



IMPORTANT NOTICE!

As an international student, you are required to get a Certificate of Eligibility Form I-20 from the university which you will need to get processed prior to your entrance into the United States in order to be granted student status, unless you are currently under another visa status which allows you to study in the U.S.

We recommend that you apply as soon as possible, but no later than the following application deadlines to ensure you receive your documents for the start of your program:

Program Start	I-20 Application Deadline
May	April 1
September	July 7
January	Nov 26

If you are accepted after these deadline dates, or are unable to submit the application by the above deadlines, please get your application in as soon as possible and it will be processed on a first come, first serve basis.

CHECKLIST FOR SUBMITTING YOUR APPLICATION FOR FORM I-20:

- ___1. Submit pages 1 and 2 of the application.
- ___2. Submit a copy of your passport (you must always have a valid passport while in Student Status!)
- ___3. Submit original financial documentation showing financial capability in your name. **And/Or...**
- ___4. If someone is sponsoring you, submit the **notarized** "Sponsor's Affidavit of Annual Financial Support" (page 6) along with their financial documents showing their financial capability to sponsor you.
- ___5. If someone will be providing you with free room & board while you are living in the U.S., submit the **notarized** "Sponsor's Affidavit of Free Room & Board" (page 8) with their proof of residence (deed/lease).
- ___6. If you have been granted a scholarship or award, submit a copy of the award letter or contract.
- ___7. **Do Not Fax or scan/email application or documents.**
- ___7. Please allow several weeks for issuance of the actual I-20 document (not including time for mailing).

All documents must be received and you must be fully accepted into your program before your I-20 document will be issued. When you receive your I-20 document from Niagara University, instructions will be enclosed on how to further complete the international student process. Failure to follow these instructions could have negative consequences regarding your student status in the U.S. Please understand the Form I-20 that we issue is only a Certificate of Eligibility and we do not have the authority to grant you access to the United States. International students (other than Canadian Citizens) will need to present the Form I-20 when applying for your student visa at a U.S. Consulate or Embassy prior to entering into the U.S. Canadian citizens will need to have the Form I-20 processed at the bridge, or other port of entry, prior to entering the United States.

If you have any questions regarding the Form I-20, please contact:

Sarina M. Munzi
Administrative Assistant for Records
Office of Student Records & Financial Services
5795 Lewiston Road – Butler Building
PO Box 1914
Niagara University, NY 14109
716-286-8728 716-286-8733 Fax
Email: smunzi@niagara.edu
Website: www.niagara.edu/international

◀◀ **NOTIFICATION OF SEVIS FEE ON NEXT PAGE** ▶▶

NOTIFICATION OF SEVIS FEE:

DO NOT PAY THIS FEE UNTIL AFTER YOU HAVE RECEIVED YOUR I-20 DOCUMENT

All international students who are issued an initial I-20 document are required to pay a SEVIS FEE. The fee is currently \$200 and must be paid directly to the US government before you can process the I-20 document with the U.S. Government. You will be required to present a receipt of payment of this fee prior to your documents being processed and entry to the United States is granted. Once you have received your I-20 document from Niagara University, you may follow one of the payment options listed below:

Options for Payment: (See <http://www.ice.gov/sevis/i901/> for more information)

- **ELECTRONICALLY:** By completing Form I-901, *Fee Remittance for Certain F, M, and J Non-immigrants*, through the Internet using a credit card at www.fmjfee.com (**RECOMMENDED METHOD**)
- **WESTERN UNION QUICK PAY:** See the instructions at: http://www.ice.gov/sevis/i901/wu_instr.htm
- **THROUGH THE MAIL:** By submitting Form I-901, together with a check or money order drawn on a U.S. bank and payable in U.S. currency. (YOU WOULD NEED TO WAIT FOR A MAILED RECEIPT BEFORE PROCESSING YOUR I-20 DOCUMENT!) You can access a printable copy of the Form I-901 at <http://www.ice.gov/doelib/sevis/pdf/I-901.pdf>

Receipts

DHS will issue an official paper receipt (I-797) acknowledging every payment regardless of payment method. Anyone who submits an individual fee electronically will be able to print out an electronic receipt immediately at the time of payment for use in advance of the mail delivery of the official paper receipt. Therefore, **electronic payment is the recommended method.**

***NOTICE TO PART TIME CANADIAN COMMUTERS:**

***First semester** part time Canadian commuter students will need to pay the SEVIS as outlined above.

*If a part time Canadian commuter student can show they held a valid I-20 for the previous semester ***and*** can present a receipt for payment of the SEVIS Fee for the initial I-20 document, the student will not be required to pay the SEVIS Fee for each consecutive semesters thereafter.

NOTE: If you do not maintain student status for each consecutive semester (not including summer session), you will be required to pay a new SEVIS fee when you apply for a new I-20 document.



**2011-12 APPLICATION FOR FORM I-20
Certificate of Eligibility for F-1 Student Status**

RETURN COMPLETED APPLICATION TO:

Sarina M. Munzi
Office of Student Records & Financial Services
5795 Lewiston Road – Butler Bldg
PO Box 1914
Niagara University, NY 14109

PART I: PERSONAL INFORMATION

Official Name: _____
FIRST (Given) MIDDLE FAMILY (Surname)

YOU MUST ATTACH A PHOTOCOPY OF YOUR PASSPORT'S IDENTIFICATION PAGES TO THIS APPLICATION

Permanent address in home country: _____

Telephone: _____ Cell: _____ Email: _____

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

Country of Birth: _____ Native Language: _____

Country of Citizenship: _____ Permanent Resident of Canada? _____NO _____YES

Unmarried _____ Married _____ Will dependents accompany you to the U.S.? _____NO _____YES
*If yes, please list information about your spouse and/or child (children) only if they will come with you to the U.S.:

Name Date of Birth Country of Birth Country of Citizenship Relationship to you
***Must submit photocopy of passport's identification page AND marriage certificate (spouse) or birth certificate (child)**

While attending Niagara University, I plan to:

- _____ Live on Campus (NOTE: this form does **NOT** reserve housing for you – Contact University Housing at 716-286-8100)
- _____ Live in Canada at the above address (or at the address listed below) and I will commute from Canada
- _____ Live off-campus in the US at the address listed below:

STREET ADDRESS CITY STATE ZIP LOCAL TELEPHONE

What degree are you pursuing? ___Bachelor's ___ Master's ___Ph.D. What is your major?_____

When will you begin your program? __ May(Summer) __September (Fall) __January (Spring) YEAR:_____

OTHER: _____ EXPLAIN: _____
(You must be fully accepted into a program at Niagara University before an I-20 can be issued)

If you are a Permanent Resident or Citizen of Canada, will you attend Niagara University: _____Full Time_____Part Time*
(*Per government regulations, only citizens and permanent residents of Canada commuters have the option to be enrolled on a part time basis. However, some programs offered at Niagara University require you to attend fulltime. Check what your program allows.)

PART II: IF YOU ARE ALREADY IN THE UNITED STATES, COMPLETE THIS SECTION.
(If not, check here _____ and go on to PART III)

What is your **current** immigration status in the USA?

_____ F-1 International Student ; What is your SEVIS ID Number? _____

Reason you are requesting a new I-20:

_____ Transferring/changing U.S. schools

(Contact your current school's DSO to complete the "School Transfer" procedure)

_____ Changing Educational level or program at Niagara University

_____ Reinstatement to F-1 Student

_____ Another Status (please specify: _____)

PART III: HOW DO YOU WANT TO GET YOUR I-20?

_____ BY MAIL: Your I-20 will be mailed by regular mail.

Mailing address, IF DIFFERENT THAN YOUR PERMANENT ADDRESS LISTED AT TOP OF PAGE ONE:

_____ BY EXPRESS MAIL: Student must arrange and pay for express mail by going to: <https://study.eshipglobal.com>

_____ HOLD FOR PICK-UP BY: _____
Name

PART IV: FINANCIAL SUPPORT:

FINANCIAL REQUIREMENTS FOR ALL INTERNATIONAL STUDENTS

Students who have been admitted to Niagara University must certify they have immediately available funds to pay for one full academic year and show reasonable means to finance the balance of their program of study at Niagara University. Funds must be shown in US currency or a currency conversion be attached. A Certificate of Eligibility (Form I-20) for obtaining a student visa or for transfer to Niagara University will not be issued until the Records Office has received documentation of financial capability for study.

1. ENTER: Your minimum annual financial requirements from page 3 here: \$ _____

2. INDICATE: List how you will support your annual expenses below:

A) Personal Funds: (only if the funds are in the student's name) \$ _____
Required documentation to prove financial capability: _____ Bank statement/letter

B) Funds from sponsor: Name _____ \$ _____
Required documentation to prove financial capability (BOTH REQUIRED):
_____ Affidavit of Support _____ Bank Statement/letter

*If the bank account is in more than one name, all names must appear on the notarized affidavit.

C) Local sponsor giving free room and board: Name _____ \$ _____
Required documentation: (*Not required for students living in Canada*)
_____ Sponsor's Affidavit of Free Room & Board _____ Proof of residence (deed, lease)

*If the proof of residence is in more than one name, all names must also appear on the affidavit

D) Scholarship/Assistantship: Name _____ \$ _____
Required documentation: _____ Award Letter _____ Copy of Contract

3. TOTAL ANNUAL FINANCIAL SUPPORT IS: (Add 2A, 2B, 2C and 2D, put total here) \$ _____
(This amount must be equal or more than your minimum annual financial requirements listed in 1 above)

I hereby certify the information provided in this application is true and accurate.

Student's Signature

Date

FINANCIAL DOCUMENTS PROVING FINANCIAL CAPABILITY MUST:

1. List name(s) on the account and must be dated and must be less than 3 months old
2. Indicate account type (Checking, savings, credit line, etc.)
3. Document current balance (in U.S. funds or must state U.S. dollar equivalent as of that date)
4. Be on financial institution's letterhead or be stamped/certified by them (in English or officially translated)
5. **NOT** be Investment accounts that are not guaranteed funds or are not immediately available
6. Funds must be in the student's name, or the funds are considered "funds from a sponsor".
7. Affidavits completed by Sponsors are legal documents and must be signed and sealed by an Official Notary Public or Commissioner of Oath (usually an attorney).
8. See "Proving Financial Support" on page 4 for more details

FINANCIAL REQUIREMENTS:

ANNUAL FULL TIME TUITION/FEES/LIVING EXPENSES*
 (Based on estimated 2011-12 academic year tuition fee schedule; U.S. funds; not including summer tuition)
 *The figures below are estimates used for I-20 purposes only.
DO NOT USE THESE FIGURES TO DETERMINE YOUR OVERALL PROGRAM COSTS.

	UNDERGRADUATE	GRADUATE EDUCATION	GRADUATE BUSINESS OR PH.D. LEADERSHIP	GRADUATE CRIM.INAL JUSTICE OR INTERDISCIPLINARY
TUITION	25,300	15,192	13,626	14,712
FEES	1,225	145	145	145
BOOKS/SUPPLIES	1,050	1050	1,050	1050
ROOM/BOARD/LIV EXP.	11,000	11,000	11,000	11,000
MEDICAL INSUR.	700	700	700	700
TOTAL	\$39,275*	\$28,087*	\$26,521*	\$27,607*

*Dependents: Add \$6500 for EACH dependent you will bring with you to live with you in the U.S.

CANADIAN COMMUTERS	\$27,575	\$16,387	\$14,821	\$15,907
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PART TIME CANADIAN COMMUTERS - SEMESTER TUITION/FEES/BOOKS*
 (Based on estimated 2011-2012 academic year tuition fee schedule; U.S. funds)
 *The figures below are estimates used for I-20 purposes only,

UNDERGRADUATES:	TUITION	FEES	BOOKS	TOTAL
One Course	2,535	125	150	\$ 2,810
Two Courses	5,070	125	300	\$ 5,495
Three Courses	7,605	125	450	\$ 8,180

GRADUATE EDUCATION:	TUITION	FEES	BOOKS	TOTAL
One Course	1,899	125	150	\$ 2,174
Two Courses	3,798	125	300	\$ 4,223

GRADUATE BUSINESS & PHD:	TUITION	FEES	BOOKS	TOTAL
One Course	2,271	125	150	\$ 2,546
Two Courses	4,542	125	300	\$ 4,967

GRADUATE CRIM. JUSTICE: OR INTERDISCIP.	TUITION	FEES	BOOKS	TOTAL
One Course	1,839	125	150	\$ 2,114
Two Courses	3,678	125	300	\$ 4,103

***Canadian Part time students must apply for a new I-20 each and every semester of part time study.**

PROVING FINANCIAL SUPPORT BY SENDING US THE FOLLOWING DOCUMENTS:

1. You must provide an account statement or letter from a bank or other financial institution which includes the current balance and date. Bank statements saying “*enough*” or “*sufficient*” funds are not accepted; a specific dollar amount is required. Bank statements alone may not be sufficient proof of financial capability unless that account balance is very high.
2. Investment accounts are not acceptable unless the document indicates they are guaranteed funds and immediately available and meet the criteria listed above. Funds cannot be stocks or bonds.
3. Documents must be less than 3 months old and in **U.S. Dollars** or you must attach a currency conversion showing the U.S. dollar equivalency on that date.
4. **Documents must be in English.** If your financial institution is unable to provide you with a statement or letter in English, you must attach an official translation of that document.
The U.S. Embassy/Consulates will not accept documents that are not in English.
5. We require original financial documents when issuing the I-20 document, however the originals will be returned to the student with their I-20 packet to present to the US government for processing.
6. If the financial documents are not in the name of the student, the person(s) providing the funds are considered a Sponsor(s). The Sponsor(s) providing the financial documents must complete the Sponsor’s Affidavit of Annual Support. **This affidavit is a legal document and must be signed and sealed by an official notary or Commissioner of Oath (usually attorneys).**
7. If the bank account is in more than one name, all names and appropriate signatures must appear on the notarized affidavit.

DO NOT SEND:

- *Information about non-liquid funds or property; non-liquid assets will not be considered.
- *Retirement account information, unless it states the funds are guaranteed and immediately available.
- *Bank statements that are not in your name, unless with appropriate affidavits.

If you are not a Canadian Citizen, you should be prepared to provide additional financial documentation to prove financial capability to pay beyond the first year. (Examples: A letter from your employer on business stationary stating your annual salary, Income tax receipts and forms, etc).

CHECKLIST FOR SUBMITTING YOUR APPLICATION FOR FORM I-20

- ___1. Submit pages 1 and 2 of the application in person or by mail.
- ___2. Submit a copy of your passport.
- ___3. Submit financial documentation showing your financial capability.
- ___4. If someone is sponsoring you, submit the **notarized** “Sponsor’s Affidavit of Annual Financial Support” (page 6) along with their financial documents showing financial capability.
- ___5. If someone is providing you with free room & board while living in the U.S., submit the **notarized** “Sponsor’s Affidavit of Free Room & Board” (page 8) along with their proof of residence (deed/lease).
- ___6. Submit documentation detailing amounts of any awards or scholarships you have been granted.
- ___7. Allow several weeks for processing.

NIAGARA UNIVERSITY

SPONSOR'S AFFIDAVIT OF ANNUAL FINANCIAL SUPPORT

YOUR COMMITMENT:

When you complete the Sponsor's Affidavit of Annual Support on the other side of this page, you are certifying and swearing to Niagara University, a public official, and the U.S. government that you can and will provide a student with a specific amount of money for every year of study at Niagara University.

It is assumed that you have carefully considered the real costs of providing the student while living and studying in New York State. Do not expect that he/she will be able to find employment or other support after beginning school as employment is strictly controlled by the U.S. Immigration Service and is extremely difficult to get. You should anticipate that the student's expenses will increase 4-5 % annually. Sponsors who fail to meet their commitment, jeopardize the student's education, and legal status in the U.S. and cause pain and suffering.

INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT:

1. Fill out the form on the back of this page completely. Please print or type.
2. Promise to provide only the amount you intend and are able to give to the student.
3. Sign the affidavit in the presence of a notary public in the U.S. or other licensed official in your country. The notary public or official must sign and put the official seal on the affidavit.
4. Attach documents which prove that you are financially capable of this support.
5. Documents must be in English, less than three months old.

See "PROVING FINANCIAL SUPPORT" on page 4 of this I-20 application for details.

PLEASE COMPLETE THE SPONSOR'S AFFIDAVIT ON THE OTHER SIDE >>>>

**SPONSOR'S AFFIDAVIT OF ANNUAL
FINANCIAL SUPPORT**

Sponsor's Name(s): _____

I hereby attest that I am willing and able and will provide no less than \$ _____
in U.S. cash to the student named below for EVERY YEAR OF STUDY at Niagara University.

NAME OF STUDENT _____
(first, middle, family names)

My relationship to the student is _____ My telephone is _____

My address is _____
NUMBER AND STREET

CITY STATE ZIP CODE COUNTRY

The following persons are dependent upon me for their housing, food or financial support. (Do not list any adult members of the family who are supporting themselves. Do not include the student named above.)

NAME	RELATIONSHIP	AGE

MANDATORY DOCUMENTARY EVIDENCE OF FINANCIAL ABILITY IS ATTACHED:
____ Bank Statement or letter on letterhead from a bank or other financial institution stating the type of account, date, names appearing on the account, current balance (REQUIRED FOR TOTAL FINANCIAL REQ. ON PAGE 3)

Optional financial documentation you may provide, in addition to the above statement, to show ability to continue your support for future years of study:
____ Letter from my employer on business stationery stating my annual salary;
____ Income tax receipts and forms;
____ Other: _____

You must sign below in the presence of a notary public or official. The notary public must sign and put the official seal on the affidavit. Any erasures or changes must be signed by both the sponsor and notary.

AFFIRMATION OR OATH

I hereby affirm or swear that the information I have given above is true and correct:

Signature of Sponsor _____ Printed Name of Sponsor _____

SWORN AND SUBSCRIBED
BEFORE ME THIS _____
DAY OF _____, YEAR

Signature of Notary* _____

* Must be signed and sealed by an official Notary Public or Commissioner of Oath. They must also appropriately apply their seal.

NIAGARA UNIVERSITY

SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD

YOUR COMMITMENT:

When you complete the Sponsor's Affidavit Free Room and Board on the other side of this page, you are certifying and swearing to Niagara University, a public official, and the U.S. government that you can and will provide a student with free room and board and food while the student attends NU for every year of study at Niagara University.

It is also assumed that you have carefully considered the real costs of providing the student with free room and all meals while living in New York State. Do not expect that the student will be able to find employment, or other support after beginning school. Employment is strictly controlled by the U.S. Immigration Service and is extremely difficult to get. Sponsors who fail to meet commitment jeopardize the student's education and legal status in U.S. and cause pain and suffering.

INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT:

1. Fill out the form on the back of this page completely. Please print or type.
2. Sign the affidavit in the presence of a notary public in the U.S. or other licensed official in your country. The notary public or official must sign and put the official seal on the affidavit.
3. Attach a photocopy of a lease or deed in your name, or photocopy of income tax forms on which the house is reported.
4. The affidavit must be in English.
5. The affidavit will be accepted only if it is clear there is enough space for the student, and the location is not too far from school.

PLEASE COMPLETE THE SPONSOR'S AFFIDAVIT ON THE OTHER SIDE >>>>

SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD

Sponsor's Name(s):

(PRINT OR TYPE)

I hereby certify that I am willing and able to provide

Full name of student (first, middle, family names)

With a free room and all meals

For every year of study at Niagara University

My relationship to the student is _____

Address of room or apartment offered to student:

Number and Street

Apartment Number

City

State

Zip Code

How many rooms are in the house or apartment? _____

How much space will be reserved for the exclusive use of the student? _____

Does the sponsor live at the address listed above? _____

Does the sponsor own or rent the property? **(Circle one please)**

Attach a photocopy of a deed or lease in your name, or a photocopy of income tax forms in which the residence is reported.

You must sign below in the presence of a notary public official. The notary public must sign and put the official seal on the affidavit. Any erasures or changes must be signed by both you and the notary.

AFFIRMATION OR OATH

I hereby affirm or swear that the information I have given above is true and correct:

Signature of Sponsor _____ Printed Name of Sponsor _____

SWORN AND SUBSCRIBED
BEFORE ME THIS _____
DAY OF _____, YEAR _____

Signature of Notary* _____

** Must be signed and sealed by an official Notary Public or Commissioner of Oath. They must also appropriately apply their seal.*