



Boricua College
Office of International Programs / Special Projects
3755 Broadway
New York, NY 10032
Tel: (212)694-1000
Fax: (212)694-1015

HOW TO GET YOUR FORM I-20

Certificate of Eligibility for F-1 Student Status

IMPORTANT: The information on the following pages carefully explains how to get your Form I-20. Please read it and follow the directions completely to avoid any delays in getting your I-20.



Boricua College
Office of International Programs / Special Projects

NOW THAT YOU ARE PLANNING TO BE A BORICUA COLLEGE STUDENT WITH AN F-1 VISA...

THERE ARE TWO THINGS YOU SHOULD NOT DO!

(1) DO NOT ENTER THE U.S. WITH A B-1, B-2, OR B-1/2 VISA

If you use a B visa to enter the U.S. you are saying "I'm here as a visitor" only. Since you contacted our school about study, this would be viewed as a "fraudulent entry" and you could be refused permission to stay longer than six months or to extend or change your status. Do not listen to people who say it is easy to enter the country as a visitor and change your status. **It is not true!**

B visitors are prohibited by U.S. law from pursuing a course of study prior to obtaining a change of status to F-1 student.

IF YOUR STUDY PLANS ARE NOT CERTAIN AND YOU WANT TO ENTER THE U. S. TO VISIT SCHOOLS, you must explain this on your visa application and ask the visa officer for a B-2 visa with the words "Prospective student" noted on it or have the words added to your B visa if you already have one.

(2) DO NOT ENTER THE U.S. WITHOUT A VISA (Unless you are from Canada or Mexico.)

If you are from a country from which you can enter the U.S. as a visitor by showing a round trip airline ticket, do not do this. If you enter without a visa, you will be permitted to stay for only 90 days. You will not be given more time or allowed to change to student status.

WHAT IS A FORM I-20 AND WHY DO YOU NEED ONE?

A Form I - 20 is a government form that tells the U. S. government that you are eligible for F-1 Student Status. It certifies that (1) you are or expect to be a "bona fide" student; 2) you meet our admissions requirements; (3) you will pursue a full course of study; (4) you proved to us that you have enough money to study and live in the U.S. without working illegally or suffering from poverty.

You need a Form I-20 to obtain an F-1 student visa or status, or to keep lawful F-1 status when transferring or changing schools within the U.S.

DOES EVERYBODY NEED AN I-20?

No, some international students do not need I-20's. J-1 students need a Form DS-2019 and should ask us for that application. B Visitors and F-2 dependents must obtain an I-20 and apply for a change of status to F-1 student to pursue a course of study that is not a vocational or recreational in nature. If you are maintaining another nonimmigrant status in the U.S., you do not have to have an I-20 and may attend school full- or part-time. Dependent children in E, H, I, J, L, M, N, O, P, R, or S status need to change status after their 21st

birthday or if they marry. If you have no legal status, you may attend school but you are not eligible to change status and do not need an I-20.

THESE ARE THE RULES FOR GETTING YOUR FORM I-20

1) You must be a "BONA FIDE" student, accepted to a full-time program of study – such as is the case with Boricua College.

2) You must PROVE to us that you can support the costs of living and studying in the U.S. for EVERY YEAR of the program of study. This is required by U.S. Law.

- DO NOT EXPECT TO WORK IN THE U.S. TO HELP MEET YOUR ANNUAL COSTS! On-campus employment is limited and competitive; off-campus employment is strictly controlled by U.S. Citizenship and Immigration Services.

- CAREFULLY REVIEW OUR SCHOOL'S "Estimated ANNUAL FINANCIAL REQUIREMENTS FOR INTERNATIONAL STUDENTS" ON PAGE SIX AND FIGURE OUT YOUR ANNUAL COSTS IN THE WORKBOX ON PAGE SEVEN. THIS IS THE AMOUNT THAT YOU MUST PROVE THAT YOU CAN SUPPORT FOR EVERY YEAR IN YOUR PROGRAM OF STUDY. (Estimate a minimum of two years for an Associate's degree; 1 year for a Master's; four years for a Bachelor's degree.)

- THESE REQUIREMENTS ARE NOT NEGOTIABLE. They represent a modest average budget that does not include luxuries of any kind. We strongly recommend that you budget at least 10% more if possible. Too little money causes pain and distress. We insist that students and their families look closely at the costs of living and studying in the U.S. and make careful plans to be sure your needs will be met.

- EXPECT ANNUAL INCREASES in tuition and living costs of approximately 10%

3) READ AND FOLLOW THE FOLLOWING INSTRUCTIONS VERY CAREFULLY.

YOU CANNOT COMPLETE THIS PROCESS WITHOUT FOLLOWING THEM STEP-BY-STEP.

Sometimes, we may have to ask you to give us more evidence of your financial ability - perhaps more than once. The U.S. government requires that we be absolutely sure, to the best of our ability, that you will have enough financial support to cover the full costs of your stay in the U.S.

SOURCES OF FINANCIAL SUPPORT

YOUR FINANCIAL SUPPORT CAN COME FROM ANY COMBINATION OF THE FOLLOWING SOURCES IN THE U.S. OR ABROAD.

(1) FUNDS FROM "SPONSORS" (parents, relatives, friends, organizations). You may have as many sponsors as you need. Sponsors may provide you with support in the form of cash and/or room and board. Free room and board is when you live with someone and don't have to pay for your room or food.

~WARNING #1

It is highly recommended that at least part of your financial support come from your home country. This is important for getting your student visa!

~WARNING #2

A sponsor should promise only as much money as he or she is able to give you. Some sponsors believe that the more money they promise to give you, the easier it will be to get your I-20. **THE MOST COMMON REASON FOR REJECTION OF FINANCIAL DOCUMENTS IS THAT WE DO NOT BELIEVE THE SPONSOR CAN AFFORD TO GIVE YOU AS MUCH AS PROMISED.** A sponsor should promise only what he or she intends to give and only as much as can be afforded

(2) **PERSONAL FUNDS** that come from your own resources, not those of your relatives. Unless you have enough cash to support yourself for your entire program of study or can prove other sources of personal income, you will need a sponsor with an income sufficient to support you.

(3) **FUNDS FROM THIS SCHOOL** such as, a scholarship, assistantship, or fellowship. Not all College support covers the entire program of study or all expenses, so you may need additional support to meet your minimum annual costs.

DOCUMENTARY EVIDENCE REQUIREMENTS

COMPLETE THE APPLICATION FOR THE FORM I-20 (attached) AND SUBMIT IT WITH ALL THE NECESSARY EVIDENCE OF FINANCIAL CAPABILITY DIRECTLY TO THE OFFICE OF INTERNATIONAL PROGRAMS/SPECIAL PROJECTS, BY MAIL OR FAX.

WE STRONGLY RECOMMEND THAT YOU DO THIS AT THE SAME TIME AS YOU ARE APPLYING TO THE UNIVERSITY. THAT WAY, ONCE YOU ARE ACCEPTED, YOUR FORM I-20 CAN BE ISSUED QUICKLY!

ALL DOCUMENTS YOU GIVE US MUST BE: (1) Less than two months old. (2) In English. (We cannot review documents that are not in English!)

(3) Photocopies or faxes, not originals. You will need the originals of all the documents you have sent us to take to the American Embassy when we send you your I-20.

(4) Sponsor Affidavits must be notarized, that is, signed by the sponsor in the presence of a notary public, the notary public must sign, and the official seal of the notary public must be on the affidavit. There are notaries public at all U.S. embassies and consulates. In the U.S., most neighborhood pharmacists, lawyers and accountants are notaries. There are notaries in all countries, though the names for them may be different. There are officials licensed by the national or regional government to take sworn statements for courts of law or to witness contracts and property deeds.

EVIDENCE REQUIRED:**SPONSORS OF CASH SUPPORT:**

(1) **AFFIDAVIT OF ANNUAL CASH SUPPORT.** This form may be photocopied for each sponsor. All questions must be answered. The form must be notarized.

(2) **PROOF OF INCOME.**

Individual Sponsor (any of the following):

- Employer's salary statement on letterhead stationery with most recent pay stub, or
- If self-employed; salary estimate from private accountant or bank, or
- Income tax returns or receipts with most recent pay stub, or
- Pay stubs for last six months, or
- Documentation of investments
- Company Sponsor
- Submit the most recent "Profit and Loss Statement" for the company.

~WARNING #3

If there is no proof of income submitted, bank statements must prove that there are sufficient funds to cover the entire program of study. Statement balances will be totaled and divided by the number of years in your program of study to determine the amount available to you for each year.

~WARNING #4

A company's income is not the income of the owner of the business and will not be accepted as proof of income. You must provide an official statement of the salary paid to the owner/ sponsor.

(3) **BANK STATEMENT** in the name of the sponsor only. A monthly statement of balances and deposits indicating the type of currency.

~WARNING #5

If a bank statement is in the name of more than one person, each individual must submit an affidavit of support.

~WARNING #6

We cannot accept bank statements that do not specify monthly balances and deposits!

SPONSORS OF FREE ROOM AND BOARD:

(1) **AFFIDAVIT (notarized) OF FREE ROOM AND BOARD**

(2) **PROOF OF INCOME** (any of the following):

- Employer's salary statement on letterhead stationery with most recent pay stub, or
- If self-employed, salary estimate from private accountant or bank, or
- Income tax returns or receipts with most recent pay stub, or
- Pay stubs for last six months
- Documentation of investments

(3) PHOTOCOPY OF LEASE, DEED, RENT RECEIPTS, PHONE BILL OR ELECTRIC BILL

~WARNING #7

If you are presently in the U.S., you must be living with the sponsor at the time of filing this application for this to be counted towards your means of support.

PERSONAL FUNDS:

BANK/ASSET STATEMENT in your name. A monthly statement of balances and deposits indicating the type of currency.

SCHOOL FUNDS:

COPY OF YOUR AWARD LETTER OR CONTRACT stating exactly what you will be receiving and for how long.



**BORICUA COLLEGE OFFICE OF INTERNATIONAL PROGRAMS /
SPECIAL PROJECTS**

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PART I: Personal Information

Name in passport: Attach the copy of your passport page showing your name

Family (Surname) First (Given)

Foreign Address _____
Number and Street

City State Zip Code Country

U.S. Address _____
Number and Street

City State Zip Code Country

Date of Birth: Month _____ Day _____ Year _____ Country of Birth _____

Gender: Male Female

Country of Citizenship _____ Country of Permanent Residence _____

Unmarried Married

Please complete the following information about your spouse and/or child (children) if they will come with you to the U.S.

Name (family, first) Date of Birth Country of birth Relationship to you

Name (family, first) Date of Birth Country of birth Relationship to you

Telephone _____ Fax _____ Email _____

Have you been notified of your admission to our school? Yes No

Please note that your Form I-20 cannot be issued until you are accepted

PART II: If you are in the United States, now, complete this section.

If, not, go on to Part III.

What is your Immigration Status? You can attend regardless of your Immigration status.

F-1 What is your SEVIS ID Number?

Circle one of the following that indicates what your I-20 is for:

- (1) Transferring/changing U.S. schools;
- (2) Changing educational level/program at Outstanding College,"
- (3) Reinstatement to F-1 Status

Another status. Which one? _____ Before we issue your Form I-20, we want to advise you. Please make an appointment to see the international student adviser OR Primary Designated School Official (PDSO) at Boricua College.

Do you plan to travel outside the U. S. before school starts?

Yes Tell us how you would like to get your I-20 in Part III.

No If you are F-1, you will receive school transfer or other instructions. If you hold another status, we must meet with you before issuing your Form I-20.

PART III: If you are NOT in the U.S. now, complete this section.

DID YOU RECENTLY ATTEND SCHOOL IN THE U.S. IN F-1 STUDENT STATUS?

_____ NO

_____ YES If yes, what was the last date of your attendance?

If you attended a U. S. school last term and are just home on holiday between academic terms, you are considered a "School Transfer" and need to have your record transferred to us before your Form I-20 may be issued. Please contact your international student advisor at your previous school immediately to authorize the release of your record to us.

MAIL Your Form I-20 will be sent standard airmail to the name and address you indicate in the address box. If you need express delivery service, you should request someone in the U.S. to pick it up and send it to you. If that isn't possible, please contact our office. **PRINT YOUR NAME AND ADDRESS IN ENGLISH, EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE.**

Name

Number/Street

City State Zip Code

Country

Cost of Education for International Students for 2009-2010 Academic Year at Boricua College
All rates are subject to change • International students are required to be full-time

TUITION & FEESUndergraduate

Tuition (Flat Rate Tuition for the academic year consist of two semesters: Fall and spring)	\$13,000
New Student Fee:	\$200
International Student Fee:	\$500 ¹
Total	\$13,700

Graduate Programs²

	<u>Tuition</u>	<u>Fees</u>	<u>Total</u>
Human Services (30 credits and Thesis/Capstone Project)	\$18,000	\$1,010	\$19,010
Latin American & Caribbean Studies	\$18,000	\$1,010	\$19,010
Teaching English to Students of Other Languages (TESOL)	\$18,000	\$1,010	\$19,010

ROOM & BOARD³Undergraduate

Housing:	\$4,914
Estimated meal expenses:	\$ 336
Total	\$5,250

Graduate

Housing:	\$8,190
Estimated meal expenses:	\$1,694
Total for graduate programs:	\$9,884

NOTE: If you will be living with a sponsor in the U.S. please have them provide a letter indicating that they will be supporting you. In this case they must attach proof of funds at 50% the amount for undergraduate room and board.

OTHER EXPENSES

Books & Supplies	\$436
Personal Expenses	\$1,030
Total all other graduate, undergraduate	\$1,466

TOTAL COST OF EDUCATION

Undergraduate:	\$20,416
All Graduate Programs:	\$30,360

Dependents - Additionally, if you are an international student who will be bringing dependents with you, you will need to show an additional \$4,000 in funds for your spouse and \$2,000 in funds for each child.

¹ International student fee is a one-time fee assessed to all foreign students who require SEVIS records maintained by Boricua College.

² The Graduate Tuition rate is for the entire program including Thesis/Capstone Project.

³ As a commuter college, Boricua College does not provide any type of Housing or Board. The amounts used are estimates and are inline with budget provided to the New York State Education Department (NYSED)

PART IV: STATEMENT OF FINANCIAL SUPPORT

Do not complete this part unless you have carefully read all instructions

What level of education will you be pursuing? _____
Associate's, Bachelor's, Master's, Doctorate, etc.

What will your major be? _____

Total estimated Annual Cost _____

How will you support yourself for every year of your program of study? Please check off your means of support below and indicate how much will be provided or available to you every year:

Source of my support:	Annual Amount
<input type="checkbox"/> Personal Funds. The amount available to me from my own resources every year is (divide by number of years in your program)	_____
<input type="checkbox"/> Funds from this school renewable every year. Type _____	_____
<input type="checkbox"/> Cash funds from a Sponsor to be given to me every year. Sponsor's name _____	_____
<input type="checkbox"/> Cash funds from a second Sponsor to be given to me every year. Sponsor's name _____	_____
<input type="checkbox"/> Cash funds from a third Sponsor to be given to me every year. Sponsor's name _____	_____
<input type="checkbox"/> Free Room and Board from a local sponsor with whom I will live. Sponsor's name _____	_____

On-Campus Employment

Complete this form only if you have firm offer of employment, or are presently working on campus. Attach evidence.

Total amount available to me every year of study. This amount must be the same or more than your minimum annual costs. _____

The following documents are enclosed to prove my financial responsibility:

Cash Sponsor's documents: I understand that all three types of documents MUST be attached.

- Affidavit of Support
- Proof of Income
- Copy of Contract
- Bank Statement
- Funds from this school: Award Letter (if applicable)

Free Room and Board Sponsor's Documents (attach all three)

- Affidavit of Support
- Proof of Income
- Proof of residence (lease, deed, rent receipts, copy of utility bill)

Funds from this school:

- Award Letter
- Copy of contract

My Personal Documents:

- Bank/Asset statement
- Proof of Income



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SPONSOR'S AFFIDAVIT OF ANNUAL CASH SUPPORT AND PROOF OF FINANCIAL CAPABILITY

WHAT DOES THIS AFFIDAVIT MEAN?

By completing this affidavit, you are swearing to the U.S. government that you will provide this student with a specific amount of money from your own financial resources for every year he or she is going to study at Outstanding College and live in the U.S. You are also proving that you can afford the support you are promising with the documents you have attached.

Before signing it, you must understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by U.S. Citizenship and Immigration and Services and very limited.

HOW TO COMPLETE THIS FORM:

- Fill this form out completely in English. Promise only the amount of money you are able to give. The most common reason we reject affidavits is that we do not believe a sponsor can afford to give as much as promised.
- Attach the documentary evidence of support explained below.
- Sign the affidavit in front of a notary public or the appropriate official in your country.

PROVE THAT YOU ARE FINANCIALLY CAPABLE OF PROVIDING THIS CASH SUPPORT FOR EVERY YEAR OF THE STUDENT'S PROGRAM BY ATTACHING ALL THE FOLLOWING DOCUMENTS (if all of these documents are not attached, your support will not be considered). Documents must be: Photocopies or faxes, Current (less than two months old), in English, Notarized.

PROOF OF INCOME (any of the following)

- Employer's salary statement on letterhead stationery with most recent pay stub. or
- If self-employed, salary estimate from private accountant or bank, or
- Income tax returns or receipts with most recent pay stub, or
- Pay stubs for last six months or
- Documentation of investments

BANK STATEMENT in your name only. A monthly statement of balances and deposits.

- If another person's name appears on your bank statement, that person must complete a separate affidavit or submit a notarized statement permitting those funds to be considered as financial support for the student.

THIS IS MY SWORN PROMISE OF CASH SUPPORT

I, _____, promise that I can and will
my name

give _____, no less than U.S. \$ _____
Full name of student

In cash (including annual cost of living increases on this amount) for **EVERY YEAR** of the student's program of study at Boricua College.

My relationship to the student is _____

My address is _____

Phone _____ Fax _____ Email _____

The following people are fully or partially dependent upon me for their support. (Do not include the students named above).

Name Relationship to me Age

Name Relationship to me Age

Name Relationship to me Age

Name of my employer _____

Annual Salary _____ (USD) Other Income _____ (USD)

My proof of income and bank statements are attached: Yes No

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

Signature of Sponsor

Sworn and subscribed before me this day: _____

Signature of Notary



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SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD AND PROOF OF FINANCIAL CAPABILITY

WHAT DOES THIS AFFIDAVIT MEAN?

By completing this affidavit, you are swearing to the U.S. government that this student will live with you free of any charge for room and food for every year he or she is studying and living in the U.S. (The student cannot be required to provide you with any services such as, babysitting, cleaning, etc., in exchange for the room and board, as that is employment.) You are also proving that you are the person who owns or rents the property and can afford the support you are promising with the documents you have attached.

Before signing it, you must understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by the Immigration Service and very limited.

HOW TO COMPLETE THIS FORM:

- Fill this form out completely in English.
- Attach the documentary evidence of support as explained below.
- Sign the affidavit in front of a notary public or other licensed official in your country.

PROVE THAT YOU ARE CAPABLE OF PROVIDING THIS SUPPORT FOR EVERY YEAR OF THE STUDENT'S PROGRAM BY ATTACHING: Documents must be: Photocopies or faxes, Current (less than two months old)

PROOF OF INCOME (any of the following)

- Employer's salary statement on letterhead stationery with most recent pay stub, or
- If self-employed, salary estimate from private accountant or bank, or
- Income tax returns or receipts with most recent pay stub, or
- Pay stubs for last six months, or
- Documentation of investments

PHOTOCOPY OF YOUR DEED, LEASE, CURRENT RENT RECEIPTS OR CURRENT PHONE BILL
THEREBYPROVING THAT YOU ARE THE PERSON WHO OWNS OR TENTS THE PROPERTY.
THIS IS MY SWORN PROMISE OF FREE ROOM AND BOARD

I, _____, promise that for each year of his/her
my name

program of study, _____
Full name of student

will live free of any charge with me in my home at:

Number & Street

Phone

I own I rent this property

If presently in the U.S., does the student currently live with you? _____

I will not require any type of service to be performed in exchange for this benefit

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

My proof of income and deed or lease are attached: yes no

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

Signature of Sponsor

Sworn and subscribed before me this day: _____

Signature of Notary