Colby-Sawyer College
Receiving Your Form I-20
(Certificate of Eligibility for F-1 Student Status)

The information on the following pages explains how to get your Colby-Sawyer College Form I-20. Please read all instructions completely.

Frequently Asked Questions:

What is a Form I-20?
A Form I-20 is a U.S. government form that colleges and universities use to certify that accepted students are eligible for F-1 student status. It is produced by Student and Exchange Visitor Information System (SEVIS) and is an acknowledgement that your record is in the SEVIS system. The form includes your SEVIS ID number, which is the number in the upper right hand corner above the bar code (usually starts with an N). It certifies that you:

• Are going to be enrolled as a full time student pursuing a bachelor’s degree.
• Have satisfied all admission requirements and been accepted to Colby-Sawyer College.
• Have proven sufficient financial support to study and live in the U.S. for the duration of your course of study. This includes, but is not limited to: money for books, living expenses, health insurance and transportation to and from the college.

Your Form I-20 is required when applying for an F-1 student visa or to maintain lawful F-1 status when transferring or changing schools in the U.S. You will take this, in addition to other required forms, to your visa appointment at the U.S. consulate in your country of citizenship.

Does everybody need an I-20?
Most international students who are in the U.S. to study are in F-1 status. All students in F-1 status must have an I-20 Form. There are, however, some exceptions where another visa status might apply to an international student. Please visit the U.S. Department of State for further information:
http://travel.state.gov/visa/temp/types/types_1270.html

What are the guidelines for getting an I-20 Form?
• You must be an accepted student at Colby-Sawyer College.

• You must provide supporting financial documentation that demonstrates 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.

  Important Note: Do not expect to work in the U.S. to help meet your annual costs. On-campus employment is limited; off-campus employment is strictly controlled by United States Citizenship and Immigration Services.

• Carefully review and fill out the attached Annual Financial Requirements and Worksheet for International Students and Application for Form I-20. The Worksheet gives the amount that you must prove you can support for every year of your program of study. Keep in mind Colby-Sawyer’s bachelor’s degree is typically completed in 4 years.

  Important Note: Plan for annual increases in tuition and living costs of approximately 4-6 percent.

  Important Note: Sometimes, we may have to ask for 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 four year stay in the U.S. These requirements are not negotiable.
What supportive documents are needed for the Form I-20?
Supportive documents needed for the I-20 Form, must be five months old or less, in English or translated into English and in U.S. dollars or converted into U.S. dollars and should be photocopies or faxes, not originals as you will need the originals for your visa appointment.

- **Application for Form I-20**: Is attached below.

- **Certificate of Finance**: Financial support must be seen for all years of potential attendance at Colby-Sawyer College. Signatures are required of ALL sources of cash support ie. students, parents, banks, and sponsors if applicable. Please make sure to fill out all 18 sections of this form. It is preferable for students to type answers on this form, illegible submissions will delay receiving your I-20 Form. Download from CSC website: [http://www.colby-sawyer.edu/assets/pdf/International-Certification.pdf](http://www.colby-sawyer.edu/assets/pdf/International-Certification.pdf)

- **Bank Statement**: The bank statement must have an official signature or stamp from the bank, have the current balance in U.S. dollars and be in English. We cannot accept statements that do not specify balances unless the bank writes a letter on letterhead in English, stating that the individual has more than sufficient finances to meet the financial amount being promised to cover the cost of study.

  **Important Note**: If a bank statement is not in the student’s name or if it is in the name of more than one person, each individual must sign the Certificate of Finance.

  **Important Note**: Bank statements may not be a self-printed copy of the holders monthly account statement.

- **Income Statement**: Is only required if the bank statement is not sufficient to meet the financial need being promised to cover the costs of study for all four years. If an income statement is going to be used one of the following must be provided:
  - A letter on your or your parents employer’s letterhead proving your/their salary
  - An income tax returns or receipts along with two current pay stubs, or
  - An estimate by a bank or private accountant if you/they are self-employed.

  **Important Note**: If there is no income source then a bank statement or loan must prove that there are sufficient funds to cover the entire program of study. The entire bank statement will be divided by the number of years of study to determine the amount available to you for each year.

- **Sponsor’s Affidavit of Cash Support**: If you are receiving cash support from a sponsor (grandparent, relative, family friend) they are required to fill out the attached Sponsor’s Affidavit of Cash Support. This form is attached below.

### When do I send these documents to Colby-Sawyer College?

The first step to receiving an I-20 is to submit the International Student Financial Aid Application ISFAA (If you plan on applying for financial aid). The ISFAA does not require additional supportive documentation.

**Important Note**: Do NOT send the Certificate of Finance, banks statements or income statements at the time of applying for the International Student Financial Aid. Once you have received a Financial Aid Award, then supportive documentation is required to show you can support the balance on your financial aid statement.

Once you have received your Financial Aid Award and feel that Colby-Sawyer is the right fit for you both academically and financially then you should submit the Enrollment Deposit Fee. Upon depositing students should fill out the Application I-20 Form and send the supportive documentation. That way, you will be able to adequately represent your ability to afford the balance of your tuition statement.
This is a modest, “no-extra” budget. It is highly recommended that you bring at least 10 percent more. This financial estimate does not include living costs for the summer or over holiday breaks nor travel to and from your country.

**Tuition**
Tuition is for 15 undergraduate credits for each of the fall and spring semesters

$35,810

**Room and Board**
The cost of on-campus living plus all meals on campus at Colby-Sawyer dining hall.
First year students are *required* to live on campus.

$12,060

**Books and Supplies**

$2,000

**Required Health Care**
All international students are required to get health insurance. In addition, international students must plan for miscellaneous health care fees. This is the rough estimate of health insurance for 2012-2013

$800*

**Estimated total annual costs to attend Colby-Sawyer for one-year:**

$50,670

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**Your Statement of Financial Support**
**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*:

**Sources of my support:**

- **Student's Personal Funds:**
  the amount available to me from my own resources every year:
  (total divided by number of years at Colby-Sawyer)
  
  ______________

- **Funds from Colby-Sawyer:**
  Renewable every year* Scholarship, Early Action Award, Merit, Grants
  As seen on your Financial Aid Award as “Total Award”
  
  ______________

- **Cash Funds from a sponsor** (family members, friends)
  to be given to me every year:
  
  ______________

- **Cash Funds from a second sponsor** to be given to me every year:
  
  ______________

- **Cash Funds from a third sponsor** to be given to me every year:
  
  ______________

**Total amount available to me every year of study:**
This amount must be the same as or more than Estimated Total Annual Costs to Attend Colby-Sawyer for one year as seen above:

______________
Be very careful when completing this form. If you make a mistake or write illegibly and your I-20 is issued incorrectly, you will be required to pay for the cost of resending the I-20.

**Part I: Personal Information**

*Attach a copy of your passport page showing name*

Name __________________________________________ (as it appears on your passport)

Family (surname) _______ First (given) _______ Middle _______

Home Country Address: ___________________________________________________________________________________________________

Number and Street ___________________________________________________________________________________________________________

City ___________________________ Province _______ Country ___________________________

Date of Birth: ________________ (month/day/year) _______ Female _______ Male _______

Country of Birth: ___________________________ Country of Citizenship: ___________________________

Telephone: ________________________ E-mail: ___________________________

Major you intend to study: _____________________________________________

**Part II: If you currently are in the United States or if you have a valid I-20 from another school in the United States, complete this section. If not, go onto Part III.**

What is your Admission Number: ___________________________

This is found on your Form I-94 Departure Record (the white card) stapled in your passport opposite your visa.

What is your current immigration Status: ___________________________

What is your SEVIS ID number: ___________________________

This is on your Form I-20 in the top right corner.

Check one of the following that indicates why you need an I-20 form:

- Transferring/changing U.S. schools _______  
- Changing to F-1 Visa Status _______

**Part III: Where do you want your I-20 to be sent?**

Your Form I-20 will be sent regular mail to the name and address you indicate below. Print the name, address and phone number in English, exactly as you would like it to appear on the envelope. If you are already a student in the U.S. and not planning to leave before enrolling at Colby-Sawyer, then the I-20 will be held for you until you arrive on campus for orientation.

Name: _____________________________________________________________________________

P.O. Box or Number/Street: ________________________________________________________________________________________________

City: ___________________________ Country: ___________________________

Province or Postal Code: ___________ Telephone (with Country Code): ___________________________
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 Colby-Sawyer College and live in the U.S. You are also proving with the documents you have attached that you can afford the support you are promising. Support can also be in the form of providing housing for a student, if this is the case you are still required to fill out the Sponsor's Affidavit of Support.

Before signing this affidavit, you must understand that you are making a financial commitment to the student. It should not be expected that the student will be able to cover educational costs through employment. Employment is strictly controlled by the United States Citizenship and Immigration Services and is very limited.

How to complete this form:

- Fill out this form completely in English.
- Promise only the amount of support you are able to give.
- Attach the documentary evidence of support explained below.
- Sign the affidavit.

In order to prove that you are financially capable of providing this cash or housing support for every year of the student’s program, please attach the following documents (documents must be photocopies, scanned images or faxes in U.S. dollars, in English and five months old or less):

- **Bank Statement:** The bank statement must have an official signature or stamp from the bank, have the current balance in U.S. dollar and be in English. We cannot accept statements that do not specify balances unless the bank writes a letter on letterhead in English, stating that the individual has more than sufficient finances to meet the financial amount being promised to cover the cost of study.

- **Income Statement:** Is only required if the bank statement is not sufficient to meet the financial need being promised to cover the costs of study for all four years. If an income statement is going to be used one of the following must be provided:
  - A letter on your or your parents employer’s letterhead proving your/their salary
  - An income tax returns or receipts along with two current pay stubs, or
  - An estimate by a bank or private accountant if you/they are self-employed, with an official signature from the bank.
Sponsor’s Affidavit of Support
This is my sworn promise of cash support:

I, __________________________________________, promise that I can and will give no less than U.S. $__________________ in cash for every year of the student’s program of study at Colby-Sawyer College to:

______________________________________________________________________________________________.

Full Name of Student

My relationship to the student is ________________________________.

My Address is:
Number/Street: ____________________________________________________________________________

City: ___________________________ Zip/Postal Code: _________________
Country: ___________________ Telephone: _______________ E-mail:______________________________

The following persons are fully or partially dependent upon me for their support:

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Name of employer: ____________________________________________________________________________

Annual Salary: ________________________________ (U.S. Dollars)

Other Income: ________________________________ (U.S. Dollars)

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

I swear that the above information I have provided is true and accurate:

______________________________  ______________________________
Signature of Sponsor         Date

Questions? Please Contact:
International Admissions Colby-Sawyer College, 541 Main Street, New London, NH 03257 USA
Tel 1(603) 526 3700 Fax 1(603) 526 3452 international@colby-sawyer.edu