



# How to Obtain your Form I-20, Certificate of Eligibility for F-1 Student Status

2008 – 2009 Academic Year Edition

Please read this information completely!



OFFICE OF INTERNATIONAL STUDENT SERVICES  
HUDSON VALLEY COMMUNITY COLLEGE  
80 VANDENBURGH AVENUE  
TROY, NEW YORK 12180  
(VOICE) 518-629-HVCC OR 877-325-HVCC  
(FAX) 518-629-4576  
Email: [deitcjay@hvcc.edu](mailto:deitcjay@hvcc.edu)

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

- **A Form I-20 is a government form on which Hudson Valley Community College certifies to the U.S. government that you are eligible for F-1 Student Status.** It certifies that you: (1) are or expect to be a "bona fide" student; (2) meet our admissions requirements; (3) will pursue a full course of study; (4) proved 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, to apply for a change of status to F-1, or to maintain Lawful F-1 Status when transferring or changing schools within the U.S.**

## **DOES EVERYBODY NEED A FORM I-20?**

**NO, some international students do not need I-20's.** J-1 students who wish to remain in J-1 Status while enrolled at Hudson Valley Community College may need a new Form DS-2019 and should ask the Coordinator for International Student Services about this. If you are maintaining another nonimmigrant status in the U.S., you do not have to have a Form 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 21<sup>st</sup> birthday or if they marry. Dependent children and spouses in F Status need to change their status unless certain conditions are met. Please consult the International Student Advisor for more information on this issue. 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.

## **NOW THAT YOU ARE PLANNING ON STUDYING IN THE U.S., THERE ARE TWO THINGS YOU CANNOT DO!**

1. **DO NOT ENTER THE U.S. WITH A B-1, B-2, OR B-1/2 VISA UNLESS IT IS MARKED "PROSPECTIVE STUDENT."**

If you use a B visa to enter the U.S. you could be guilty of "fraudulent entry." You can be refused permission to stay longer than six months or to extend or change your status. It is extremely difficult to enter the U.S. as a visitor and change your status!

IF YOU DO NOT THINK THERE IS ENOUGH TIME TO GET YOUR FORM I-20, in some countries you can 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. The officer will need to see that you are qualified for a Form I-20 but cannot get it in time. You will need to prepare evidence of your financial responsibility and ask us for a letter to take with you.

2. **DO NOT ENTER THE U.S. WITHOUT A VISA (Unless you are Canadian)**

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.

## THESE ARE THE RULES FOR OBTAINING YOUR FORM I-20

1. **YOU MUST BE A "BONA FIDE" STUDENT**, ACCEPTED TO A FULL-TIME PROGRAM OF STUDY.
2. **YOU MUST PROVE TO US** THAT YOU CAN SUPPORT THE COSTS OF LIVING AND STUDYING IN THE U.S. FOR EVERY YEAR OF YOUR PROGRAM OF STUDY. THIS IS REQUIRED BY U.S. LAW.

**DO NOT EXPECT THAT YOU WILL BE ABLE TO WORK IN THE U.S. TO HELP MEET YOUR ANNUAL COSTS!** On-campus employment is limited and competitive; the U.S. Immigration Service strictly controls off-campus employment

3. CAREFULLY REVIEW HVCC'S "Estimated ANNUAL FINANCIAL REQUIREMENTS FOR, INTERNATIONAL STUDENTS" ON PAGE SIX, THEN CALCULATE YOUR ANNUAL COSTS IN THE WORKBOX ON PAGE SEVEN. THIS IS THE AMOUNT THAT YOU MUST PROVE THAT YOU CAN SUPPORT **FOR EVERY YEAR OF YOUR PROGRAM OF STUDY.** (*Estimate a minimum of two years for an Associate's degree; 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. Insufficient funds can be an obstacle. Please 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 about 7 %.*
4. **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 HVCC 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 do not 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 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 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** which come only from your own income or resources. 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. College support **DOES NOT** cover the entire program of study or all expenses, so you **WILL** 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 ENROLLMENT SERVICES BY MAIL OR FAX.

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

### ALL DOCUMENTS YOU SUBMIT **MUST BE:**

- Less than four months old.
- In English (we cannot review documents that are not in English).
- Photocopies or [legible] 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 Form I-20.
- 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. Notaries are officials licensed by the national or regional government to take sworn statements for courts of law or to witness contracts and property deeds.

## FINANCIAL EVIDENCE REQUIRED:

### SPONSORS OF CASH SUPPORT:

1. AFFIDAVIT OF SUPPORT (Form I-134). This form may be photocopied for each sponsor. All questions must be answered. The form must be notarized. This form can be downloaded from the following web site: <http://www.ins.gov/graphics/formsfee/forms/i-134.htm>.
2. PROOF OF INCOME. Individual Sponsor (submit any of the following)
  - Employer's letter on letterhead stationery;
  - If self-employed: Income estimate by a bank or private accountant.

**Warning #3: If there is no income source**, bank statements must prove that there are sufficient funds to cover the entire program of study. The 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: The income of a company 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.

**Company Sponsor** - Submit the most recent "Profit and Loss Statement" for the company.

3. BANK STATEMENT in the **name of the sponsor only**, which states the date the account was opened, current balance in U.S. dollars, average deposits and average balances.

**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 statements that do not specify balances** unless it is stated to be a minimum of six figures in U.S. dollars.

### SPONSORS OF FREE ROOM AND BOARD

- A. AFFIDAVIT OF SUPPORT (Form I-134). This form may be photocopied for each sponsor. All questions must be answered. The form must be notarized. This form can be downloaded from the following URL: [www.hvcc.edu/international/forms/imm\\_formi134.pdf](http://www.hvcc.edu/international/forms/imm_formi134.pdf).
- B. PROOF OF INCOME (any of the following:)
  - Employer's letter on letterhead stationery
  - Income tax returns or receipts
  - Investments
  - If self-employed, please provide an income estimate by a bank or private accountant.
- C. PHOTOCOPY OF LEASE DEED, DEED, RENT RECEIPTS, PHONE 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.

## YOUR PERSONAL FUNDS

- B. LETTER OF COMMITMENT. If you are pledging money that is in your personal bank account(s), then you must submit a completed and notarized Letter of Commitment. This form can be downloaded from the following URL:  
[https://www.hvcc.edu/international/forms/hvcc\\_letterofcommit.pdf](https://www.hvcc.edu/international/forms/hvcc_letterofcommit.pdf)
- B. PROOF OF INCOME (any of the following):
- Employer's letter on letterhead stationery
  - Income tax returns or receipts
  - Investments
  - If self-employed, please provide income estimate by a bank or private accountant.

## COLLEGE FUNDS

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

**ESTIMATED ANNUAL FINANCIAL REQUIREMENTS**  
**FOR INTERNATIONAL STUDENTS**  
**2008-2009**

**ESTIMATED BILLABLE SCHOOL FEES PER ACADEMIC YEAR**  
For a Certificate or Associates

TUITION  
& COLLEGE FEES

Certificate or Associate's Degree            \$8,754.00

*\*Tuition is for 12 - 18 credits for each of the fall and spring semesters. Summer school tuition is not included. Fees include mandatory health insurance, college and activity fees.*

Your total **ESTIMATED** annual costs for tuition and fees on "Line #1".            **Line #1: \$8,754.00**

**LIVING COSTS**

Average living costs for a 9 -month academic year include the following expenses: personal items and clothing, room and board, transportation,<sup>1</sup> and books and supplies.<sup>2</sup>

Your total **estimated** living costs for one academic year (with no dependants) are on "Line #2".

**Line #2: 9,246.00**

**This is a modest, "no extras" budget. It does not include such items as telephone calls, for example. It is highly recommended that you bring at least 10% more.**

**Note:** Students are required to show an additional \$3000.00 per dependant<sup>3</sup>

---

<sup>1</sup> This includes local transportation only. Travel to and from your country, or the costs of owning a car are additional expenses.

<sup>2</sup> The exact amount needed for books and supplies will vary based upon your academic programs and the individual courses you are enrolled in each semester.

<sup>3</sup> This is a conservative estimate.

CALCULATE YOUR **ESTIMATED** TOTAL ANNUAL COSTS FOR ATTENDING  
HUDSON VALLEY COMMUNITY COLLEGE

TUTION AND FEES: \$8,754.00 (Look back to "Line #1")

LIVING COSTS: \_\_\_\_\_ (Look back to "Line #2")

**ESTIMATED** TOTAL ANNUAL COSTS FOR ATTENDING Hudson Valley Community College:  
Add the amounts on lines #1 and #2, then write the amount on "Line #3".

Line #3 \_\_\_\_\_

NOTE: THE CURRENT **ESTIMATED** TOTAL ANNUAL COSTS FOR AN INTERNATIONAL STUDENT WITH NO  
DEPENDANTS, ATTENDING HUDSON VALLEY COMMUNITY COLLEGE FOR ONE ACADEMIC YEAR, IS EQUAL TO  
\$18,000.00



**FORM I-20 APPLICATION**

**Section I: Personal Information**

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Family (Surname) First (given) Month/Day/Year

Address: \_\_\_\_\_  
Number and Street City/Town/Village  
\_\_\_\_\_  
State/Province/Territory Zip Code/Postal Code Country

Date of Birth: \_\_\_\_\_ Male Female (Please circle one)  
Month/Day/Year

Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

I AM (please circle one) Unmarried Married. Please complete the following information about your spouse and/or child (children) who will come with you:

1) Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Family (Surname) First (given) Month/Day/Year

Relationship to you: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

2) Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Family (Surname) First (given) Month/Day/Year

Relationship to you: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_.

Have you been notified of your admission to Hudson Valley Community College?  
(please circle one) Yes No

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

**Section II:** If you are in the United States CURRENTLY, complete this section (if not go on to Section III).

What is your Admission Number: \_\_\_\_\_ This is found on your Form 1-94 Departure Record (the white card) stapled in your passport opposite your visa.

What is your current Immigration Status?  
(Circle one of the following that Indicates what your Form I-20 is for)

- 1) Initial F-1 Status
- 2) Transferring to Hudson Valley Community College
- 3) Changing educational level/program at Hudson Valley Community College
- 4) Reinstatement
- 5) F-1 to another status
- 6) F-2 Status
- 7) Other \_\_\_\_\_

Before we issue your Form I-20, we will be happy to advise you. If you wish advisement, please contact the Coordinator for International Student Services at 518-629-7567, or via email at deitcjay@hvcc.edu.

Do you plan to travel outside the U. S. before school starts? (Please circle one) Yes No

If you are currently in F-1 Status, you will receive school transfer and/or other instructions.

**Section III:** How do you want to receive your Form I-20? (Please check one)

**Standard Airmail:** Your Form I-20 will be sent standard airmail to the name and address you indicate below. **Below, please print your name and mailing address (in English), exactly as it should appear on the envelope.**

Name: \_\_\_\_\_  
Family (Surname) First (given)

Address: \_\_\_\_\_  
Number and Street City/Town/Village

\_\_\_\_\_  
State/Province/Territory Zip Code/Postal Code Country

\_\_\_\_\_  
Email address Telephone Number

**FedEX:** Your Form I-20 will be sent via FedEx (at your expense) to the name and address you indicate below. **Below, please print your name and delivery address (in English), exactly as it should appear on the FedEx envelope.**

Name: \_\_\_\_\_  
Family (Surname) First (given)

Address: \_\_\_\_\_  
Number and Street City/Town/Village

\_\_\_\_\_  
State/Province/Territory Zip Code/Postal Code Country

\_\_\_\_\_  
Email address Telephone Number at Delivery Address

**For FedEx billing purposes:**

\_\_\_\_\_  
FedEx Account #

Or

\_\_\_\_\_  
Credit Card # Expiration Date

**Hold for Pick-up:**

By: \_\_\_\_\_  
Family (Surname) First (given)

Address: \_\_\_\_\_  
Number and Street City/Town/Village

\_\_\_\_\_  
Email address Telephone Number

**Section IV: YOUR STATEMENT OF FINANCIAL SUPPORT**

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

What level of education will you be pursuing? \_\_\_\_\_  
Certificate or Associate's Degree

What major/field of study will you be enrolled in? \_\_\_\_\_

What are your total **estimated** annual costs? \_\_\_\_\_

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(s) of my support:

Note: Completing this section is not a substitute for submitting the financial documentation that is requested and described in the section entitled "FINANCIAL EVIDENCE REQUIRED".

Annual amount:

**Personal Funds.** Enter in "Line #4" the amount available to you from your own Resources, then is divide by the number of years in your program.

Line #4 \_\_\_\_\_

**Funds from Hudson Valley Community College** renewable every year (if applicable). Enter the amount in "Line #5".

Line #5 \_\_\_\_\_

Type of funds: \_\_\_\_\_

**Cash funds from a sponsor** to be given to me every year. Enter the amount in "Line #6".

Line #6 \_\_\_\_\_

Sponsor's name: \_\_\_\_\_

**Cash funds from a second sponsor** to be given to me every year. Enter the amount in "Line #7".

Line #7 \_\_\_\_\_

Sponsor's name: \_\_\_\_\_

**Cash funds from a third sponsor** to be given to me every year. Enter the amount in "Line #8".

Line #8 \_\_\_\_\_

Sponsor's name: \_\_\_\_\_

**Free room and board** from a local sponsor with whom I will live. Enter the amount in "Line #9".

Line #9 \_\_\_\_\_

Sponsor's name: \_\_\_\_\_

**Pre-arranged on-campus employment (if applicable).** Enter the amount in "Line #10".

Line #10 \_\_\_\_\_

Total amount available to me every year of study. This amount must be the same or more than your minimum annual costs. Enter the amount in "Line #11".

Line #11 \_\_\_\_\_

