SPRING 2013 FORM I-20 APPLICATION and INSTRUCTIONS

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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.

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 dependants (spouse and/or children) will be accompanying you to LIU Post, 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**, 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 also may be required.
   - Expect **annual increases** in tuition and expenses.
6. If you are **currently studying in the U.S.** and will transfer to LIU Post, 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*

2012 – 2013 ESTIMATED FINANCIAL REQUIREMENTS FOR ELI STUDENTS

SPRING 2013 – EXPENSES*	
Tuition (4 months)	$4,200
Living Expenses (4 months)	$6,400
Books/Supplies (4 months)	$200
Health Insurance (12 months)	$1,000
TOTAL**	$11,800

*All fees are estimated in U.S. dollars and are subject to change.

For **dependents, please add an additional $6,850 per each year for a spouse dependent and $3,700 for each 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 from 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 need to meet the following requirements:

- **Less than two months old at date of admission**
- **In English**
- **Original financial documents:** We will return all originals with your Form I-20 so you can take them 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:

- 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 5): 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 LIU Post Awards and/or Scholarships, you must submit the following:

- Copy of LIU Post 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

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

Incomplete information will delay issuance of Form I-20 until all documentation is received.

PART II: FORM I-20 APPLICATION

Please complete all the information below. Incomplete information or lack of supporting documentation will delay issuance of Form I-20 until all documentation is received: it will be sent by air courier. Please return completed application **(3 pages)** and required documents to: Office of International Admissions, LIU Post, 720 Northern Boulevard, Brookville, N.Y., 11548-1300, USA, or fax to (001) 516-299-2418. Scanned originals can be e-mailed to your admissions counselor.

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) _____

Academic Degree Program _____ Level of Study (Undergraduate or Graduate) _____ LIU Student ID: 100 __ __ __ __ __ __

Personal E-mail **(Required)** _____ Telephone Number _____ Gender: ☐ Female ☐ Male

In order to issue your Form I-20, you must indicate your permanent international address below. After providing your permanent address, please check the box that indicates where we should send the Form I-20.

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 _____ ZIP/Postal Code _____

I Prefer to have my Form I-20 mailed here: ☐ Permanent International ☐ U.S. Home Address ☐ Other (complete below)

House Number and Street Address _____ Phone _____ Email Address _____

City _____ State/Province _____ Country _____ ZIP/Postal Code _____

SECTION II: 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

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

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

   If yes, what is your SEVIS ID#? N_____

- Please submit our **F-1 Transfer-In Form Application** *(separate form)* and a **copy of your current I-20**

SECTION III: DEPENDENT INFORMATION (OPTIONAL)

Will your spouse or child accompany you to LIU Post? ☐ 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						+$6,850
1 Child						+$3,700
2 Child						+$3,700

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	+
Organization Sponsorship	+
LIU Post Awards/Scholarships (submit a copy)	+
Dependents (if applicable)	+
Free Room and Board (must submit Declaration of Free Room and Board with supporting documentation)	–
TOTAL	=

I certify that the information given is an accurate and true statement of my arrangements for financing my studies at LIU Post. I also acknowledge that LIU Post 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.

Signature: _____ **Date:** _____

Print Name: _____ **Student ID: 100** __ __ __ __ __ __

SECTION V: 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 Post.

Evidence of my current financial resources accompanies this affidavit.

_____

Signature Date

_____

Print Name (Given and Family Name) Relationship to student (father, mother, cousin, friend)

_____

Mailing 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 Post.

Evidence of my current financial resources accompanies this affidavit.

_____

Signature Date

_____

Print Name (Given and Family Name) Relationship to student (father, mother, cousin, friend)

_____

Mailing Address

_____