

GUIDELINES FOR OBTAINING A SEVIS FORM I-20

<p><u>INITIAL ATTENDANCE (Overseas)</u> Please provide item 1 to 6</p>
<ol style="list-style-type: none"> 1. Application for the Immigration Certificate of Eligibility (Form I-20) 2. Declaration & Certification of Finances 3. Proof of Financial Evidence (Copy): Admission is for a period of two academic years (\$41,000) unless otherwise indicated for one year (\$21,000): <ul style="list-style-type: none"> • Student’s bank statement showing the transactions of the past 3 months in English (saving or checking) or/and • Affidavit of Support with evidence of income and resources (please refer to the “Sponsor Supporting Evidence” page for details) 4. High school or college graduation diploma (Must be translated in English and notarized) 5. Passport (copy) 6. Commitment deposit: \$150 (Check or Money Order payable to “QCC”. This non-refundable deposit will be credited in full to your tuition bill if you enroll in the program for the upcoming semester)
<p><u>TRANSFER</u> other than the above 6 items, you must also provide item 7 & 8</p>
<ol style="list-style-type: none"> 7. F-1 Student Status Verification Form (Transfer Form) 8. Visa, I-94 online printout & all previous I-20s (Copy)
<p><u>CHANGE OF STATUS</u> (Not applicable to B1/B2 holders) Please provide item 1 to 6 & 9 to 12</p>
<ol style="list-style-type: none"> 9. Visa, I-94 online printout 10. I-539 form (Please consult program staff for further information) 11. Student written statement explaining the reason of change of status 12. \$470 application fee by check or money order payable to United States Department of Homeland Security
<p><u>REINSTATEMENT</u> Please also provide item 1 to 6, item 8, 10, 12 & 13</p>
<ol style="list-style-type: none"> 13. Student’s written statement and supporting evidence

Student may also have to provide further evidence as determined on a case-by-case basis. Please mail or submit the above documents to the Port of Entry Program Department at the Science Building, Room 216, Queensborough Community College, 222-05 56th Avenue, Bayside, NY 11364. We can also be reached through [POE @qcc.cuny.edu](mailto:POE@qcc.cuny.edu) or at (718) 281-5410. Visit us at www.QCC.CUNY.edu/POE



Application for the Immigration Certificate of Eligibility (Form I-20)

International students who are admitted into Port of Entry English program at QCC will need to obtain an Immigration 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 type or print clearly with a pen)

1	NAME as in passport				<input type="checkbox"/> Male
		Surname	First Name	Second given, or middle name	<input type="checkbox"/> Female
2	PRIMARY RESIDENCE (Address)				
		Number and Street	City, State	Country	Postal Code
3	CONTACT INFORMATION				
		Cell Phone	Fax Number	Email	
4	DATE OF BIRTH			Place of Birth	
		Month/Day/Year		City and Country	
5	COUNTRY				
		Country(ies) of Citizenship		Country of Residence	
6	PERMANENT OVERSEAS ADDRESS				
		Number and Street	City, State	Country	Postal Code
7	MAILING ADDRESS IN U.S.A. (if known)				
		Number and Street	City, State	Country	Postal Code
8	EXPECTED SEMESTER OF ENROLLMENT	<input type="checkbox"/> Fall 20_____	<input type="checkbox"/> Spring 20_____	9	PROGRAM OF STUDY
		<input type="checkbox"/> Summer 20_____			
10	DID YOU COMPLETE HIGH SCHOOL?	<input type="checkbox"/> Yes	11	ARE YOU CURRENTLY STUDYING AT A U.S. INSTITUTION OR COLLEGE?	<input type="checkbox"/> Yes
		<input type="checkbox"/> No			<input type="checkbox"/> No
		<input type="checkbox"/> Yes		<input type="checkbox"/> No	

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.

13	F-1 STUDENT STATUS	<input type="checkbox"/> Yes <input type="checkbox"/> No	CURRENTLY IN STATUS	<input type="checkbox"/> Yes <input type="checkbox"/> No
		(Attach copies of ALL your previous I-20s)		
14	UNIVERSITY THAT ISSUED MOST RECENT FORM I-20			SEVIS #
15	CURRENT U.S. SCHOOL			
		Name	Address: Number and Street	City
16	OTHER IMMIGRATION STATUS (IF APPLICABLE, SPECIFY TYPE)			
17	I-94 ADMISSION NO.			I-94 EXPIRES ON

Declaration & Certification of Finances

Please indicate the source and amount of your financial support for the first three years of study at Queensborough Community College, for the college requires documentation of guaranteed support for the first year and projected support for future years. Note that costs may rise every semester. 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 a copy of the 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 (or Embassy) overseas.

Complete and send in this page with your application. Provide as much detail as possible. Please type or print clearly with a pen.

SOURCES OF FINANCIAL SUPPORT (Amount in U.S. Dollars)

		Guaranteed Support Yr.1	Projected Support Yr.2		
A	STUDENT (if Self-Sponsor)				
			\$	\$	
	Name (as in passport)				
	The student must provide the following document in English: a bank officer’s summary statement of account history signed and stamped by bank officer.				
	Name of bank (if self-sponsor) Location City Country				
	B	NAME OF SPOUSE AND CHILDREN ACCOMPANYING/FOLLOWING TO JOIN PERSON			
				\$	\$
		Spouse (as in passport) Sex Age			
Child (as in passport) Sex Age					
Child (as in passport) Sex Age					
Child (as in passport) Sex Age					
C	PARENTS, AND/OR OTHER INDIVIDUAL SPONSORS				
			\$	\$	
	Name Relationship to Student				
			\$	\$	
	Name Relationship to Student				
D	GOVERNMENT, UNIVERSITY, OR OTHER SPONSOR				
			\$	\$	
	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		\$	\$		

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
Queensborough Community College of The City University of New York.*

Student's Signature	Date: (Month/Day/Year)
Student's Name (Print)	

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 Queensborough Community College of The City University of New York.

SPONSOR INFORMATION	
1	I, _____, citizen of _____, <small style="display: block; text-align: center;">(Name of sponsor) (Country/ies)</small> and residing at _____ <small style="display: block; text-align: center;">(Street) (City/State) (Country) (Postal Code) (Telephone)</small>
2	I am employed with _____ located at _____ <small style="display: block; text-align: center;">(Name of employer) (Street) (City/State) (Country) (Postal Code) (Telephone)</small> I receive an annual income of \$ _____ (U.S.) from this employment. Attach verification of annual income (e.g., paystubs, record of regular bank deposits). The 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: _____ <small style="display: block; text-align: center;">(Number and Street) (City) (State) (Postal Code)</small>
4a	I currently support _____ persons (including myself). My total annual income is \$ _____ (U.S.). My total annual expenses are \$ _____ (U.S.).
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 _____. S/he is my _____ <small style="display: block; text-align: center;">(Name of Student) (Month/ Day /Year)</small> _____ <small style="display: block; text-align: center;">(Relationship to Sponsor)</small>
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 Queensborough Community College CUNY 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 _____ with (check one): <small style="display: block; text-align: center;">(Name of Student)</small> <input type="checkbox"/> Room only in my home at the address indicated above (valued at \$6,600) OR <input type="checkbox"/> Full room and board in my home as indicated above (valued at \$9,192) during each year that s/he follows a program of study at Queensborough Community College CUNY.
SIGNATURE	
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 of sponsor Month/Day/Year	
_____ Name of Sponsor (Print)	

SPONSOR SUPPORTING EVIDENCE

In addition to the attached Affidavit of Support, the sponsor must submit evidence of income and resources, as appropriate:

A	Bank statement that includes the following information: <ol style="list-style-type: none"> 1. Account holder's name and account number 2. Transaction history for the past three months 3. Present balance
B	Sponsor Employment verification: <ol style="list-style-type: none"> 1. Last three months of paystubs (pay voucher) 2. Last three months of bank account transaction history showing regular deposits
C	Additional documents required (if applicable): <ol style="list-style-type: none"> 1. Copy of last income tax return filed (if required in your country) 2. Commercial license or registration (if self-employed) 3. Copy of lease/mortgage/renter's agreement (if providing room and board)
D	Sponsor in the United States must provide one of the following: <ol style="list-style-type: none"> 1. U.S. Passport 2. U.S. Certificate of Naturalization 3. Permanent Resident Card

Estimate of Annual Expenses for International Students Attending the City University of New York

Tuition and fees per academic year (12 months).....**\$5150.00****

Student Living Expenses

Books and supplies... ..	\$480.00
Transportation.....	\$772.20
Personal Expenses... ..	\$4,510.00
Housing.....	\$6,600.00
Meals (at home).....	\$2,592.00
Lunch... ..	\$712.80
Total Student Living Expenses... ..	\$15,667.00

Total Annual Expenses..... \$20,817.00

Tuition and fees may rise every semester. Student must attend the full-time academic program to maintain lawful immigration status.



CENTER FOR INTERNATIONAL AFFAIRS, IMMIGRATION, AND STUDY ABROAD

F-1 STUDENT TRANSFER ENROLLMENT STATUS FORM

U.S. Citizenship and Immigration Services (USCIS) requires this office to have the following information in order to process your transfer to Queensborough Community College (QCC). After you have completed Section 1, please submit this form to the Designated School Official (DSO) of your current school.

Section 1 - TO BE COMPLETED BY STUDENT

I have been admitted to QCC and I grant permission for the information below to be forwarded to QCC's Center for International Affairs, Immigration, and Study Abroad.

Surname First Name DOB Country of Birth
I-94 Number Semester of Admission Spring Summer Fall (year)
Social Security Number (if applicable) Signature Date

Section 2 - TO BE COMPLETED BY DESIGNATED SCHOOL OFFICIAL

The above-named student has been admitted to QCC for the term indicated. In accordance with immigration regulations, we cannot process a student's SEVIS record transfer until determining whether s/he has been maintaining status for the preceding term. Please complete Section 2 and return the form to our office. Queensborough Community College's SEVIS campus code is NYC214F00812016.

Student's SEVIS ID Number Release Date

The above-named student

- was authorized to attend our school according to immigration regulations.
was NOT authorized to attend our school according to immigration regulations.
was maintaining status the preceding term.
was NOT maintaining status the preceding term. Student must apply for reinstatement with USCIS.
has been granted work authorization (OPT, CPT, other) from to
is in my opinion eligible for transfer under Notification Procedure.

Comments

Name Title
Signature Date
Name of Institution Telephone
Address Email