FORM I-20 APPLICATION and INSTRUCTIONS
2013/2014 Academic Year

720 Northern Blvd.
Brookville, N.Y. 11548-1300 U.S.A.
Email: intl-post@liu.edu
www.liu.edu/post/international

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. 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 attached **Form I-20 Application** (pages 3-5), including the attached **Affidavit of Support (page 6),** 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*

2013 – 2014 ESTIMATED FINANCIAL REQUIREMENTS FOR INTERNATIONAL STUDENTS

Undergraduate Student Annual Expenses *	
Tuition/Fees (9 months)	$ 34,220
Living Expenses (9 months) **	$ 14,400
Books/Supplies (9 months)	$ 1,260
Health Insurance (12 months)*	$ 1,599
TOTAL***	$ 51,479

Graduate/Master's Student Annual Expenses*	
Tuition/Fees (18 credits/year)	$ 21,880
Living Expenses (9 months) **	$ 14,400
Books/Supplies (9 months)	$ 1,260
Health Insurance (12 months)*	$ 1,599
TOTAL***	$ 39,139

*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 $7,000 per year for a spouse dependent and $4,500 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:

- **Less than two months old at date of admission**
- **In English**
- **Original financial documents:** Documents will not be returned. Please note: you may need to take them to your visa appointment at the American Embassy or Consulate Office so please make arrangements for duplicate copies.

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 entire 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 6): use additional pages if necessary
   - Notarized statement(s) are not 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 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

PART II: FORM I-20 APPLICATION

Please type in the fields to complete all the information below. Please complete all sections and return application (**all 4 pages**) and required documents to the campus address listed on page 1 of the application. Scanned originals can be emailed to your admissions counselor. Incomplete information or lack of supporting documentation will delay issuance of Form I-20 until all documentation is received: it will be mailed to you by air courier.

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)

_____ LIU Student ID#: 100_____

Academic Degree Program Level of Study (Undergraduate or Graduate)

_____ Gender: ☐ Female ☐ Male

Personal Email (**Required**) Telephone Number

In order to issue your Form I-20, you must indicate your permanent international address below.

Permanent International Address in your home country (**Required:** this **cannot** be a U.S. address)

_____

House Number and Street Address

_____

City State/Province Country Postal Code

U.S. Home Address (Required if you are transferring your I-20 from another institution in the United States):

_____

House Number and Street Address

_____

City State/Province Country Postal Code

SECTION II: IF YOU ARE CURRENTLY IN THE UNITED STATES

If you are in the United States at this time, please complete this section.

1. Are you currently in the U.S.? ☐ Yes ☐ No

   *1a. If yes, what is your **current** visa type?* _____

2. Are you currently studying under an F-1 visa and transferring to LIU? ☐ Yes ☐ No

   2a. *If yes, what is your SEVIS ID#?* N_____

   2b. *If yes, is your I-20 currently in active status?* ☐ Yes ☐ No

   If no, please list a reason:_____

3. Purpose of your requested I-20 (check one):

   ☐ Transfer ☐ Change Education Level ☐ Reinstatement ☐ Travel and Re-entry

4. If you are transferring from another U.S. Institution, you must submit LIU's **F-1 Transfer-In Form Application** (*separate form*) and a **copy of your current I-20**.

   You may find the **F-1 Transfer In Form Application** on our website:

   http://liu.edu/CWPost/Admissions/International/Undergraduate/I-20Form

SECTION III: DEPENDENT INFORMATION (OPTIONAL)

Will your spouse or child accompany you to LIU? ☐ Yes ☐ No ☐ Does not apply

If yes, please attach copies of passport(s) and/or marriage certificate for all listed below.

	Name (First Last)	**Gender (M/F)**	**Date of Birth (MM/DD/YY)**	**Country of Birth**	**Country of Citizenship**	**Cost**
Spouse						+$7,000
1 Child						+$4,500
2 Child						+$4,500

SECTION IV: FINANCIAL SUPPORT WORKSHEET

NOTE: not all the types of proof of income may apply to you. ***If they do not apply to you please fill in the amount as $0***

CERTIFICATION OF FUNDS	
Proof of Income	**Amount of Funds Available for EACH Year of Study**
Personal Funds	+
Family or Individual Sponsors	+
Organizational Sponsorship	+
LIU Awards/Scholarships (submit a copy)	+
Dependents (*if applicable*)	+
Free Room and Board (see page 2, Section 5.)	-
TOTAL	=

SECTION V: HOW TO RECEIVE YOUR I-20

Please indicate how you would like to receive your I-20.

BY MAIL

I Prefer to Have My I-20 Mailed to: ☐ Permanent International ☐ U.S. Home Address ☐ Other (complete below)

_____

House Number and Street Address Phone Email Address

_____

City State/Province Country Postal Code

OR

IN PERSON PICKUP

Please Hold My I-20 for Pickup (Photo ID will be required)

Name of person who will pick up the I-20: _____ Date of Birth:_____

Phone Number: _____ Email: _____

I certify that the information given is an accurate and true statement of my arrangements for financing my studies at Long Island University. I also acknowledge that LIU requires all F-1 students to subscribe to mandatory health insurance. I am responsible to waive the health insurance fee *by the waiver deadline* if I have another acceptable form of insurance.

By signing below, I certify that I, the applicant, have completed this form.

Signature: _____ Date: _____

Print Name: _____ Student ID: 100_____

SECTION VI: AFFIDAVIT OF SUPPORT

*This document must be completed by **each** 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 able and willing and promise (print name of student) _____

A total of U.S. $ _____ for tuition, fees and living expenses ***during each year*** of study at LIU.

Evidence of my current financial resources accompanies this affidavit.

_____

Signature Date

_____

Print Name (Given and Family Name) Relationship to Student (Father, Mother, Cousin, Friend)

_____

Permanent Address

_____

SPONSOR #2 (if necessary):

I hereby certify that I am able and willing and promise (print name of student) _____

A total of U.S. $ _____ for tuition, fees, and living expenses during each year of study at LIU.

Evidence of my current financial resources accompanies this affidavit.

_____

Signature Date

_____

Print Name (Given and Family Name) Relationship to Student (Father, Mother, Cousin, Friend)

_____

Permanent Address

_____