILING SERVICES.**
- **OBTAIN THE TRACKING NUMBER FOR REFERENCE.**

**PLEASE BE AWARE THAT THE INTERNATIONAL STUDENT OFFICE IS NOT RESPONSIBLE FOR ANY DOCUMENTS LOST IN THE MAIL.**

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