



# GUIDE TO OBTAIN YOUR FORM I-20

*(Certificate of Eligibility for F-1 Student Status)*

**IMPORTANT:** Please read the enclosed instructions carefully before completing the forms and submitting financial documents to avoid delays in obtaining your Form I-20.

Return all completed forms and documents to:

**Kean Hawker**  
**Assistant Director for International Student Services**  
**Designated School Official**  
221 East 71<sup>st</sup> Street  
New York, NY, 10021  
Phone 212-517-0484 | Fax 212-517-0491  
[Khawker@mmm.edu](mailto:Khawker@mmm.edu)

For information about your admission, program of study, or course registration, please contact:  
The Office of Admission at 212-517-0430 or [admissions@mmm.edu](mailto:admissions@mmm.edu).

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## ***WHAT IS A FORM I-20 AND WHY DO YOU NEED ONE?***

A Form I-20 is a government form that tells the U.S. government that you are eligible for **F-1 Student Status**. It certifies that (1) you are or expect to be a “bona fide” student; (2) you meet our admissions requirements; (3) you will pursue a full course of study; and (4) you have sufficient funds to study and live in the United States without having to work illegally or suffer from poverty.

You need a Form I-20 to obtain an F-1 student visa or status change, or to keep lawful F-1 status when transferring or changing schools within the U.S.

## ***DOES EVERYBODY NEED A FORM I-20?***

**NO, some international students do not need a Form I-20.**

J-1 students need a Form DS-2019.

B visitors and F-2 dependent visa holders must obtain a Form I-20 and apply for a change of status to F-1 Student before pursuing a course of study that is not vocational or recreational in nature.

If you are maintaining another non-immigrant status in the U.S., you do not have to have a Form I-20 and may attend school full or part time. Dependent children in E, H, I, J, L, M, N, O, P, R, or S status need to change status after their 21<sup>st</sup> birthday or if they marry.

If you have no legal status, you may attend school, but you are not eligible to change status and do not need an I-20.

## **RULES FOR OBTAINING YOUR FORM I-20**

1. You must be a “BONA FIDE” student, accepted to a full-time program of study.
  
2. You must **prove** to us that you can support the costs of living and studying in the U.S. for every year of your program of study. This is required by U.S. law.
  - **DO NOT EXPECT TO WORK IN THE U.S. TO HELP MEET YOUR ANNUAL COSTS!** On-campus employment is limited and competitive; off-campus employment is strictly controlled by U.S. Citizenship and Immigration Services.
  - Carefully review our school’s estimated annual financial requirements for international students and figure out your annual costs. This is the amount that you must prove that you can provide for every year in your program of study. (Estimate a minimum of four years for a bachelor’s degree).
  - **These requirements are not negotiable.** They represent a modest average budget that does not include luxuries of any kind. We strongly recommend that you budget at least 10% more if possible. Too little money causes pain and distress. We insist that students and their families look closely at the costs of living and studying in the U.S. and make careful plans to be sure your needs will be met.
  - **Expect annual increases in tuition and living costs.**
  
3. **Read and follow these instructions very carefully.** You cannot complete this process without following these instructions step-by-step. Sometimes, we may have to ask you to give us more evidence of your financial ability—perhaps more than once. The U.S. government requires that we be absolutely sure, to the best of our ability, that you will have enough financial support to cover the full cost of your stay in the U.S.

## ***INFORMATION REGARDING FINANCIAL DOCUMENTS***

### **Marymount Manhattan College is strict regarding financial documentation for two reasons:**

- ❖ We try to be as demanding as the toughest U.S. embassy or consulate and the Department of Homeland Security Centers. Our purpose is to be sure that Marymount Manhattan College students are not denied immigration applications because of financial questions. In order to be fair, we require all students to meet the same standards.
- ❖ Too little money results in pain and suffering for students. We insist that families think carefully about real costs of studying and living in New York and make sure that students' needs are provided for.

### **General Information:**

1. Sponsors should only promise what they can truly give to you.
2. Bank statements must include actual dollar amounts.
3. Documents must be current. We will not accept documents that are more than six months old.
4. Copies or faxes, *not* originals, need to be provided to MMC. You will need to present the originals at the American embassy when applying for an F-1 visa.
5. Documents must be in English.
6. Every dollar amount being promised must be proven with supporting documentation.
7. Scholarships may be used to qualify for an I-20.
8. Funds from sponsors and your personal funds may be combined. Any combination of support is acceptable. You can have one sponsor for all support, or you can have different sponsors—one to promise you the cash value and one to provide you with room and board. You can also sponsor yourself. Just make sure that all the forms of financial support you have equal the total amount of the budget required to issue you an I-20. Please make sure that you provide us with evidence for each form of support.
9. Try to present all documents together as soon as you have them ready.
10. If you are going to apply for an F-1 visa in your home country, please understand that it is advisable that a part of your financial resources comes from your home country.

## **FUNDS FROM SPONSORS**

These are funds from your relatives, friends, and/or organizations that wish to sponsor you in the form of cash and/or housing and board.

Here are some examples:

- ❖ Your sponsor(s) must provide you with proof of their ability to sponsor you. **In addition to** an Affidavit of Support and bank statements, your sponsor(s) must provide you with: 2 years of income tax statements or a letter from an employer verifying their annual salary or at least 3-4 months of pay stubs.
- ❖ A sponsor can promise you housing and food, for which the cash value is listed below, and the same or a different sponsor can promise you the remainder of the cost of attendance.

### **TO SPONSORS (Please Read Carefully):**

- ❖ Complete the attached affidavit of support.
- ❖ Attach proof of your financial ability to the form, including bank statements, income tax copies, and/or letters of employment, as well as copies of your apartment lease or the deed to your home if you are promising room and board.
- ❖ Return all documents to the student as soon as possible.

## **PERSONAL FUNDS**

Personal funds are funds from the student's own resources. Please provide us with a completed Affidavit of Support, as well as financial documents in your name. The money can be held in U.S. banks or abroad, but you should have at least half of the funds in U.S. banks so that they are available for you to use immediately.

## **ESTIMATED INTERNATIONAL STUDENT EXPENSES**

The total of personal/scholarship/sponsor funds must be greater than or equal to the estimated expenses for international students, see below. Though this estimated budget is adequate, please realize it does not allow for luxuries, and students will need to provide proof of this amount without any scholarship.

| <b>Expenses</b>          | <b>Amount</b>       |
|--------------------------|---------------------|
| Tuition and Fees *       | \$37,410            |
| Room and Board           | \$18,894            |
| Student Health Insurance | \$2,350 (estimated) |
| Books and other expenses | \$7,500             |
| <b>Total Per Year:</b>   | <b>\$66,154</b>     |

\* Tuition for undergraduate studies covers 12-16 credits for each of the fall and spring semesters.

### Dependents:

Students planning to bring a spouse or a child in F-2 status must show additional funds of \$5,000 per year for a spouse and \$3,000 per year for each child.

**APPLICATION FOR FORM I-20**  
**(CERTIFICATE OF ELIGIBILITY FOR F-1 STUDENT STATUS)**

COMPLETE THE APPLICATION AND SUBMIT AS SOON AS POSSIBLE

Please **PRINT** neatly

**PERSONAL INFORMATION**

**Today's Date:** \_\_\_\_\_

**Name:**

Family

Middle

First

**Date of Birth:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**Gender:** Male \_\_\_\_\_ Female \_\_\_\_\_ Other \_\_\_\_\_

**Marital Status:** Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_

**Country of Birth:** \_\_\_\_\_

**Country of Citizenship:** \_\_\_\_\_

**New York Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Foreign Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone Number:** (    ) \_\_\_\_\_ - \_\_\_\_\_

**Email Address:** \_\_\_\_\_ @ \_\_\_\_\_

**Proposed Major (Program of Study):** \_\_\_\_\_

**REASON FOR I-20 REQUEST (PLEASE CHECK THE APPROPRIATE BOX)**

I need a Form I-20 because:

a. \_\_\_\_\_ I am a first-time international student entering from abroad (Do not complete page 9, skip to page 10)

b. \_\_\_\_\_ I am currently an F-1 student transferring from

\_\_\_\_\_  
(Name of College/University/High School)

## **IF YOU ARE TRANSFERRING FROM ANOTHER U.S. INSTITUTION**

- ❖ **INS Admissions Number:** *(This number can be found on your form I-94 Departure Card)*

\_\_\_\_\_

- ❖ **SEVIS ID Number:** *(This number can be found on the top right corner of your form I-20)*

\_\_\_\_\_

### **Do you plan to travel outside the U.S. before school begins?**

\_\_\_\_\_ **Yes.** If you plan to travel outside the U.S. before beginning classes, you must discuss your arrangements with your ISS advisor. You will be in violation of your F-1 status if you travel with your previous school's I-20. Provide us with acceptable financial support documents so that we can issue you a new I-20 for travel.

\_\_\_\_\_ **No.** Please provide us with acceptable financial support document so that we can issue you a transfer I-20.

|   |
|---|
| <b>OTHER REASONS FOR I-20 APPLICATION</b> |
|---|

**Please check all that apply:**

- ❖ \_\_\_\_\_ I am a student with another status. Which one? \_\_\_\_\_. I am planning to change my status to F-1. Please make an appointment with the ISS advisor for instructions.
- ❖ \_\_\_\_\_ I plan to travel outside the U.S. and need to renew my F-1 visa. I am going to \_\_\_\_\_ on \_\_\_\_\_ (date). I will return on \_\_\_\_\_ (date).
- ❖ \_\_\_\_\_ I plan to travel outside the U.S. and need to apply for an F-1 visa because I entered the U.S. on another type of visa.
- ❖ \_\_\_\_\_ I am applying for an extension of time to complete my program. My I-20 is expiring on \_\_\_\_\_.
- ❖ \_\_\_\_\_ I am applying for Reinstatement to F-1 student status
- ❖ \_\_\_\_\_ I am applying for F-2 status and/or visa for my spouse or children named below. My dependents are currently in the U.S. \_\_\_\_\_ Yes \_\_\_\_\_ No

| Name (family, first, middle) | Date of Birth | Country of Birth | Relationship |
|------------------------------|---------------|------------------|--------------|
| 1.                           |               |                  |              |
| 2.                           |               |                  |              |
| 3.                           |               |                  |              |

If you are currently attending another school in the U.S., and are an F-1 Visa Holder, please refer to the “Transfer-In Information,” complete and submit the “Transfer-In Application” to schedule the release of your SEVIS record to Marymount Manhattan College. We will issue your “Transfer-In Form I-20” as soon as this release date has passed and we have received all of your documentation.

**AFFIDAVIT OF SUPPORT**

*(You may photocopy this form for use by more than one sponsor)*

I hereby certify that I am willing and able and will provide \_\_\_\_\_  
(name of student)

With no less than \$ \_\_\_\_\_ in cash, for *each* of the years of study at Marymount Manhattan College.

My relationship to the student is \_\_\_\_\_.

The following persons are dependent upon me for their housing, food, or financial support (do not list grown children or spouses who are supporting themselves).

DO NOT INCLUDE THE STUDENT NAMED ABOVE.

| Name | Relationship | Age |
|------|--------------|-----|
| 1.   |              |     |
| 2.   |              |     |
| 3.   |              |     |
| 4.   |              |     |

- ❖ This affidavit must include proof of sponsor’s annual income and bank statements. This affidavit **will not be accepted** unless the sponsor, in the presence of a Notary Public, has signed it and the affidavit is signed and sealed by the notary public. If this form has erasures or changes, the sponsor and the notary must sign each change.

**AFFIRMATION OF OATH**

I hereby affirm or swear that the contents of the above statement are true and correct:

**Name of Sponsor** (Please Print): \_\_\_\_\_

**Signature of Sponsor:**

\_\_\_\_\_

**SWORN AND SUBSCRIBED BEFORE ME ON** (Date) \_\_\_\_\_

**Signature of Notary:** \_\_\_\_\_

SEAL

**Notary ID number:** \_\_\_\_\_



**AFFIDAVIT OF SPONSOR PROVIDING FREE ROOM AND BOARD**

*(To be completed only by a person who owns or rents the property)*

This affidavit must be submitted with a photocopy of a lease or deed in the sponsor's name. All questions must be answered.

**Name of Sponsor:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**Relationship of Sponsor to Student:**  
\_\_\_\_\_

Address, including room or apartment number, of residence offered to student:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What will be offered to the student?**

Room? \_\_\_\_\_ Board? (Morning, evening, and weekend meals) \_\_\_\_\_

**Does the sponsor live at the address listed above?**     Yes     No

**How many rooms are in the house or apartment?** \_\_\_\_\_

**How many persons will be sharing the rooms?** \_\_\_\_\_

**Does the sponsor (check one):**     own    or     lease    the property?

\_\_\_\_\_

**AFFIRMATION OF OATH**

I hereby affirm or swear that the contents of the above statement are true and correct:

**Name of Sponsor** (Please Print): \_\_\_\_\_

**Signature of Sponsor:**  
\_\_\_\_\_

**SWORN AND SUBSCRIBED BEFORE ME ON** (Date) \_\_\_\_\_

**Signature of Notary:** \_\_\_\_\_  
SEAL

**Notary ID number:** \_\_\_\_\_

**HOW WOULD YOU LIKE TO RECEIVE YOUR FORM I-20? (CHECK ONE):**

\_\_\_\_\_ Mail    \_\_\_\_\_ Pick-up

❖ **IF YOU CHECKED MAIL, PLEASE PRINT THE NAME AND ADDRESS WHERE YOU WOULD LIKE YOUR I-20 SENT, EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE:**

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

❖ **IF YOU CHECKED PICK-UP, PLEASE PRINT THE NAME, PHONE NUMBER, EMAIL , AND RELATIONSHIP OF THE PERSON WHO WILL BE PICKING UP YOUR I-20:**

|                             |  |
|-----------------------------|--|
| <b>Name</b>                 |  |
| <b>Phone Number</b>         |  |
| <b>Email</b>                |  |
| <b>Relationship to You:</b> |  |

**You must submit ALL of the following documents to Marymount Manhattan College to apply for your Form I-20:**

- Application for Form I-20 (page 6 of this packet)
- Reason for I-20 request, and Transfer Information, if applicable (pages 6 and 7)
- Affidavit of Support (page 8)
- Affidavit of Sponsor of Free Room and Board, if applicable (page 9)
- Supporting financial documentation (see page 5 for guidelines)
- A copy of your (valid) passport and current visa, if you currently have one

*Return all completed documents to:*

**Kean Hawker**  
**Assistant Director for International Student Services**  
**Designated School Official**  
 221 East 71<sup>st</sup> Street  
 New York, NY 10021  
 Phone 212-517-0484 | Fax 212-517-0491  
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