



MONTCLAIR STATE
UNIVERSITY

I-20 APPLICATION FOR INTERNATIONAL STUDENTS

International Services
Global Education Center
22 Normal Avenue
Montclair, NJ 07043
Voice: 973-655-6862
Fax: 973-655-7726

Email: international.services@montclair.edu
Website: www.montclair.edu/international



I-20 APPLICATION

What is an I-20?

The form I-20 is a government form on which Montclair State University certifies to the U.S. government that you are eligible for F-1 student status. By issuing the form I-20 to you, the University certifies that (1) you have met our admissions requirements; (2) you will pursue a full course of study; (3) you have proved to us that you have enough money to study and live in the U.S. without working illegally or suffering from poverty.

Without an I-20, it is not possible to obtain a student visa or keep lawful F-1 student status when transferring from one school to another in the U.S. To receive your I-20 you must complete the attached form and submit it with the required documents to International Services.

Does Everyone need an I-20?

No, some students do not need an I-20. If you are in possession of another visa that allows you to study, you do not need to obtain an I-20. If you are currently in the United States on B-1/B-2 or F-2 status and wish to pursue a course of studies, you must first obtain an I-20 and apply to United States Citizenship and Immigration Services (USCIS) for a change of status to F-1. Dependent children in E, F, H, I, J, L, M, N, O, P, R or S status need to change their status before their 21st birthday or if they get married, so they might need an I-20 if they wish to change their status to F-1 student status.

If you have a question about changing your status to F-1 student status, contact International Services at 973-655-6862 to schedule an appointment with an International Student Advisor.

Points to Remember

- **Do not** enter the U.S. without a visa or obtain a W/T visa when you enter the U.S. Although citizens of some countries are allowed to visit the U.S. without applying for a visa, entry without a visa or with the W/T notation restricts your stay as **tourist only**. Under any circumstances, you will be allowed to stay only 90 days without the opportunity to change status in the U.S.
- It is strongly recommended that you **do not** enter the U.S. in B-2 Tourist visa status. This status allows you to remain in the U.S. for a short period of time, and a change of status to F-1 is very difficult, and in most cases, impossible. Only those B-2 Tourist visas which have been marked "Prospective Student" by the U.S. Consulate will be able to apply for a change of status to F-1 in the U.S.
- United States Immigration regulations do not allow a student on a B-1 or B-2 visitor's visa status to enroll in classes until a change of status to student (F-1) visa is approved. **Enrollment in classes while on B-1 or B-2 status is considered a violation of legal status.**
- Students in F-2 status are prohibited from enrolling in university classes. Therefore all students in F-2 visa status must first apply for and receive approval for change to F-1 student status before registering for classes at Montclair State University.
- Students transferring from another U.S. school (High School, College, or University) must obtain their transfer I-20 from Montclair State University **no later** than 15 days after the semester begins.
- Students on F-1 status are allowed to work on-campus at Montclair State University for up to 20 hours per week while school is in session and full-time during summer.
- Working off-campus is not permitted without prior authorization. You must speak with an International Student Advisor prior to accepting off-campus employment.

Eligibility Requirements to Obtain an I-20

In order to be eligible for an I-20 you must meet the following criteria:

- You must be accepted to Montclair State University in a full-time degree program. (non-degree programs are not eligible for an I-20)
- You must complete the I-20 Application and submit it to International Services together with the required documentation.
- You must provide documentation proving that you have the financial ability to support your studying and living expenses for the full length of your program. More information on estimated expenses are listed in this application.

Procedure for Obtaining an I-20

Step 1: Part 1-8 of the application to be completed by student
Affidavit of Support and/or Affidavit of Room and Board to be completed by student's sponsor(s)
Transfer-in Form to be completed by students transferring from another U.S. School, College, or University

Step 2: Submit the completed application with the required documents to International Services either by fax, in person, by mail, or e-mail to:
International Services
Global Education Center
Montclair State University
22 Normal Avenue
Montclair, NJ 07043 U.S.A.
Fax: 001-1-973-655-7726
Email: international.services@montclair.edu

The average processing time for the issuance of the I-20 is ten business days, plus additional time for shipping. Incomplete applications will result in processing delays, so make sure all required documents are submitting together with the application.

Application Checklist

The following documents must be submitted with this application:

- Bank statement/letter
- Sponsor's Affidavit of Support
- Sponsor's Proof of Annual Income
- Sponsor's Affidavit of Free Room and Board (if applicable)
- Copy of your passport information page (page with your name, date of birth)
- Copy of Spouse's passport information page, copy of marriage certificate (if applicable)
- Copy of child's passport information page (if applicable)
- Copy of visa, I-94 card, all previous I-20s, Optional Practical Training EAD card (if applicable)

Please make sure that your full name is on all submitted documents.

Estimated Yearly Expenses

An International student must be able to prove adequate financial resources to cover the minimum annual expenses for the entire program of study at Montclair State University. The following approximate expenses are for one academic year:

	<u>Undergraduate</u> <u>Living</u> <u>On-campus</u>	<u>Undergraduate</u> <u>Living</u> <u>Off-campus</u>	<u>Graduate</u> <u>Living</u> <u>On-campus</u>	<u>Graduate</u> <u>Living</u> <u>Off-campus</u>	<u>Doctorate</u> <u>Living</u> <u>On-campus</u>	<u>Doctorate</u> <u>Living</u> <u>Off-campus</u>
* Average Tuition & Fees	\$ 19,500	\$ 19,500	\$ 17,500	\$ 17,500	\$ 15,500	\$ 15,500
Average Room & Board	\$ 11,000	\$ 9,000	\$ 11,000	\$ 9,000	\$ 11,000	\$ 9,000
Misc. Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
TOTAL ESTIMATE	\$ 32,000	\$ 30,000	\$ 30,000	\$ 28,000	\$ 28,000	\$ 26,000

* *Tuition increases may occur after this publication*

	<u>Performer's Certificate or</u> <u>Artist Diploma</u> <u>Living On-campus</u>	<u>Performer's Certificate or</u> <u>Artist Diploma</u> <u>Living Off-campus</u>
* Average Tuition & Fees	\$ 8,500	\$ 8,500
Average Room & Board	\$ 11,000	\$ 9,000
Misc. Expenses	\$ 1,500	\$ 1,500
TOTAL ESTIMATE	\$ 21,000	\$ 19,000

* *Tuition increases may occur after this publication*

Performer's Certificate and the Artist diploma are professional post baccalaureate programs in the School of Music. Performer's certificate is a one year program and the Artist Diploma is a two year program.

To receive the I-20, and subsequently be able to apply for a F-1 visa, you are required to show our office evidence that funds are available to cover one year's minimum expenses, and **evidence** that sufficient funds will be available for **every year** of the program.

What is a Sponsor?

A sponsor is your source of financial support while you are studying in the U.S.

- A sponsor may be one or more family members, friends, or organizations.
- You can also sponsor yourself completely or partially.

Note: If you are sponsoring yourself completely then we will require to see that you have the total amount of funds in your bank account for every year of the program.

Free room and board counts as financial support: A person who is giving you free room and board may also be considered a sponsor. This sponsor must submit a notarized 'Sponsor's Affidavit of Free Room and Board' (included in the application). Free room and board reduces living expenses from the total amount indicated above for each program. ***Affidavits for Free Room and Board will not be accepted if the place to live is too far from Montclair State University.***

Graduate Assistantship:

Graduate Assistantships count towards financial support. If you receive an assistantship, your tuition and most of the fees are waived. And you will receive a stipend of \$7000 per year for graduate students; \$10,000 per year for Doctorate students; \$15,000 per year for Doctorate students in the Environmental Management program. Students receiving a Graduate Assistantship must include a copy of the assistantship letter with the I-20 application.

Keep in mind that the assistantship is offered for one year and is renewable later for another year (assistantships for doctorate students is renewable for a maximum of three years). So you will need to have a sponsor who will be able to cover your expenses for the remainder of your studies. Submit Affidavit of Support and proof of annual income letter from sponsor together with a copy of graduate assistant ship letter in order for the I-20 to be issued.

Documents Required

- Bank Statement/Letter: The statement must be in the sponsor's name, must be in English, the current balance quoted in U.S. Dollars, and must be less than **three months old**. The current balance must be equal to or more than the estimated minimum expense for at least one year.
 - The following will **NOT** be accepted:
 1. Funds from investments and property.
 2. Letters saying 'enough' or 'sufficient' funds are available, or that 'the holder is capable of supporting the student'
- Sponsor's Affidavit of Support (enclosed): The form must be completed by the sponsor who will provide the student with the financial support during the student's course of study at Montclair State University.
- Proof of Sponsor's Annual Income: Individual sponsors' income must be at least double the amount provided for the student. Submit the following:
 1. Letter from sponsor's employer indicating date of employment and annual salary in U.S. dollars

If the sponsor is self-employed submit the following documents:

1. Estimates of income by a bank or private accountant if the sponsor is a self-employed business person **AND**
 2. The most recent "Profit and Loss" statement for the business.
- Copy of Graduate Assistantship letter, if applicable
 - If receiving a loan, submit a letter from the loan company indicating the amount of loan
 - If sponsored by an organization or home government, submit an award letter indicating the amount awarded and the duration of the award
 - If provided free room and board by a private sponsor, submit a completed Affidavit of Free Room and Board



I-20 APPLICATION

Please fill out this form completely and clearly.

Part 1: Personal Information

Type your name exactly as it appears in your passport. If you don't have a passport at the time of completing this application, type the name exactly as it appears on your birth certificate. Submit a copy of your passport information page or copy of birth certificate.

Campus Wide ID (if available): _____

Name: _____
Family/Last Given/First Middle

Date of Birth: Month: _____ Day: _____ Year: _____ Gender: Male Female

Country of Birth: _____ Country of Citizenship: _____

Permanent Address in your home country (Required): Street Address: _____
If a permanent address is not provided, we will not be able to create an I-20 Form. If you and your immediate family currently reside in the U.S., you should use the permanent address of another family member or close family friend
City: _____ Province/State: _____
Country: _____ Postal Code: _____

Local Address in U.S. (if applicable): Street Address: _____
City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email Address: _____

Part 2: Program & Visa Information

Intended Level of Studies:

Undergraduate Graduate Doctorate Performer's Certificate Artist Diploma Other _____

Intended Major: _____

Students applying for certificate programs should be aware that an I-20 Form for the F1 student visa can only be issued for full time certificate programs (9 credits or more per semester). Part time certificate programs are not eligible for the I-20 Form and the Student Visa (except for Performer's Certificate and Artist Diploma). For further information as to whether a certificate program is eligible for the I-20 Form and student visa, contact [International Services](#) before applying for admission to a program.

Current Immigration Status:

- I am currently outside the U.S. and hold no immigration status. I will apply for a student visa at a U.S. Embassy or Consulate
- I am currently in the U.S. in the following status: _____
 - I will leave the U.S. and apply for a F-1 student visa in my home country and reenter before my program begins
 - I will apply for a Change of Status within the U.S. to F-1 status
 - I will transfer my current F-1 status to Montclair State University

Are you currently enrolled at Montclair State University?

- No
- Yes If yes, please complete below:
 - I am currently enrolled at Montclair State University in _____ visa status and will graduate on _____ (mth, yr)

Are you returning to Montclair State University after an interruption in studies?

No

Yes If yes, please complete below:

I am currently on Optional Practical Training (OPT) from Montclair State University and it ends on _____ or it ended on _____

I was a student at Montclair State University from _____ (mth, yr) to _____ (mth, yr) in _____ visa status

Do you require on-campus housing?

No

Yes If yes, would you prefer a single room, double room or a triple room?

Part 3: Transfer Student Information

Are you transferring from another U.S. High School, College or University?

No

Yes If yes, please complete below:

- What is the name of the School currently attending? _____
- What is the completion date on your current I-20? _____ (month, day, year)
- What was or will be your last date of attendance at your current school? If you are on Optional Practical Training (OPT), when does it end or has ended? _____ (month, day, year)
- Do you plan to travel outside the U.S. before classes begin? No Yes Date of Travel: _____

Important Notes:

- All international students on F-1 visa status transferring from another U.S. school are required to submit the 'Transfer-in Form' (attached). Students currently on Optional Practical Training (OPT) are also required to submit the Transfer-in Form
- All transfer students must obtain a Montclair State I-20 **no later** than 15 days after the semester begins. Failure to do so will result in the loss of your F-1 student status.
- If you are planning on traveling outside the U.S. before beginning classes at Montclair State University you must first obtain a Montclair State University I-20 and return to the U.S. with that I-20
- If you are going to travel outside the U.S. before the semester begins keep in mind you will need to return by:
For Fall 2011 semester – return to the U.S. by August 29, 2011
For Spring 2012 semester – return to the U.S. by January 9, 2012
- All new students, including transfer students are required to attend the Mandatory International Student Orientation prior to the start of the semester. See our website or contact our office for more details.

Part 6: Document Mailing Information

How do you want to receive your I-20?

Pick up by (name): _____ **Telephone:** _____

Send By Regular Mail: Overseas mail can take 4-6 weeks, depending on the country of destination. If you want your I-20 sent by regular air mail, please provide us with your current mailing address.

Street Address: _____

City: _____ **State/Province:** _____

Country: _____ **Postal/ Zip Code:** _____

Send By Express Mail: International Services uses an express mail service that will allow you to receive your I-20 through DHL or FedEx. **Requesting your immigration documents through express mail is at YOUR expense.** Your credit card (Visa, Mastercard or Discover cards only) will be charged upon requesting the service. There is a 15 - 30% discount on shipping by using this service, as opposed to going directly through DHL or FedEx. This discount varies by country.

If you choose this option, you **must** register an account at **eShip Global** (<https://study.eshipglobal.com/>) to request your I-20. Do not go through DHL or FedEx directly. Once you have signed up, you will be able to send a document request to International Services, Montclair State University.

If you do not yet have a Montclair State University Campus Wide ID (CWID), see the instructions next to the Student ID field on the eShip Global Request Form.

Part 7: Applicant Signature

Signature of the applicant is required to process the application.

My signature acknowledges the following:

- The Financial Support Information is accurate and true for financing my studies at Montclair State University.
- I understand that mandatory immigration check-in at International Services is required. Failure to do so is a violation of my F-1 student status and will jeopardize my stay in the U.S. (see International Services website for more details).
- I am required to attend the **Mandatory International Student Orientation** prior to the start of the semester (see International Services website for more details).
- I have attached the necessary documents outlined in the checklist to this application. Failure to submit the necessary documents will result in a delay in obtaining the I-20.
- I understand Montclair State University requires that all students subscribe to mandatory Health Insurance as dictated by state and federal law.

Signature: _____

Date: _____



Affidavit of Support

This form must be completed by the sponsor who will provide the student with the support during the student's course of study at Montclair State University. If you have more than one sponsor, please copy this form and have it completed by **each** sponsor, and return it with your application.

Name of Student: _____ **Student ID (if available):** _____
Last First

Date (Month/Day/Yr): _____

I, _____ residing at _____
First name, Last name Street and Number City

_____ hereby certify that I am willing and able to provide _____
State Country Full name of Student

with no less than US \$ _____ for his/her expenses for **every year** of study at Montclair State University.

My relationship to the student is _____
Parent, spouse, brother/sister, friend, etc.

The following persons are dependent upon me for their housing, food, or financial support. Do not list the student name above.

Last Name	First Name	Age	Relationship

I am attaching the bank statement/letter and proof of income letter to prove that the promised resources are available to me.

I hereby affirm or swear that I know the contents of this affidavit signed by me and the information is true and correct.

Signature of Sponsor _____



Affidavit of Free Room and Board

This form must be completed by the sponsor who will provide the student with free room and board during the student's course of study at Montclair State University. The residence must be within a reasonable distance from campus to commute on a daily basis.

Name of Student: _____ **Student ID (if available):** _____
Last First

Date (Month/Day/Yr): _____

I, _____ hereby certify that I am willing and able to provide _____
First Name, Last Name Full name of Student

with free housing and meals for **every** year of study at Montclair State University.

My relationship to the student is _____
Parent, spouse, brother/sister, friend, etc.

Address of domicile offered to the student:

Number and Street Apt #

City State Zip code

I own _____ or rent _____ the property. And I will not require any type of service to be performed in exchange for this benefit.
I have attached documents to verify that I own/rent the above accommodation.

I hereby affirm or swear that I know the contents of this affidavit signed by me and the information is true and correct.

Signature of Sponsor _____

