

Regis College
Office of Admission
235 Wellesley Street
Weston, MA 02493

Phone: 781-768-7100

Fax: 781-768-7071

I-20 INFORMATION FORM

Application for Form I-20, Certificate of Eligibility for F-1 Student Status

Part I: Personal Information Complete all information as it appears on your passport

Name: _____
Family (Surname) First (Given Name)

Date of Birth: Month _____ Day _____ Year _____ Major (if certain): _____

Country of Birth: _____ Country of Citizenship: _____

Telephone Number: _____ Fax Number: _____

**Part II: If you are in the U.S. now, complete the questions below.
If you are not in the U.S. now, go to Part III.**

1. What is your INS Admission Number? _____

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

2. What is your immigration status? (Please check one)

F-1 If you are changing from another school to Regis College, you must complete a "School Transfer" procedure. This procedure can be completed either by travelling outside the U.S. before school begins and returning with your new Regis College I-20, or through this office after school begins.

Another status: Which one? _____

Please make an appointment with us for help with an application to extend your stay or change to F-1 status. Your form I-20 will be issued only after we have met with you.

3. Do you plan to travel outside the U.S. before school begins? (Please check one)

Yes Tell us how you want to get your form I -20 by completing Part III.

No If you are in F-1 status, you will receive transfer or other instructions; if you hold another status, you will get your I-20 after we have met with you about changing to F-1 status.

Continued

Part III: Students Outside the U.S.

Do you plan to enter the U.S. early to attend an ESL school before coming to Regis College? (Please check one)

- Yes** You should enter the U.S. using the ESL school’s form I-20; then, you must complete a “School Transfer” procedure. This procedure can be completed through the International Student Office after school begins.
- No** Please indicate the way you would you like to receive your form I-20: (Please check one)
 - By Mail** Your form I-20 will be sent by airmail as you instruct in the address box below. Print your name and address in English exactly as it should appear on the envelope.

_____ Name

_____ Number and Street

_____ City, State and Zip Code

_____ Country

Hold for pick-up by: _____

Part IV: Certification of Finances

The MINIMUM Annual Financial Requirement for attending Regis College for the 2007-2008 academic year is:

Tuition:	\$25,990
Room & Board:	<u>11,600</u>
Total:	\$37,590

How will you support these expenses? Read “Proving Financial Support” carefully, then list your annual support below and attach documents which prove each amount entered below. Your total must be equal to or greater than the amount above.

PERSONAL FUNDS U.S.\$ _____
EVIDENCE: Bank statement in your name. Enter the amount you have available.

FUNDS FROM SPONSOR Name: _____ U.S.\$ _____
EVIDENCE: “Sponsor’s Affidavit of Support” AND a bank statement in the sponsor’s name (and Employment Letter/Tax Forms if bank statement is less than six figures in U.S. dollars).

LOCAL SPONSOR GIVING FREE ROOM AND BOARD (For students living off-campus) U.S.\$ _____
EVIDENCE: “Sponsor’s Affidavit of Free Room and Board” AND a photocopy of a deed or lease. (This amount can not be greater than the “Room and Board” amount listed above.)

FINANCIAL AID Scholarship U.S.\$ _____
EVIDENCE: Award letter.

Institutional Employment U.S.\$ _____

MY TOTAL ANNUAL FINANCIAL SUPPORT IS: U.S.\$ _____

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PROVING FINANCIAL SUPPORT

You must be able to prove that you will have the financial support to cover your minimum annual expenses for your period of study.

The US Embassy or consulate requires to see that funds are available to cover one year's minimum expenses and that there is sufficient evidence that equal amounts will be available for every year of your program. Our requirements are the same for issuing your I-20 form.

COSTS TO ATTEND REGIS COLLEGE '07 - '08:

Tuition and Fees:	\$25,990
<u>Room and Board (or off-campus housing)</u>	<u>11,600</u>
Total	\$37,590

CERTIFICATION OF FINANCES (Documents Needed to Prove Financial Ability):

1. Bank Statement

A bank statement is required to prove your ability to pay for your minimum annual expenses. Documents must be in English (or accompanied by an official translation) and less than six months old.

Banks statements must show the date that the account was opened, the current date, and the amount of funds in the account. All statements must indicate the actual amount of money in the account OR state that the balance is at least six figures in US dollars. Bank statements saying that "enough" or "sufficient" funds are available, or that the account holder is "capable of supporting the student" will not be accepted.

Non-liquid funds, such as retirement accounts, insurance policies or property, will not be accepted.

Bank statements that are not in the student's name must be accompanied by a "Sponsor's Affidavit of Annual Financial Support" completed by the person who is providing the funds, stating how much is to be provided each year.

2. Employment Letter/ Tax Returns

If the combined total of the bank statements that you (and your sponsor) submit is not at least six figures in US dollars, you must submit the following additional evidence:

- A letter from your sponsor's employer on business stationery stating their annual salary, OR;
- Your sponsor's income tax returns or US Forms W-2.

Continued

Free Room and Board

If a person is giving you a place to live and food for free while you are studying in the US, it reduces your minimum annual expenses by \$11,600. In order to deduct this from your total annual expenses, the person must complete a "Sponsor's Affidavit of Free Room and Board."

Please note: Room and board can NOT be given in exchange for any services such as housework or childcare. In such an arrangement, the food and housing would be considered by the Immigration Service to be compensation for those services, and therefore illegal employment.

Financial Assistance

Regis College offers a limited number of merit-based scholarships, up to a maximum of \$12,000, to international students with proven academic record. In addition, international students who know a Regis College graduate may be nominated for a \$2,000 Alumni Sponsor Award. Sponsors may not be the grandmother or mother of the student being nominated.

Employment

The U.S. Department of Homeland Security strictly controls employment opportunities for international students. International students in F-1 status are allowed to work 20 hours per week on the Regis College campus. However, students cannot be guaranteed a campus job. Furthermore, future employment on campus can not be used as evidence of financial support, unless it is part of a financial aid package.

**DO NOT ASSUME THAT YOU WILL BE ABLE TO WORK TO HELP PAY FOR EXPENSES!
EMPLOYMENT IS STRICTLY CONTROLLED BY THE U.S. DEPARTMENT OF HOMELAND SECURITY!**

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SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD

YOUR COMMITMENT:

When you complete the Sponsor's Affidavit of Free Room and Board on the other side of this page, you are certifying and swearing to Regis College, a public official, and the US government that you can and will provide a student with free room and board for every year of study at Regis College.

It is assumed that you have carefully considered the real costs of providing the student with a free room and all meals while living in the Boston area and do not expect she will be able to find employment or other support after beginning school. The US Immigration Service strictly controls employment and permission to work is extremely difficult to get.

In addition, room and board cannot be given as compensation for services rendered by the student, such as housekeeping or childcare. The US Immigration Service considers such compensation for services illegal employment.

Sponsors who fail to meet their commitment jeopardize the student's education and legal status in the US 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.
The notary public must sign and put the official seal on the affidavit.
3. The affidavit must be in English.
4. 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.

PROVING FINANCIAL ABILITY:

Prove your ability to support your commitment for free room and board by sending us the following documents:

1. A photocopy of a lease or deed in your name showing the address of the house or apartment, AND;
2. A photocopy of your W-2 Forms OR a letter from your employer on company letterhead stating your salary.

PLEASE COMPLETE THE SPONSOR'S AFFIDAVIT ON NEXT PAGE

SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD

(Please print or type)

I hereby certify that I am willing and able and will provide

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

with a free room and all meals for EVERY year of study at Regis College.

I attest that said room and board are not compensation in exchange
for any services rendered by the student.

My relationship to the student is _____ My telephone number is _____

Address of room or apartment offered to the student:

_____ *Number and Street*

_____ *Apartment Number*

_____ *City*

_____ *State*

_____ *Zip Code*

How many rooms are in the house or apartment? _____

How many people are living at the above address? _____

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? _____

ATTACH DOCUMENTS WHICH PROVE YOUR FINANCIAL ABILITY TO MEET THIS COMMITMENT AS
DESCRIBED ON THE OTHER SIDE.

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 you and the notary.

AFFIRMATION OR OATH

I hereby 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 _____, 20_____

Signature of Notary: _____

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INFORMATION ABOUT NONIMMIGRANT STUDENT (F-1) STATUS

WHAT IS F-1 STATUS?

"F-1" is a nonimmigrant status that is given to people whose temporary purpose for being in the US is full-time study.

WHAT IS FORM I-20?

The Form I-20 is a government form on which Regis College certifies to the US government that you are eligible for F-1 student status. It confirms that you have met all admissions requirements, have been accepted for a full course of study, and have shown that you have enough money to study and live in the US without working illegally or suffering from poverty.

WHO NEEDS AN I-20?

You need a Form I-20 to get an F-1 student visa or to keep in lawful F-1 status when transferring or changing schools in the US. Transferring students do not have to receive our I-20 before coming to Regis College, unless you have plans to travel outside the US before classes begin.

WARNINGS !!

1. DO NOT ENTER THE US WITH A B-1, B-2, OR B-1/B-2 VISA.

You are planning to attend school in the US. If you use a B visa to enter the US you could be refused permission to stay longer than six months or to extend or change your status.

IF YOU DO NOT HAVE ENOUGH TIME TO GET YOUR FORM I-20, OR IF YOU ARE NOT CERTAIN OF YOUR PLANS TO STUDY IN THE US, you can ask the visa officer for a B-2 visa with the words "Prospective Student" on it, or ask that these words be added to your B visa if you already have one. Take documents to prove that you have enough financial support for your studies.

2. DO NOT ENTER THE US WITHOUT A VISA if you are from a country where you are allowed to present a round trip airline ticket for entry as a visitor. You only will be allowed to stay for 90 days, will not be given more time, and will not be allowed to change to student status.

Continued

DOES EVERYBODY NEED AN I-20?

No, some international students do not need Form I-20. If you are maintaining another nonimmigrant status in the US, you do not have to have 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 status after their 21st birthday or if they marry. If you have no legal status, you may attend school and do not need an I-20, but you are not eligible to change status.

HOW TO GET YOUR FORM I-20:

1. Send the following documents to the Regis College Office of Admission:
 - "I-20 Information Form";
 - Documents which prove that you can support your minimum annual expenses;
 - Sponsor's Affidavit of Annual Financial Support and/or Affidavit of Free Room and Board, if needed.

2. After you have been accepted, your financial documents will be reviewed. If your documents are complete and meet the US government's requirements, we will issue your I-20.
 - If you are not in the US, we will issue your I-20 as you have instructed us in Part III of your I-20 Information Form;
 - If you are in another nonimmigrant status, we will issue your I-20 after we have met with you to discuss changing your status;
 - If you are an F-1 student in the US, we will issue your I-20 only if you have told us on your I-20 Information Form (Part II, number three) that you plan to travel outside the country.

