

TOWSON UNIVERSITY

INTERNATIONAL STUDENT INFORMATION FORM

If you are not a U.S. citizen, you must submit this form for entry to a Towson University graduate program.

Are you a U.S. Permanent Resident? YES NO **If YES,** attach a photocopy of both sides of your Permanent Resident Alien Card and return this form to the Graduate Admissions Office. **You do not need to fill in the remainder of this form. If NO** (i.e., you are not a U.S. Permanent Resident), please **fill in the entire form** and attach the required supporting documentation.

Name: _____
Please PRINT your family name (surname) and _____ given name.

You may have to provide two addresses. An address in your home country is required. You may provide an additional mailing address to which you would like your F-1 Visa Certificate to be mailed.

Permanent Address in your home country. (Required.):		Form I-20 Mailing Address, if different from home country permanent address:

Please type/print carefully. We will photocopy this address onto our envelope to you. If your address changes give your new address to Graduate School and ISSO.

Email address: _____ Phone # (include country & city codes): _____

Date of birth: month ____ day ____ year ____ Gender: male female

Country of birth: _____ of citizenship: _____ of legal residence: _____

Your U.S. Social Security Number (if available): ____ - ____ - ____ (Towson will provide a number to be used for student identification purposes.)

Are you currently in the United States? YES NO

- **If NO, submit this form, a photocopy of the biographical page of your passport (photograph and printed legal name), and your financial documentation** (see the section, *Required Financial Verification Documents for Form I-20*) with this application. If you are admitted to a graduate program and your financial documentation is accepted, you will be mailed Form I-20 for your F-1 visa application.
- **If YES** (you are in the U.S. currently), please **continue filling out the remainder of this form.**

If you are now in the United States, what is your current non-immigrant (“visa”) status? _____

If you are now F-1, which school issued your current Form I-20? _____
 ____ Please submit this form with the required financial documents to the Graduate School. You must also attach photocopies of your current Form I-20 (both sides), Form I-94, a photocopy of the biographical page of your passport (photograph and printed legal name, and a Transfer Eligibility Certificate (TEC) completed by the international office at your current university. The TEC can be found on the Graduate School website. If you are admitted the Graduate School will forward your request for an I-20 to the International Student & Scholar Office (ISSO). If your financial documentation and TEC is accepted, you will be sent a T U I-20. You will also be required to attend a meeting for new international students.

If you are now in a status other than F-1 and do not wish to change your status to F-1, you do not need to submit financial documentation.

- You must attach photocopies of your Form I-94 or I-797.
- If you are in H-1B1 status and wish to remain so, submit a letter to the ISSO from your employer, which explicitly states how many credits you are permitted to take each semester.
- If you are in J-2 or H-4 status, you must submit photocopies of your spouse’s (or parent’s) immigration-related documents, such as Form I-20, DS-2019 or I-797.
- Please note that a law went into effect on Jan. 1, 2003 which **prohibits study with F-2 status**. If you currently hold F-2 status, you must change to F-1 to attend T U.

If you wish to change your status to F-1, please submit this form and financial documents (see the section, *Required Financial Verification Documents for Form I-20*) to the Graduate Admissions Office. You must attach photocopies of your Form I-94. The Graduate Admissions Office will contact the ISSO to determine whether your current status allows a change to F-1. Upon admission to graduate school and approval of your financial documentation you will be issued Form I-20, and may then contact the ISSO for assistance to change your status to F-1. You will be **required** to attend a meeting for new international students.

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Required Financial Verification Documents for Form I-20

If you need Form I-20 for F-1 Foreign Student Visa/Status, you must provide official statements of financial resources which guarantee that **\$24,600** * is available for your first year of study, and that adequate funding will be available for the remainder of your graduate program.

Your financial verification documentation must consist of two parts: an **Ability Statement** and a **Willingness Statement**.

- The **Willingness Statement** is a form, attached.
- The **Ability Statement** must be original documentation; its requirements are described in the samples which follow.

If your financial documents are not in this required format you will not be eligible for an I-20. If you have any questions or concerns about your documents, you will need to contact the Graduate School for advice.

* \$24,600 is the amount for the 2005-2006 academic year; amount may change for later admissions, as tuition and/or living expenses may increase.

Note for students with spouse and/or children: If you are married and your spouse and/or child(ren) will be in the U.S. with you, please complete the additional form, *Request for Family Member Visa Certificate*. You will need to submit documentation for the higher amount (more than \$24,600), as explained on the additional form.

Part One: Ability Statement

Your financial sponsor must provide evidence that the required minimum amount of \$24,600* is available for your use. Documentation should come from a financial institution (such as a bank, credit union, or broker), education assistance agency (for a loan or financial aid), government ministry (for a scholarship), or other organization providing funding to you. Take care to obtain all of the required information and signatures:

- (1) issued/dated less than 12 months from your start date at Towson University;
- (2) an exact amount of money IN U.S. DOLLARS available for you;
- (3) the name, address and phone number of the financial institution or funding agency;
- (4) the name of the account holder and account number (if funds are from a financial institution);
- (5) your name stated as the beneficiary of the support;
- (6) the signature of the person preparing the statement of ability; and
- (7) the printed name and title of the signer.

This information should be prepared on the **letterhead stationery** of the financial institution or of the sponsoring agency. **Seals and stamps** are not necessary, but may help the evaluators determine the statement's authenticity.

Two originals should be prepared: one for submission to Towson University, and one to use at a U.S. Embassy/Consulate when applying for a visa.

Sample Formats: Below are sample formats for the evidence of financial ability. (Neither should be used as a filled-in form. Submission of this sample format page is not acceptable evidence of financial ability, and will delay processing of the Form I-20.)

Sample One: To verify funds of a private, individual sponsor...

To Towson University: _____ Date: _____
This is to verify that the account of [name of sponsor] (account # _____) has a current balance of \$US _____.

This account has been handled satisfactorily and responsibly.

Our opinion is that [name of sponsor] has sufficient funds to afford the annual educational expenses of \$US _____ for [name of student] while a graduate student at Towson University.

Certified by:

<u>Financial Institution Official's Signature</u>	(and bank stamp/seal, if available)
<u>Official's PRINTED Name and Title</u>	<u>PRINTED Name of Bank</u>
<u>Address of Bank</u>	<u>Telephone Number of Bank</u>

Sample Two: To verify funding from an official educational sponsoring organization...

To Towson University: _____ Date: _____
This is to confirm that [name of prospective student] will be funded by [name of sponsoring agency or government ministry] for a master's degree at Towson University. The amount of funding per year is limited to US\$ _____. The financial award will cover [name items such as: tuition and fees, room and board, maintenance/living expenses, and health insurance, as applicable]. The award will begin [date] and be valid until [date].

The award will be administered by [office which will handle communications, bills, payments, etc.]. Bills and invoices may be sent to [address, phone, and fax]. [OR: The financial assistance will be paid directly to the student, who is responsible for meeting deadlines of payments. Bills should be sent directly to the student.]

Certified by:

<u>Sponsoring Agency Official's Signature</u>	(and stamp/seal, if available)
<u>Official's PRINTED Name and Title</u>	<u>Address of Sponsoring Agency</u>
<u>PRINTED Name of Sponsoring Agency</u>	<u>Telephone & Fax Numbers of Sponsoring Agency</u>

* \$24,600 is the amount for the 2005-2006 academic year; amount may change for later admissions, as tuition and/or living expenses may increase.

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Financial Verification Documentation
Part Two: Willingness Statement

- The United States Immigration & Naturalization Service requires U.S. colleges and universities to obtain certification of an international student's financial resources, in order to issue Form I-20. Form I-20 is the Certificate of Eligibility for Non-Immigrant (F-1) Student Status. Applicants must demonstrate that they have enough funds to afford all expenses for at least their first year of study, and that adequate funding will be available for the entire study program. The statement below must be completed and endorsed by the student's financial sponsor(s) and submitted with evidence of sponsor's financial ability to Towson University's Graduate Admissions Office.
- The student should **keep a photocopy** of this completed form, because evidence of sponsor's willingness to support the student will also need to be shown to a U.S. Consular Officer at the time of application for an F-1 visa
- The financial sponsor may be the student him/herself. There may also be more than one financial sponsor or source of funding. In that case, Willingness Statements and Ability Statements must be submitted from all sponsors and sources.
- A letter may be submitted instead of this form, if it contains identical information.

S T A T E M E N T O F W I L L I N G N E S S

This is certification to Towson University that Ms/Mr. _____
(circle Ms or Mr.) name of personal/private sponsor or institution or agency

is willing to be the financial sponsor for _____ who is my/our _____
name of prospective student relationship between sponsor and student

in the amount of \$US _____ for tuition/fees, accommodation, meals, books and study supplies,
health insurance, transportation, and other living and personal expenses during each year of the above-named
student's stay in the United States to earn a master's degree at Towson University.

As requested, attached is verification from a financial institution that \$US _____ is
currently available for the student's first year of study.

Sworn by:

signature of sponsor or of official representing a sponsoring agency

date signed: day/month/year

PRINTED name of sponsor or of official signing above

telephone # with international country & city codes

sponsor's or sponsoring agency's complete mailing address
