



**CALDWELL**  
UNIVERSITY

# **I-20 Document Application**

*(Certificate of eligibility for International F-1 Student Status)*

The information on the following pages carefully explains how to qualify for your Caldwell University I-20. Please read the instructions and answer all the questions. If your application is *not* complete, you will *not* be considered for a Caldwell University I-20. Please note that your I-20 document cannot be issued until you are accepted for admission.

**Caldwell University**  
**Office of International Student Services**  
120 Bloomfield Avenue  
Caldwell, NJ 07006  
Phone: 973-618-3519  
Fax: 973-618-3444  
[international@caldwell.edu](mailto:international@caldwell.edu)

**IMPORTANT**  
**Pages 8 through 16 must be filled out**  
**completely and returned with**  
**Financial Documentation &**  
**Passport Photo to be considered for**  
**a Form I-20.**

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

**\* A Form I-20 is a government form on which Caldwell University 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 and received acceptance to Caldwell University
- 3- Will pursue a full course of study towards a Bachelor’s, Master’s, or Doctoral degree
- 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 and status, or to keep lawful F-1 status when transferring/changing schools within the U.S.** (Transfers-If you qualify, we will send you our I-20 before you travel, if you tell us that you are traveling outside the U.S. before classes begin.)

### NOW THAT YOU ARE PLANNING TO BE A STUDENT... 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

If you use a B visa to enter the U.S., you could be guilty of “fraudulent entry” and refused permission to stay longer than six months or to extend or change your status.

#### 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.

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## DOES EVERYBODY NEED AN I-20?

No, some international students do not need an I-20. If you are maintaining another nonimmigrant status in the U.S., you do not need an I-20 and may attend school full or part-time. **Dependent children in E, F, H, I, J, L, M, N, O, P, R or S status need to change their status after their 21<sup>st</sup> 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.

### \*\*\*RULES FOR GETTING AN I-20\*\*\*

1) You must be a “Bona Fide” student intending to pursue a full course of study in the program to which you have been admitted. We recommend that you start preparing your financial documents as soon as possible. This process can take some time and Caldwell University cannot issue an I-20 to a student until a complete I-20 application is received and approved.

2) Carefully review Caldwell University’s “Estimated Annual Financial Requirements for International Students on page 5 and calculate your annual sponsorship in the work box on page 11.

These requirements represent a modest average budget, which does not include luxuries of any kind. We strongly recommend that you budget at least 10% more if possible. EXPECT ANNUAL INCREASES in tuition and living costs of about 7%. Take this into account when considering how much funding you will need to find to support your education over the course of 4 years.

3) U.S. Law requires that you prove your ability to support your estimated annual cost for every year of your program of study. (Estimate 2 years for a Master’s and 4 years for a Bachelor’s.) **You must provide documents that will convince the U.S. Government that you have:**

**CASH TO COVER YOUR FIRST YEAR IN THE U.S. SUFFICIENT AND DEPENDABLE FINANCIAL RESOURCES TO COVER EVERY ADDITIONAL YEAR**

***YOUR FINANCIAL SUPPORT CAN COME FROM ANY COMBINATION OF SOURCES***

4) All documents you give us **MUST** be less than two months old and in English. (We cannot review documents that are not in English.) Send us photocopies or faxes, **NOT** originals. You will need the originals of all the documents you have sent us to give to the American Embassy after we send you your I-20.

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**5) If you are intending to bring your Dependents with you to the US while you study, you must account for them financially on your I-20.** You must provide funding equivalent to: \$10,000.00 annually for your spouse and \$4,000 for **each** child. These costs do **not** include medical insurance, which is estimated at an additional \$3,000 per year for your spouse and \$1000 per year for **each** child. It is very important to list all dependents- if you do not, they will NOT be listed on your I-20.

Please submit a photocopy of the passport information page for each dependent to be included on your I-20.

**YOUR ESTIMATED ANNUAL COSTS with F-2  
Dependents:**

**Expect Annual Increases of Approximately 5-7% in Expenses**

**TOTAL DEPENDENT COSTS:    \$ \_\_\_\_\_**

## Estimated Cost of Attendance

**These guidelines will help you complete your Statement of Financial Support, which you must return along with your Information page, Affidavits of Support & supporting financial documents. Between University Scholarships and your own/sponsor resources, you must show funding for the costs below.**

ITEMS	COST per year
<b>TUITION</b> (choose <u>one</u> that applies to you)	
Undergraduates Students	\$31,150 (24-36 credits)
Adult Undergraduates Students	\$16,800 (24 credits)
Graduate Students	\$16,740 (18 credits)
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Comprehensive Fee	\$1,500
Technology Fee	\$150
<b>LIVING COSTS (including room &amp; board)</b>	<b>\$11,400 *estimate</b>
<small>*Please note that the living cost is based on monthly rent and basic utilities (heat and hot water) and a conservative food budget for someone sharing a house or apartment with two to four roommates. Please add \$100 to \$200 per month to your budget for apartment or house electric bills, internet service bills and cable television.</small>	
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<b>ESTIMATED TOTAL (Undergraduates Students)</b>	<b>\$44,200</b>
<b>ESTIMATED TOTAL (Adult Undergraduates Students)</b>	<b>\$29,850</b>
<b>ESTIMATED TOTAL (Graduate Students)</b>	<b>\$29,760</b>

**We highly recommend that all students include an additional 7% in support over the minimum total. Estimated costs does not include additional fees you may accrue with books, transportation, and other personal expenses. Also please note that Summer school tuition and living costs are not included in the estimated budget above. Furthermore, tuition costs may increase on a yearly basis.**

## **Directions for completing your Statement of Financial Support**

- 1) **You can support yourself with your own personal funds, which comes only from your own income or resources. Unless you presently 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. **Prove your personal funds with the following documents:****

**Bank Statements & Official Bank Letter in your name only, which state the date the account was opened, current balance in U.S. dollars, average deposits and average balances will not be accepted.**

- 2) **You may support yourself with funds from this school** such as an academic scholarship or an athletic scholarship. Caldwell University support does not cover all expenses, so you will need additional resources to meet your minimum annual costs.

**Provide us with a copy of your award letter to prove that you will receive this form of support.**

- 3) **You may support yourself with funds from other SPONSORS such as parents, relatives, or organizations. You may have as many sponsors as you need. It is highly recommended that at least part of your financial support come from your home country for purposes of visa issuance.** Sponsors may provide you with support in the form of cash and/or room and board. Free room and board is determined to be when you live with someone and do not have to pay for your room or food.
- 4) **A SPONSOR should promise only as much money as he or she is able to give you per year.** 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.

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- 5) **Each SPONSOR providing cash support must give us all the following documents to prove financial responsibility. If all these documents are not received, your SPONSOR's support will NOT be considered.**

**AFFIDAVIT OF ANNUAL FINANCIAL SUPPORT.** This form may be photocopied for each sponsor in the presence of a **notary public**. The notary public will sign and affix the official seal on each affidavit. There are notary publics 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. ***If there is NO notary signature and seal, we will not take the support as being valid.***

**PROOF OF INCOME.** (a) **Individual Sponsor:** this must be on the employer's letterhead with a pay stub, or estimated by a bank or private accountant when the sponsor is a self-employed businessperson or retired. 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. (b) **Company Sponsor:** Submit the most recent "Profit and Loss Statement" for the company.

**BANK STATEMENT in the name of the sponsor only,** that states the date the account was opened, the current balance in U.S. dollars, and is signed by a bank official with title.

- 6) **A SPONSOR providing free room and board in the United States** (free room and board is determined to be when you live with someone who gives you your room and food for no payment) **A SPONSOR must provide all of the following evidence of financial ability:**

**AFFIDAVIT OF FREE ROOM AND BOARD** fully completed and signed in the presence of a notary public.

**PHOTOCOPY OF LEASE DEED, DEED, RENT RECEIPTS in sponsor's name.**

**PROOF OF INCOME.** This must be on the employer's letterhead with a pay stub, on income tax returns or receipts, or estimated by a bank or private accountant when the sponsor is a self-employed businessperson or retired. (Transfers- If you are presently in the U.S., you must be living with the sponsor at the time you file this application for this to be counted towards your means of support.)

## I-20 Application Coversheet

If you are faxing your I-20 application, please fax pages 8 through 16 along with all financial documents. Please fax all documents to

ATTN: Maulin Joshi  
Office of International Student Services  
973-618-3444

Pages included: \_\_\_\_\_

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If you are scanning and emailing your I-20 application, please scan and email pages 8 through 16, along with all supporting financial documents to: **MJOSHI@CALDWELL.EDU**







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## HOW DO YOU WANT TO GET YOUR I-20?

*All students are responsible for paying for the initial shipping of their I-20 paperwork.*

### FEDERAL EXPRESS MAIL

We ship using the third-party provider E-SHIP GLOBAL. This company works with hundreds of Colleges and Universities to help students get their international I-20 paperwork quickly and easily. **The expense is estimated at \$30 to \$60 per I-20 form shipped.** Students can create an E-ship global student account at [eshipglobal \( https://study.eshipglobal.com/\)](https://study.eshipglobal.com/)

- 1) *Create an E-SHIP Global student account*
- 2) *Input your credit card or bank account information to pay for the E-ship global payment – **No I-20 will be mailed until payment is received by E-ship Global***
- 3) *Our office will be automatically alerted to payment, and your I-20 will be shipped out immediately*

PRINT YOUR NAME AND ADDRESS IN ENGLISH, EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE.

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OR

### HELD FOR PICK-UP

If you know someone who can come to the Caldwell University campus and pick up your I-20, we will hold your I-20 form in the Office for pickup. Please include their full name and telephone number so that we can confirm their identity upon pick up.

\_\_\_\_\_ Name \_\_\_\_\_ Phone Number \_\_\_\_\_

## STATEMENT OF FINANCIAL SUPPORT

**Do not complete this part unless you have read the rules for getting your Form I-20 (pages 6-7)**

What are your estimated annual costs based on page five? Add in costs for Dependents from page 4 if it applies.

Must Enter 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 of my support:	Annual Amount
<input type="radio"/> <b>Personal funds.</b> Only include money from <u>your own</u> bank account (divide your savings over four years)	\$ _____
<input type="radio"/> <b>Funds from Caldwell University</b> that are renewable every year Type _____	\$ _____
<input type="radio"/> <b>Cash funds from a first sponsor</b> to be given to me every year. Sponsor's name _____	\$ _____
<input type="radio"/> <b>Cash funds from a second sponsor</b> to be given every year. Sponsor's name _____	\$ _____
<input type="radio"/> <b>Cash funds from a third sponsor</b> to be given every year. Sponsor's name _____	\$ _____
<input type="radio"/> <b>Free room and Board from a local sponsor in the U.S.</b> with whom I will live. Sponsor's name _____	\$ _____

**Total amount from all my sources.**

*This amount must be the same or more than your minimum annual costs.*

\$

**The following documents are enclosed to prove my financial responsibility:**

My personal documents:

**Bank statement**

Funds from this School:

**Award letter**

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

**Affidavit of Support** (with Notary seal)

**Proof of Income**

**Bank Statement**

Free Room and Board Sponsor's Documents. All three **MUST** be attached

**Affidavit of Support** (with Notary seal)

**Proof of Income**

**Lease, deed, rent receipts**

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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 Caldwell 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 the Immigration Service and very limited.

### **HOW TO COMPLETE THIS FORM:**

Complete this form 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, In U. S. Currency, and Notarized**

**PROOF OF INCOME.** This must be on your employer's business stationery, on income tax returns or receipts, or estimated by a bank or private accountant if you are self-employed. The income of a company will not be accepted as proof of income. You must provide an official statement of the salary paid to you or it must appear on tax returns.

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

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## AFFIDAVIT OF ANNUAL CASH SUPPORT FORM

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*THIS IS MY SWORN PROMISE OF CASH SUPPORT*

I, \_\_\_\_\_, promise that I can and will give no less than  
*Your full legal name*  
U. S. \$ \_\_\_\_\_ in cash **FOR EVERY YEAR** of the student's program of  
*Full name of student*  
study at Caldwell College to : \_\_\_\_\_.

My relationship to the student is \_\_\_\_\_  
*i.e.: mother, father, spouse, brother/sister, friend*

My address is \_\_\_\_\_

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Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

The following persons are fully or partially dependent upon me for their support.  
(do not include the student named above).

Name	Relationship to me	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of my employer \_\_\_\_\_

Annual salary \_\_\_\_\_ (U.S. \$) Other Income \_\_\_\_\_ (U.S. \$)

My proof of income and bank statements **MUST** be attached.  
(If these forms are missing your support will not be counted!)

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

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Signature of Sponsor

Sworn and subscribed before me this day: \_\_\_\_\_  
Date

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 at Caldwell College 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 in *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:**

Complete this form 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: 1) Photocopies or faxes, 2) Current (less than two months old)**

**PROOF OF INCOME.** This must be on your employer's business stationery, on income tax returns or receipts, or estimated by a bank or private accountant if you are self-employed. The income of a company will not be accepted as proof of income. You must provide an official statement of the salary paid to you or it must appear on tax returns.

**PHOTOCOPY OF YOUR DEED, LEASE OR RENT RECEIPTS** to prove that you are the person who owns or rents the property.

***See Form on following of page***

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## AFFIDAVIT OF FREE ROOM AND BOARD SUPPORT

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***THIS IS MY SWORN PROMISE OF PROVIDING FREE ROOM &  
BOARD***

I, \_\_\_\_\_ promise that for each year of his or her  
Your full legal name

program of study, \_\_\_\_\_  
full name of  
student

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

Street Address \_\_\_\_\_

\_\_\_\_\_ City, State, Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

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I  own /  rent this property.

**If presently in the U. S., does this student currently live with you?** \_\_\_\_\_

**I will not require any type of service to be provided in exchange for this benefit.**

**My relationship to the student is** \_\_\_\_\_  
*i.e.: mother, father, spouse, brother/sister, friend*

**Name of my employer** \_\_\_\_\_

**Annual salary** \_\_\_\_\_ (U.S. \$) **Other Income** \_\_\_\_\_ (U.S. \$)

**My proof of income and bank statements MUST be attached.**

(If these forms are missing your support will not be counted!)

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

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\_\_\_\_\_  
**Signature of Sponsor**

**Sworn and subscribed before me this day:** \_\_\_\_\_  
Date

**Signature of Notary** \_\_\_\_\_

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## **Form I20 Checklist**

- Copy of Passport Photo Page**
- Exact & complete mailing address has been indicated on International Application**
- Accurate and up-to-date financial documentation**
- Health Forms submitted by July 15<sup>th</sup> deadline (Fall Semester) / December 15<sup>th</sup> deadline (Spring Semester) Please refer to: <https://caldwell-wpengine.netdna-ssl.com/wp-content/uploads/formidable/TRAD-FT-health-form-20151.pdf>**
- A Tuition deposit of \$450 for a resident student (on campus housing) or a tuition deposit of \$250 for a commuter student due: <http://www.caldwell.edu/residence-life/room-deposits>. Your deposit will be applied to your first semester's bill. Deposits are only refundable in the event of a visa denial.**
- Payment of I20 to your exact mailing address: [eshipglobal \( https://study.eshipglobal.com/\)](https://study.eshipglobal.com/)**
- Secondary School Transcript evaluations must be completed by a NACES member institution, such as WES ([www.wes.org](http://www.wes.org)), ECE ([www.ece.org](http://www.ece.org)), or AACRAO ([www.aacrao.org](http://www.aacrao.org)). Members can be found at: [www.naces.org/members.htm](http://www.naces.org/members.htm).**
- Official Test Scores (SAT, ACT, TOEFL & IELTS) must be sent to Caldwell University directly from the testing institution.**
- I acknowledge that I will abide by the following checklist in providing all the necessary documentation towards being admitted as a Caldwell University student, all required items have been checked.**

### **(Additional Items Only for Transfer-In Students Already in U.S.)**

- Copies of previous I-20 forms**
- Original un-expired 1-94 form (Copy)**
- Official transcripts from all U.S. institutions**
- Transfer-In Form**

Signature \_\_\_\_\_

Date \_\_\_\_\_