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 receive your T U I-20 at a required meeting for new international students. If you are traveling outside the U.S. between programs see item 4 of the TEC instructions.

**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-1B 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,** pleasesubmit 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.

**Towson University**

## 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 **$28,600 \*** 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**.

1. The **Willingness Statement** is a form, attached.
2. 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.***

**\* $28,600 is the amount for the 2011-2012 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 $28,600), as explained on the additional form.

**Part One: Ability Statement**

**Your financial sponsor must provide evidence that the required minimum amount of $28,600\* 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:

Financial Institution Official’s Signature (and bank stamp/seal, if available)

Official’s PRINTED Name and Title PRINTED Name of Bank

Address of Bank Telephone Number of Bank

**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:

Sponsoring Agency Official’s Signature (and stamp/seal, if available)

Official’s PRINTED Name and Title Address of Sponsoring Agency

PRINTED Name of Sponsoring Agency Telephone & Fax Numbers of Sponsoring Agency

**\* $28,600 is the amount for the 2011-2012 academic year; amount may change for later admissions, as tuition and/or living expenses may increase.**

**Towson University**

**Financial Verification Documentation**

**Part Two: Willingness Statement**

1. The United States Immigration 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.
2. 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.
3. 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.
4. A letter may be submitted instead of this form, if it contains identical information.

**S T A T E M E N T OF 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’sstay 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*

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### International Student and Scholar Office

**7720 York Road, Suite 246**

**Towson, MD 21252-0001**

**tel: 410 704-2421 fax: 410 704-6040**

**www.towson.edu/isso**



**Request for Family Member Visa Certificate**

**For International Students or Scholars to Bring Spouse and/or Children to the U.S. on F-2 or J-2 Visas**

Please complete this form and return it to the International Student and Scholar Office, with appropriate financial documentation. Students or scholars inviting immediate family members to join them in the U.S. must show the minimum level of financial support (below) for at least the first year of the family members’ stay. A sample format for financial documentation is attached: a two part set of documents which shows both the willingness and the ability of the student, scholar or sponsor to provide the required support.

The following members of my immediate family (spouse and/or children\*) will be joining me in the United States:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Family  Name | Given  Name | Date of Birth  (in mo/day/yr order) | Country of  Birth | Country of  Citizenship | Relationship to  Student/Scholar |

I understand that family members in F-2 status will not be permitted to work in the United States under any circumstance. Also, F-2 status does not permit full-time study nor pursuit of a degree. Those in J-2 status may be permitted to work, but must receive a work document from the U.S. Immigration Service before engaging in any U.S. employment. Further, I understand that F-2 and J-2 family members must be covered by medical insurance during their stay in the United States.

Signature of student or scholar Date

\*Please note that J-2 and F-2 status are only available to immediate family of students and scholars, defined as spouse and children only.

**Minimum Required Support**

Spouse: $9,000

The minimum average living expenses for a dependent spouse are $425 per month in the Baltimore area. The minimum total required support for one year includes this monthly amount, plus the cost of medical insurance. Because medical insurance plans vary in price, students and scholars should be aware that expenses could be considerably higher.

Child(ren): $5,000 for one child and $3,000 for each additional child

The minimum average living expenses for a dependent child is $250 per month. This includes the approximate cost of medical insurance. (Because health insurance plans are generally sold to cover all children in a family, regardless of the number, the required amount for additional children is lower.)

O: admission items/financial verification/dependents fin doc 08-09.doc