

Please read all instructions carefully before submitting the Application for Form I-20. If you submit the Application for Form I-20 without following all instructions, your Form I-20 will be delayed.

## WHAT IS A FORM I-20?

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The Form I-20 is a US government form. Cairn University uses this form to certify to the US government that you are academically and financially qualified for an F-1 student visa. You must have a Form I-20 in order to apply for a student visa or to transfer from one US school to another US school.

The purpose of this application form is to demonstrate that you are financially qualified for study in the US. "Financially qualified" means that you have funds readily available to pay all *estimated expenses* for one academic year and that you will be able to afford the entire program, barring unforeseen circumstances. You may use multiple sources of funding, such as personal funds, sponsors, and University scholarships and grants.

## HOW TO COMPLETE THE APPLICATION FOR FORM I-20

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### Student Information

Enter all information as requested. Be sure to write your name exactly as it appears on your passport. If you are bringing dependents (spouse or child(ren)), please enter their information as well.

### Source of Funding

Your sources of funding can be any combination of personal funds, scholarships, grants, funds from sponsors, and free room and board through a sponsor. Please check all that apply to your situation.

- If you are funding yourself, please check the first box. In order to fund yourself, you must have a bank account in your name with the funds you need. Do not check this box for funds that are coming from your parents or family.
- If you are receiving any scholarships or grants from the University, please check the second box.
- If you are receiving funds from any person/organization other than yourself or the University, please check the third box. A sponsor is any person or organization that contributes financially to your educational expenses. This includes parents, relatives, friends, and organizations. You may have as many sponsors as you need to cover the estimated expenses listed on Page 2.
- If you are receiving free room and board from a local sponsor in the US, please check the fourth box.

### Funding Worksheet

Please enter all amounts in US dollars.

- Enter the amount of personal funds you have available for your educational expenses (can be \$0.00).
- Enter the total amount of scholarships and grants provided by the University. This information is available on your financial aid award letter.
- Enter the name of each sponsor and the amounts they are providing.
- If you are receiving free room and board through a local sponsor, enter the cash value of room and board, as listed under your program in the Estimated Expenses chart on page 2.

Add the funds listed and enter the sum under Total Funds. This amount must meet or exceed the Total Estimated Annual Costs.

The Total Estimated Annual Costs should equal the Total Costs for your program as listed on page 2, plus \$7,675 for each dependent you are bringing with you to the US.

## ESTIMATED EXPENSES

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PROGRAM	TRADITIONAL UNDERGRADUATE PROGRAM	DEGREE COMPLETION PROGRAM
<b>Tuition and Fees</b>	\$29,553	\$13,560
<b>Room and Board</b>	\$11,187	\$11,187
<b>Books and Supplies</b>	\$1,070	\$1,070
<b>Transportation</b>	\$896	\$896
<b>Personal Costs</b>	\$1,136	\$1,136
<b>Health Insurance</b>	\$1,900	\$1,900
<b>Total Costs</b>	<b>\$45,742</b>	<b>\$29,749</b>

PROGRAM	GRADUATE PROGRAMS		GRADUATE PROGRAMS
	MDiv (18cr/yr)	Master of Arts (12cr/yr)	Master of Science / MBA (12cr/yr)
<b>Tuition and Fees</b>	\$10,530	\$7,020	\$8,928
<b>Room and Board</b>	\$11,187	\$11,187	\$11,187
<b>Books and Supplies</b>	\$1,070	\$1,070	\$1,070
<b>Transportation</b>	\$896	\$896	\$896
<b>Personal Expenses</b>	\$1,136	\$1,136	\$1,136
<b>Health Insurance</b>	\$1,900	\$1,900	\$1,900
<b>Total Costs</b>	<b>\$26,719</b>	<b>\$23,209</b>	<b>\$25,117</b>

*Please estimate that tuition and fees will increase between 2% and 5% annually.*

These expenses are based on an average, basic budget with no luxuries. We recommend that you carefully consider the cost of attending school in the US and budget additional funds beyond the amounts listed above.

Students who plan to bring dependents (spouse and/or children) must provide evidence of additional financial support of \$7,675 per dependent.

## AFFIDAVIT

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Each sponsor listed on the Funding Worksheet must complete an affidavit of support (Page 5). This affidavit is a legal document. By completing and signing the affidavit, your sponsor is swearing to the US government that he or she has the means to provide a specific amount of money for you for every year that you study at Cairn University.

Sponsors should be careful to promise only the amount of funds they are able and willing to give. If they promise more funding than their income indicates they can afford, the documents will not be considered as proof of funding and additional documents will be requested.

For each affidavit, please submit at least one proof of income document. Proof of income documents must be:

- Copies or faxes (you should keep the originals)
- Less than two months old
- In English

Please submit at least one of the following:

- Income tax return with most recent pay stub
- Employer's salary statement on letterhead stationary with most recent pay stub
- *If self-employed*, salary estimate from accountant or attorney with most recent pay stub
- *If funding self*, bank statements in your name for the last six months

# Application for Form I-20

## STUDENT INFORMATION (Please print clearly in ink)

Student's Name: \_\_\_\_\_  Male  Female •  Married  Unmarried  
LAST/FAMILY NAME GIVEN NAME MIDDLE NAME

Date of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_ Country and City of Birth: \_\_\_\_\_

### Permanent Home Country Mailing Address

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

### Current Address (if different from above)

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

### Other Information

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Academic Major: \_\_\_\_\_ Degree Program:  Bachelor's  Master's • Semester of Enrollment:  Fall 20 \_\_\_\_  Spring 20 \_\_\_\_

Reason for I-20 Request:  Initial Studies  Program Extension  Change of Status  
 Transfer\* (fill out section below)  Change of Educational Level/ Program\*  Reinstatement to F-1 status

\*If transferring or changing education level, please contact us *immediately* for additional forms and guidance.

### For Transfer Students

Are you currently in the US?  Yes  No What is your current immigration status?  F-1  Other (please list): \_\_\_\_\_

SEVIS # (if F-1): \_\_\_\_\_ I-94 Admission #: \_\_\_\_\_ I-94 Expiration Date: \_\_\_\_\_

Are you currently studying at a US high school, college, or other institution?  Yes (please list): \_\_\_\_\_  No

Do you plan to travel outside of the US before school starts?  Yes  No

## DEPENDENTS

Please complete the following information about your spouse and/or child (children) only if they will come with you to the U.S. Please note that you need an additional \$7,675 in funding for each additional dependent.

NAME (LAST, FIRST) DATE OF BIRTH COUNTRY OF BIRTH RELATIONSHIP TO YOU

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NAME (LAST, FIRST) DATE OF BIRTH COUNTRY OF BIRTH RELATIONSHIP TO YOU

## SOURCES OF FUNDING (Check all that apply and fill in the funding worksheet on the next page.)

- I am funding myself. My proof of income and a copy of my passport identification page are attached.
- I am receiving funds from Cairn University. A copy of my scholarship award letter is attached.
- I am being funded by sponsors. An affidavit and proof of income for each sponsor is attached. A copy of my passport identification page is also attached.
- I am receiving free room and board from a local sponsor in the US (for graduate students or undergraduate students over the age of 22). An affidavit of support and proof of residence (lease, deed, rent or utility bill) is attached.

## FUNDING WORKSHEET

	Year 1	Year 2	Year 3	Year 4
Personal Funds (if you are funding yourself)				
Funds From Cairn University				
Funds From a Sponsor (parent, relative, friend)				
Sponsor #1:				
Sponsor #2:				
Sponsor #3:				
Free Room and Board from Sponsor				
Total Funds: (must meet or exceed Total Estimated Annual Costs)				
Total Estimated Annual Costs: (from page 2)				

**Email your completed application to [cbrown@cairn.edu](mailto:cbrown@cairn.edu) or fax it to 1-215-702-4248.**

**Do not submit the Application for Form I-20 without:**

- a copy of your passport identification page
- copies of signed sponsor affidavits
- copies of proof of income documents (in English, in US dollars, less than two months old) for each sponsor.

**You should keep all original documents for your visa interview.**

If the initial documents you submit are not sufficient proof of funding, the International Student Office will request additional documents. *Your Form I-20 will not be created until you have submitted adequate proof of funding.*

**AFFIDAVIT** (Please submit one affidavit for each sponsor; attach proof of income in English.)

Sponsor's Name: \_\_\_\_\_  
LAST/SURNAME FIRST MIDDLE

**Home Address**

Street: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to the Student: \_\_\_\_\_

Number of persons fully or partially dependent upon me for their support (spouse and/or children): \_\_\_\_\_

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

Annual Salary (USD): \_\_\_\_\_ Other Income (USD): \_\_\_\_\_

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, promise that I can and will give \_\_\_\_\_ no less  
SPONSOR'S NAME FULL NAME OF STUDENT  
than \$ \_\_\_\_\_ in cash (including annual cost of living increases on this amount) for **every year** of the student's program of study at Cairn University.

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

\_\_\_\_\_  
SIGNATURE OF SPONSOR

Sworn and subscribed before me this day:

\_\_\_\_\_  
DATE

Signature of Notary:  
\_\_\_\_\_

AFFIX AN OFFICIAL SEAL OR NOTARY STAMP HERE

