



---

## Form I-20/DS2019 Application Instructions

---

- Complete pages 4 and 5 of this document.
- DO NOT HANDWRITE-only the signatures can be handwritten (note: an electronic signature can be used in lieu of a “wet” signature). All other fields must be typed.
- Access your [admissions portal](#).
- Upload documents to the corresponding checklist items:
  - **Passport:** upload a copy of the face-page of your passport.
  - **Financial Documents:** combine all financial documents into one PDF. If you have received an assistantship or scholarship, please note the amount on the affidavit and upload financial documents showing sufficient funds to cover the remaining balance.
  - **Application for I-20/DS2019 and Affidavit of Support:** combine all signed affidavits and the application into one PDF. If living off-campus for free with a friend or family member, upload the [Affidavit of Free Room and Board](#) form and supporting documentation to this same checklist item as one PDF.

**IMPORTANT:** Ensure that you are uploading these three documents into the three separate checklist items with the corresponding names. If uploaded correctly, a **green check-mark** will appear next to each item within 24 hours. If any **red “x’s”** remain, there is a problem and you must re-submit the missing item(s).

### Before submission, please confirm the following:

- ✓ The affidavit and application are typed with the exception of the signatures which must be handwritten. In lieu of a “wet” handwritten signature, an electronic signature can be used. The signatures **MUST NOT** be typed!
- ✓ The affidavit must be signed by the sponsor **AND** the student. If you are using your own funds (self-sponsoring), please note “self” in the relationship field and sign your name in **BOTH** the sponsor and student signature fields.
- ✓ All financial documents submitted must be dated within the last three months.
- ✓ A signed affidavit of support must be provided for **EVERY** person noted on the financial documents, including “self”.
- ✓ The financial documents must show the minimum amount of funding required as per the estimated expenses document. If you have received a scholarship or assistantship, you may show the balance of the cost minus the award amount.

## Sources of Funding

Any combination of funds are acceptable as long as you demonstrate that you can cover the full cost for one year as noted on the application for Form I-20/DS2019 and Affidavit of Support document below. Room and Board expenses may be deducted if you will be living off-campus for free with a friend or family member and the [Affidavit of Free Room and Board](#) is submitted with your I-20/DS2019 application.

Personal Funds	Bank Statement/Letter (see guidelines below)
Family/Friends (Sponsor)	1. Bank Statement/Letter (see <b>Bank Statement/Letter</b> guidelines below). Must be submitted by each sponsor. <b>AND</b> 2. Affidavit of Support. Must be completed by each sponsor.
Montclair State University Funds	Please note the amount of confirmed scholarship or GA funding as requested in the affidavit. If the assistantship or scholarship does not cover the total cost listed in <b>Cost Estimate</b> , you must show proof of funding that covers the remaining expenses.
Other Sources of Support Documentation (Employer, Government, etc.)	Support letter detailing the financial support (see <b>Other Sources of Support Documentation Guidelines</b> below). If this support does not cover the total cost listed in <b>Cost Estimate</b> , you must show proof of funding that covers the remaining expenses.
Education Loans	Approval/loan sanction letter required for all loans, regardless of lender.

### Bank Statement/Letter Guidelines

- Must be dated within the last three months
- Name of account holder must be listed
- Amount of money in the account must be listed
- Must be in English or a certified English translation must be included
- Type of account must be listed (checking, savings, etc.)

### Unacceptable Documents

- Investments, real estate, insurance policies, or pension funds
- Income tax forms, pay stubs, W2 forms, income verification letter
- Letters/solvency certificates saying 'enough' or 'sufficient' funds are available, or that 'the holder is capable of supporting the student'

### Other Sources of Support Documentation Guidelines

- Must be dated within the last three months
- Name of student must be listed
- Period of time covered by the award must be listed
- Must indicate Montclair State University as the student's institution
- Must state the total amount of support for the given time period

### Free room and board support

A person who is giving you free room and board may also be considered a sponsor. This sponsor must submit a 'Sponsor's [Affidavit of Free Room and Board](#)'. Free room and board reduces Room and Board 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.***

### Tips

- Less is more: a one-page bank balance certificate is sufficient as proof of funding
- No history of transactions is necessary

### Graduate/Doctoral Assistantship

Graduate Assistantships count toward financial support. Assistantships are offered for one year and are renewable later for another year (assistantships for doctorate students are renewable for a maximum of three years). **You must write in the amount of CONFIRMED assistantship funding in the affidavit** and must upload other financial documentation that shows your ability to cover any remaining balance after deducting the award amount.

### Financial Document Submission Deadlines

**Spring/January: November 15**

**Fall/August: June 15**

Early submission of financial documents is strongly encouraged.

SEVIS-transfer students already in the U.S. may submit financial documents later, if necessary.

## Estimated Expenses 2021-2022 Academic Year

The Federal Government requires Montclair State University to verify that prospective students have sufficient funds to be able to live and study in the U.S. for their first year of study before being issued a Form I-20/DS2019. F-1/J-1 students are required to take a full-time course load each fall and spring semester (12 credits for undergraduate, 9 credits for graduate, and 6 credits for Artist Diploma or Performer's Certificate).

The table below provides the estimated minimum cost of living in the U.S. and studying at Montclair State University for 9 months (one academic year). These estimates do not include the cost of living and studying in the summer. If you plan to remain in the U.S. during the summer, you will need to ensure that you have additional funds for your living expenses.

If your program is longer than one academic year, please project the funding that you will need for the following years by planning for annual increases. All tuition, fees, and room and board charges are subject to change upon approval of the University's Board of Trustees. Room and board cost reflect an average cost, considering all housing options and meal plans.

### Dependents:

You must submit proof of additional funds in the amount of **\$6,000** for a dependent spouse and **\$4,000** for each dependent (minor) child who will accompany you to the U.S.

#### All programs (except those listed below):

Expense	Undergraduate	Master's	Doctorate
<b>Tuition &amp; Fees</b>	\$21,618	\$14,349	\$12,600
<b>Living Expenses</b>	\$16,388	\$16,388	\$16,388
<b>Miscellaneous Expenses (includes personal expenses)</b>	\$4,640	\$4,640	\$4,640
<b>Health Insurance</b>	\$2,274	\$2,274	\$2,274
<b>Estimated TOTAL</b>	<b>\$44,920</b>	<b>\$37,651</b>	<b>\$35,902</b>

#### Special Tuition Rate Programs:

Expense	Traditional MBA <sup>1</sup>	MS Business Analytics	MS Social Work	MM Music Performance	Artist Diploma or Performer's Certificate	Undergraduate Special Rate Programs (see list below) <sup>2</sup>
<b>Tuition &amp; Fees</b>	\$19,350	\$15,560	\$18,095	\$15,200	\$10,200	\$13,498
<b>Living Expenses</b>	\$16,388	\$16,388	\$16,388	\$16,388	\$16,388	\$16,388
<b>Miscellaneous Expenses (includes personal expenses)</b>	\$4,640	\$4,640	\$4,640	\$4,640	\$4,640	\$4,640
<b>Health Insurance</b>	\$2,274	\$2,274	\$2,274	\$2,274	\$2,274	\$2,274
<b>Estimated TOTAL</b>	<b>\$42,652</b>	<b>\$38,862</b>	<b>\$41,397</b>	<b>\$38,502</b>	<b>\$33,502</b>	<b>\$36,800</b>

#### <sup>1</sup> MBA

MBA rate noted above is for the traditional weeknight program. The accelerated one-year program tuition is \$38,300. The total I-20 expense is \$61,602 which is NOT inclusive of summer housing.

#### <sup>2</sup> Undergraduate Special Tuition Rate Programs:

BFA – Theatre-Acting

BFA - Musical Theatre

BFA - Dance

BMus - Music Performance

BMus- Music Education School & Community Settings-no certification

BA – Music Therapy (must have 3.0/4.0 US CGPA to qualify for in-state tuition)





## Application for Form I-20/DS2019 and Affidavit of Support

**DO NOT HANDWRITE. Only the signature can be handwritten. All other fields must be typed.**

This form must be completed by the sponsor who will provide the student with financial support during the student's course of study at Montclair State University. If there is more than one sponsor, please copy this page and have it completed by each sponsor. If you are receiving funding by way of a scholarship or assistantship, please indicate the amount received and select "other-Montclair State funding" from the drop-down menu. Combine all signed affidavits and the I-20 application into one PDF which will be uploaded to the application portal under the checklist item for "Application for I-20/DS2019 and affidavit of support".

### SPONSOR INFORMATION and SIGNATURE

#### **AFFIDAVIT OF SUPPORT FROM PERSONAL SPONSOR**

I, \_\_\_\_\_ hereby certify that I am willing and able to provide  
Sponsor's Full Name (if Montclair State funding, write n/a)

\_\_\_\_\_, appointed CWID \_\_\_\_\_ with no less than  
Student's Full Name Student's CWID #

US \$ \_\_\_\_\_ for one year of study at Montclair State University. I have attached original bank documentation no more than three months old, showing sufficient funds to sponsor the student. Additionally, I also assume full financial responsibility for this student for the duration of study at Montclair State University.

I am the \_\_\_\_\_ of the above-named student.  
*If other-please specify YOUR relationship to student: :*

- I intend to sponsor the student's dependents       I do not intend to sponsor the student's dependents
- Not applicable (no dependents)

***I have reviewed the estimated expenses attached to this form and agree that I will provide full financial support so long as the student is enrolled at Montclair State University. I understand that failure to provide the financial support can result in loss of immigration benefits of the above-named student.***

***I swear that the information I have provided above is true and correct.***

\_\_\_\_\_  
Signature of Sponsor (handwritten or electronic-must not be typed).  
Leave blank if showing Montclair State funding (scholarship/assistantship)

\_\_\_\_\_  
Date (MM/DD/YYYY)

### STUDENT SIGNATURE

#### **ACKNOWLEDGEMENT**

*With the submission of this form, I acknowledge that Montclair State University has the right to deny any financial document deemed unacceptable and can request additional information at any time. Furthermore, I certify that the information given by me on this form is complete and accurate and I understand that misrepresentation on this form may be cause for rescinding my admission to the University.*

\_\_\_\_\_  
Signature of Student (handwritten or electronic-must not be typed)

\_\_\_\_\_  
Date (MM/DD/YYYY)