The Undergraduate Certificate of Eligibility
(Online degree programs do not qualify for F-1 visa status)

Please follow the steps below:

**Step 1: Confirm Acceptance to the College in Hobson’s Apply Yourself and pay your commitment deposit.**
Make a copy of the e-mail acceptance letter that you received from Office of Admissions.

**Step 2: Read and complete the application for Certificate of Eligibility (SEVIS I-20).**

**Step 3: Complete the Affidavit of Support.**
You must ask your sponsor to complete the Affidavit of Support included in this package. If there is more than one sponsor, each must provide a separate affidavit of support in order to receive the SEVIS I-20. If your sponsor is in the United States, his/her signature must be notarized on the completed affidavit of support.

**Step 4: Secure Sponsor(s) and Provide Evidence of Support (Sponsor Information).**
You **must** provide evidence that you have the funds available to cover all expenses associated with your first year of college, as well as show projected support for future years. If you are unable to provide evidence of your ability to cover the cost of tuition for four years, you must identify a sponsor. A sponsor is someone who can provide evidence that he/she is willing and able to pay your educational and living expenses, either in part or in whole. The “Total First Year Expenses” on page 4 of this information packet lists the required amount of funds that you and/or your sponsor must have available. This evidence can be presented in the form of an employment letter, verifying the sponsor’s salary in U.S. dollars.

**Note:** If your sponsor(s) is self-employed, you must submit a copy of his/her most recent business tax form. However, if your sponsor(s) is not required by the government to file taxes, he/she must submit a notarized statement indicating the nature of his/her business and its profit.

**Step 4A: Secure Financial Documents (Sponsors).**
- **Bank Letter:** You need an Original letter from your bank or sponsor’s bank stating the account balance. In the case of foreign bank letters, the total amount must be converted into U.S. currency. The following sites provide information on current exchange rates: www.xe.net/currency, www.oanda.com. Daily rates of exchange are not accepted.
- **Bank Statements:** You or your sponsor must provide current bank statements (savings and/or checking accounts) for the past three months. As a reminder, the available funds must cover at least the first academic year. If the funds available in your account(s) are not sufficient to cover the total estimated cost of your education beyond the first year, you must provide projected support for the remaining years.
- **Original Documents:** You must attach original documents for each source of financial support you indicate. Be sure to request and retain a second set of original documents for your appointment at the U.S. Consulate/Embassy.

**Step 5: Provide Financial Information for Dependents, if applicable.** Students who plan to be accompanied by dependents [child, children and/or spouse] must provide additional financial information. Proof of an additional $5,200 for a spouse and $4000 for each child per year of study is required.
**Step 6: Provide Supporting Statement for Government Awards or Loans, if applicable.**
Students sponsored by or receiving loans from their government must submit an official statement with their name and the award, which includes the full dollar amount (in U.S. currency) for tuition and living expenses.

**Step 7: Submit Copies of Passport Pages**
Include a copy of your passport page containing your biographical information and expiration date.

**Step 8: Submit Application and All Supporting Documentation**
Complete the enclosed Application for the Certificate of Eligibility and return it with all supporting documents to:
CUNY School of Professional Studies
Office of the Registrar
119 West 31st Street
New York, NY 10001
Attention: Jennifer Lee

**Step 9: Questions**
Contact Jennifer Lee if you have questions about the SEVIS I-20 application or process, contact us via e-mail: Jennifer.lee@mail.cuny.edu or registrar@sps.cuny.edu. Our fax number is: 646-664-8722.

**Step 10: Once in the U.S., Report to the CUNY School of Professional Studies Welcome Center.**
You must report to the International Student Office by the end of the second week of classes. Bring the following copies of your original documents.

- F-1 visa or F-1 status approval form.
- 94 card (white card stapled inside your passport). Please remove the I-94 (white card) from your passport to make copies of the front and the back; then staple it back in your passport. You can also retrieve your electronic I-94 card at the following website: www.cbp.gov/i94 and make a copy for CUNY SPS.
- SEVIS I-20. (Copies of pages 1 and 3) of your CUNY School of Professional Studies SEVIS I-20.
- All previous SEVIS I-20s and non-SEVIS I-20s from other academic institutions/colleges, if applicable.

To expedite the mailing of your SEVIS I-20, you open an account with FedEx http://www.fedex.com/ or DHL http://www.dhl.com/splash.html or another courier. Once you have the account number, contact us with the information so that we can arrange the delivery of your documents.
**CUNY School of Professional Studies**

**Application for the Certificate of Eligibility (Form I-20)
(For Undergraduate Students Only)**

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)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Sex</th>
<th>Male</th>
<th>Female</th>
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</thead>
<tbody>
<tr>
<td>(family name as in passport)</td>
<td>(given name as in passport)</td>
<td>(second given, or middle name, if any, as in passport)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Present Mailing Address:</th>
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<tbody>
<tr>
<td>(number and street)</td>
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<table>
<thead>
<tr>
<th>Telephone Number:</th>
<th>Fax Number:</th>
<th>E-mail:</th>
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<tr>
<td>(to be used until-date)</td>
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<table>
<thead>
<tr>
<th>Date of Birth:</th>
<th>Place of Birth:</th>
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<tbody>
<tr>
<td>(month/day/year)</td>
<td>(city and country)</td>
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</table>

<table>
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<tr>
<th>Country of Citizenship:</th>
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<tr>
<th>Permanent Residential Address (in country of citizenship or legal residence)—This is required by U.S. government regulations.</th>
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<tr>
<th>Address in New York (if any):</th>
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<tbody>
<tr>
<td>(number and street)</td>
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Expected Semester of Enrollment: Fall 20________ Spring 20 _________

Degree Program: Bachelor's ______________

Academic Major ___________________________

Are you currently studying at a U.S. institution or college? __________________________

Do you currently hold F-1 status? ______________

**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.

F-1 Student Status __________________________

I-94 Admission # __________________________

(Attach copies of ALL your previously issued I-20 Forms)

University that issued most recent Form I-20 SEVIS # N __________________________

Current U.S. school name: __________________________

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<th>Address:</th>
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<tbody>
<tr>
<td>(Number and street)</td>
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</table>

Other Immigration Status (If Applicable, Specify type) __________________________

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. The CUNY School of Professional Studies 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/Embassy overseas.

Complete and send in this page with your application. Provide as much detail as possible.

**ONLY ORIGINAL DOCUMENTS FROM EACH SOURCE OF FINANCIAL SUPPORT IS ACCEPTABLE**

**FINANCIAL DOCUMENTS CAN NOT BE OLDER THAN 3 MONTHS**

(Amount in U.S. Dollars)

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<tbody>
<tr>
<td>1st Year</td>
<td>2nd Year</td>
<td>3rd Year</td>
<td>4th Year</td>
</tr>
</tbody>
</table>

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 CUNY School of Professional Studies.

(Student’s signature) __________________________ (Date) ______________

(Please print name) __________________________
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 CUNY School of Professional Studies.

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 ____________________________,
   and residing at, ________________________________________________________________
   (Name of sponsor) (Country) (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. currency) 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: ______________________________________________________________

   Attach bank officer’s statement of account history.

4a) I currently support ______ persons (including myself). Our total annual income is $ __________ (U.S. currency).

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)

   She/he is my _____________________________________________.
   (Relationship to Sponsor) (Name of Student)

6) I hereby certify that I am willing, able, and do commit to provide with the annual amount of $ ____________________________
   (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).

ROOM AND BOARD SUPPORT INFORMATION

(To be completed if student will live in the sponsor’s home in the U.S.).

7) I hereby certify that I will provide __________________________________________
   (Name of Student) with (check one):

   ☐ Room only in my home at the address indicated above (valued at $13,848) OR

   ☐ Full room and board in my home as indicated above (valued at $16,753), during each year that she/he follows a program of study at CUNY School of Professional Studies.

   Note that this value cannot be included in any amount of support being provided in #6, above. Attach a copy of your lease or deed or copy of a statement from your landlord.

   By signing my name to this affidavit, I certify that the information above is a correct statement of my agreement to sponsor the student herein named.

SIGNATURE

This Affidavit must be signed.

(Signature of sponsor) ___________________________________ (Date) __________________________

(Please print name) ___________________________________ (Date) __________________________
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.

ONLY ORIGINAL DOCUMENTS FROM EACH SOURCE OF FINANCIAL SUPPORT ARE ACCEPTABLE. 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.

(Financial Documents Cannot Be Older Than 3 Months)

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 2016–2017 Expenses for International Students Attending the City University of New York

<table>
<thead>
<tr>
<th>Student Living Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Supplies</td>
<td>$1,591.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,405.00</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$5,664.00</td>
</tr>
<tr>
<td>Housing</td>
<td>$13,848.00</td>
</tr>
<tr>
<td>Meals (at home)</td>
<td>$2,905.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$1,530.00</td>
</tr>
<tr>
<td>Total Student Living Expenses</td>
<td>$26,943.00</td>
</tr>
</tbody>
</table>

Total First Year Expenses (Total Student Living Expenses & Tuition and Fees): $40,713.00

Tuition and Fees stated are 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 12 credits, you will be charged at the rate of $560.00 per credit and $330 in school fees per year.

*Tuition and fees are subject to change without notice*