



GEORGIAN COURT UNIVERSITY
THE MERCY UNIVERSITY OF NEW JERSEY

Welcome to
Georgian Court University
Office of Admissions

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HOW TO GET YOUR FORM I-20

Certificate of Eligibility for F-1 Student Status

IMPORTANT:

The information of the following pages carefully explains how to get your Form I-20.
Please read it and follow the directions **COMPLETELY** to avoid delays in getting your I-20.

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 are saying “I’m here as a visitor” *only*. Since you contacted our school about study, this could be viewed as misrepresenting your purpose for entering the U.S. and you might be refused permission to extend or to change your status. Do NOT listen to people who say it is easy to enter the country as a visitor and change your status to F-1 student. It is not true! U.S. federal regulations prohibit B Visitors 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. on the VISA Waiver Program (WT or WB)

If you are from a country from which you can enter the U.S. as a visitor by registering for ESTA, do not do this. You will be permitted to stay for only 90 days. You will not be given more time or allowed to change to F-1 student status.

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

A Form I-20 is a government form that certifies that you are eligible for F-1 Student Status.

That means 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 A FORM I-20?

NO, some International students do not need I-20s. 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’ (REAL) 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 AT GEORGIAN COURT UNIVERSITY. THIS IS REQUIRED BY THE U.S. GOVERNMENT IN ORDER TO ISSUE THE FORM I-20.**
3. **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; off-campus employment is strictly controlled by the U.S. Department of Homeland Security.
4. **CAREFULLY REVIEW OUR SCHOOL’S “Estimated ANNUAL COSTS FOR INTERNATIONAL STUDENTS” INCLUDED WITH THIS DOCUMENT. THIS IS THE AMOUNT THAT YOU MUST PROVE THAT YOU CAN SUPPORT FOR EVERY YEAR IN YOUR PROGRAM OF STUDY.**
5. **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 cause pain and distress. Students and their families should look closely at the costs of living and studying at Georgian Court University and make careful plans to be sure your needs will be met.
6. **Expect ANNUAL INCREASES in tuition and living costs of approximately 10%.**
7. **SOMETIMES, WE MAY HAVE TO ASK YOU TO GIVE US MORE PROOF OF YOUR FUNDING** – perhaps more than once. The U.S. government requires that we be sure, to the best of our ability, that you will have enough financial support during your stay.
8. **COMPETE THE APPLICATION FOR A FORM I-20.**
9. **HAVE YOUR SPONSOR(S) COMPLETE THE SPONSOR’S AFFIDAVIT AND ATTACH THE REQUIRED EVIDENCE.**
10. **SUBMIT YOUR APPLICATION FOR A FORM I-20, SPONSOR’S AFFIDAVIT, AND EVIDENCE TO US ELECTRONICALLY (SCAN OR FAX) OR MAIL US COPIES. DO NOT SEND US ORIGINALS. KEEP THE ORIGINALS TO TAKE TO THE VISA INTERVIEW.**
11. **WE STRONGLY RECOMMEND THAT YOU SUBMIT YOUR I-20 APPLICATION, SPONSOR’S AFFIDAVIT, AND EVIDENCE 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!**

FUNDING SOURCES

YOUR FUNDING CAN COME FROM ANY COMBINATION OF 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 money 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 helps when you apply for your student VISA!

WARNING #2

A sponsor should promise only as much money as he or she is capable of giving you. Some sponsors believe that the more money they promise the easier it will be to get your I-20. THE MOST COMMON REASON WE REJECT FINANCIAL DOCUMENTS IS THAT WE DO NOT BELIEVE THE SPONSOR CAN AFFORD TO GIVE AS MUCH MONEY 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** comes from your own resources, not those of anyone else. If your parents put money in your bank account, we will ask you to submit the evidence required of sponsors. 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 athletic award. 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.

EVIDENCE REQUIREMENTS

COMPLETE THE APPLICATION FOR THE FORM I-20 (attached) AND SUBMIT IT WITH ALL THE REQUIRED EVIDENCE OF FUNDING DIRECTY TO THE ADMISSIONS OFFICE, ELECTRONICALLY, FAX OR MAIL. (DO NOT MAIL US ORIGINALS; KEEP THEM FOR YOUR VISA INTERVIEW.)

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!)**

EVIDENCE REQUIRED:

SPONSORS OF CASH SUPPORT:

1. **SPONSOR'S AFFIDAVIT AND PROOF OF ANNUAL CASH SUPPORT.**
This form may be copied for each sponsor. All questions must be answered.
2. **PROOF OF INCOME**
Individual Sponsor: Any of the following with most recent pay stub:
 - Income tax returns or receipts
 - Pay stubs for last six months
 - Bank/Investment statements for the last six months

Company Sponsor

- Business registration, licenses and profit and loss statement.

3. BANK STATEMENT in the name of the sponsor only. A monthly statement of balances and deposits. Letters from bank officials will not be accepted.

WARNING #3

If there is no proof of income provided with a bank statement, the statement balance 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 personal income of the owner of the business and will not be accepted as proof of income. The owner/sponsor must still provide proof of personal income.

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. SPONSOR'S AFFIDAVIT AND PROOF OF FREE ROOM AND BOARD**
- 2. PROOF OF INCOME: Any of the following with most recent pay stub:**
 - Income tax returns or receipts
 - Pay stubs for last six months
 - Bank/investment statements for the last six months
- 3. COPY OF PROPERTY LEASE, DEED, RENT RECEIPTS, OR UTILITY 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: monthly statement of balances and deposits.

SCHOOL FUNDS:

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



OFFICE OF ADMISSIONS

Admissions DSO Keri Brozyna

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

PART I: PERSONAL INFORMATION			
Name in Passport		*Enter your name exactly as shown in your passport. Attach a copy of your passport biographic page and any U.S. visa you may have. ** For Preferred Name please (Enter the name you prefer to use.)	
1	*Surname/Primary Name:		
2	Given Name:		
3	**Preferred Name:		
4	Date of Birth:		
5	Gender:		
6	Country of Birth:		
7	Country of Citizenship:		
8	Country of Permanent Residence:		
9	Permanent Address in Home Country:	Number and Street:	
		City:	
		Postal Code:	
		Country:	
	Address in the United States:	Number and Street:	
		City:	
		Postal Code:	
		Country:	
<input type="checkbox"/> I plan to come without dependents. <input type="checkbox"/> The following dependents will accompany me (list names and relationships)			
10	1. _____		
	Name (Family/First/Middle)	Date of Birth (M/D/Y)	Country of Birth


	Country of Citizenship	Gender	Relation to you (spouse, child)
	2. _____		
	Name (Family/First/Middle)	Date of Birth (M/D/Y)	Country of Birth

	Country of Citizenship	Gender	Relation to you (spouse, child)
11	Have you been notified of your admission to Georgian Court University?		
	Telephone	Fax	<input type="checkbox"/>

PART II: If you are in the United States, now complete this section. If, not, continue to Part III		
<p>What is your immigration status? You may attend school regardless of your immigration status.</p>	<input type="checkbox"/> F1 What is your SEVIS ID Number? N _____	
<p>What is purpose of your requested Form I-20? (Check One)</p>	<input type="checkbox"/> Transfer in <input type="checkbox"/> Change of education level or program at Georgian Court University <input type="checkbox"/> Regain F-1 Status	
<p>Another status: Which one?</p>	<input type="checkbox"/> _____ <i>Before we issue your Form I-20, we want to advise you. Please make an appointment to see the international student advisor.</i>	
<p>Do you plan to travel outside the U.S. before school starts?</p>	<input type="checkbox"/> Yes (Tell us how you would like to get your Form I-20 in Part III.)	<input type="checkbox"/> No (If you are F-1, you will receive "Transfer in" 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.		
<p>DID YOU RECENTLY ATTEND SCHOOL IN THE U.S. IN F-1 STUDENT STATUS?</p>	<input type="checkbox"/> YES What was the last date of your attendance? ____ / ____ / ____ <input type="checkbox"/> NO Go to the next question.	
<p><i>If you attended a U.S. school last term and are just home on holiday between academic terms, you are considered a "Transfer in" and need to have you record transferred out 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.</i></p>		

WHERE SHOULD WE SEND YOUR FORM I-20?

 MAIL	<p>Complete Name:</p>
	<p>Street 1:</p>
	<p>Street 2:</p>
	<p>City, State, Province:</p>
	<p>Postal Code, Country:</p>

Your Form I-20 will be sent FEDEX to the name and address you indicate in the address box above.
PRINT YOUR NAME AND ADDRESS IN ENGLISH, EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE.

PART IV: Student's Statement of Financial Support

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

What level of education will you be pursuing?	<input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate
What will your major be?	

What are your total estimated annual costs?	\$ _____
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How will you be funded for every year of your program of study? Please check off your funding below and indicate how much will be provided or available to you every year:

Source(s) of my Support	Annual Amount
<input type="checkbox"/> Personal Funds The amount available to me from my own resources every year is	\$ _____
<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 Sponsor To be given to me every year – Sponsor's Name: _____	\$ _____
<input type="checkbox"/> Cash Funds from a Sponsor To be given to me every year – Sponsor's Name: _____	\$ _____
<input type="checkbox"/> Free Room and Board from Sponsor With whom I will live – Sponsor's Name: _____	\$ _____
<input type="checkbox"/> On-Campus Employment Complete this only if you have a firm offer of employment or are presently working on campus.	\$ _____

Total amount available to me every year of study. This amount must be the same or more than your estimated annual costs.	\$ _____
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THE FOLLOWING DOCUMENTS ARE ATTACHED TO PROVE MY FUNDING

My Personal Documents

- Bank/Asset Statement
- Proof of Income/Assets

Funds from this School

- Award Letter
- Copy of Contract

Cash Sponsor's Documents

*I understand that all three types of evidence **MUST** be attached.*

- Affidavit of Support
- Proof of Income
- Bank Statement

Free Room and Board Sponsor's Documents

Attach all four

- Affidavit of Support
- Proof of Income
- Bank Statement
- Lease, Deed, Rent Receipts, or Utility Bill (that is, proof of residence)