

Welcome to Daemen!

Read the following important information **carefully**.

Complete the checklist to receive your Form I-20 promptly.

IMPORTANT INFORMATION

Why do you need a Form I-20?

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.

***CANADIANS CITIZENS:** Do not require a visa and will process their I-20 at a land border.

Does everyone need a Form I-20?

No, some international students do not need I-20s.

- If you are maintaining another non-immigrant status in the U.S., you do not need an I-20 and may attend school full or part-time. Please inform your admissions counselor about your non-immigrant status *as soon as possible*.
- Dependent children in E, H, J, L, M, N, O, P, R or S status do not require I-20s, however they must change status before their 21st birthday or if they marry.
- B visitors and F-2 dependents must obtain an I-20 and apply for a change of status to F-1 student in order to pursue a course of study that is not avocational or recreational in nature.
- 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.

How do I get the Form I-20?

1. Receive acceptance to a full-time program of study.
2. Prove you can support the costs of living and studying in the U.S. for every year of your program of study.
3. Complete the checklist below. Make sure to attach the required documents. Submit to your admissions counselor via email.
4. Visa appointments are available on a limited basis beyond our control. Your prompt submission of the items on the checklist below will result in the timely processing of your form I-20. Your I-20 will be mailed to you at the address you indicate on your application or you may pick it up in-person.

CHECKLIST TO RECEIVE THE FORM I-20

- Complete pages 4-6 of the application
- Have each financial sponsor complete pages 7-8 and attach appropriate financial documentation proving financial capability.
***NOTE:** Review the financial support information on page 2. I-20 issuance is most often delayed by inappropriate or lack of financial documentation.
- Complete pages 9-10 *only if* you are a current F-1 student and wish to transfer your status to Daemen College.
- Attach a copy of the photo page of your passport (and dependents).
- Submit to your admissions counselor via email.

FINANCIAL SUPPORT INFORMATION

Your financial support may come from any combination of the following sources in the U.S. OR abroad.

- **FUNDS FROM SPONSORS:** Sponsors may include parents, relatives, friends, or organizations. You may have as many sponsors as you need. Sponsors may provide you with support in the form of money and/or free room and board. Free room and board means you will live with the sponsor and don't have to pay for your room or food.
 - **It is recommended at least part of your financial support come from your home country.**
 - **A sponsor should promise only as much money as he or she is capable of giving you.** The most common reason financial documents are rejected is that the sponsor cannot afford to give as much money as they promised.

Required documentation for sponsors:

1. **Affidavit of Support**
2. **Most recent pay stub** proving income/employment
3. **Bank statement in sponsor's name:** statement must show balances and deposits. *Letters from bank officials will not be accepted.*
4. **One or more of the following:**
 - Income tax returns or receipts
 - Pay stubs for last six months
 - Bank/investment statements for last six months

- **PERSONAL FUNDS:** come from your own resources, not those of anyone else. 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.

Required documentation for personal funds:

1. **Bank/asset statement in your name:** monthly statements of balances and deposits.

- **FUNDS FROM THIS SCHOOL:** such as a scholarship, assistantship, or an athletic contract. Most financial awards from the college do not cover the entire program of study or all expenses. You may need additional support to meet your minimum annual costs.

- **ON CAMPUS EMPLOYMENT:** **DO NOT EXPECT TO WORK IN THE U.S. TO HELP MEET YOUR ANNUAL COSTS!** On-campus employment is limited and competitive; off-campus work is strictly controlled by the US government.

- **GOVERNMENT LOANS/SCHOLARSHIPS:** must include your name and the amount you will be given each year of study.

Required documentation for government loan/scholarship:

1. **Letter from sponsoring government organization** on official letterhead

Documentary Evidence Requirements

*Please note the first year of funding must be shown in liquid assets.

ALL FINANCIAL DOCUMENTS MUST:

1. **List the account holder(s) name(s) and be dated**
2. **Indicate account type** (checking, savings, credit line, etc.)
3. **Be on financial institution's letterhead** or stamped certified by the financial institution
4. **Be less than two months old**
5. **Be in English.** WE CANNOT REVIEW DOCUMENTS WHICH ARE NOT IN ENGLISH.
6. **Be photocopies and/or faxes.** You will need the originals of all submitted documents for your visa interview or border crossing for Canadians.

ANNUAL COSTS FOR INTERNATIONAL STUDENTS – 2018-2019 (Estimated)

TUITION AND SCHOOL FEES

Level of Education	Tuition	College Fee	Activity Fee	Total
Undergraduate	\$27,450	\$340	\$200	\$27,990*

*Tuition is for 12-18 credits each for the fall and spring semesters. Summer tuition is not included. There may be additional fees of \$35-\$150 for some lab and studio classes. Please see: <https://www.daemen.edu/student-life/student-services/student-accounts/lab-fees> for details.

Graduate	\$967/hour	---	\$100	\$17,506*
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*Total is based on a full-load of 9 credits per semester. There may be additional fees of \$35-\$150 for some lab and studio classes. Please see: <https://www.daemen.edu/student-life/student-services/student-accounts/lab-fees> for details.

LIVING COSTS AND INSURANCE

Average living costs for a 12-month year are estimated below. This is a modest, "no extras" budget. It does not include a cell phone or trips around the US or Canada. It is recommended that you bring at least 10% more.

Health insurance is mandatory for all international students.

Living	\$15,000
Health Insurance	\$ 1,890*

*Actual health insurance cost may be cheaper depending on age, but for Form I-20 issuance, students must show the maximum amount of \$1,890.

DEPENDENT COSTS

If you are going to be accompanied by a spouse or child, you must show additional evidence of financial capability to cover their annual expenses in the following amount: **\$8,000** for your spouse and **\$5,000** for each additional child.

YOUR ESTIMATED ANNUAL COSTS

TUITION AND FEES	_____
LIVING COSTS	_____ \$15,000
HEALTH INSURANCE	_____ \$ 1,890
DEPENDENT COSTS	_____

TOTAL ESTIMATED ANNUAL COSTS

_____ **Expect annual increases of approximately 10% in expenses.*

2018-2019
Application for Form I-20

PART 1: PERSONAL INFORMATION

NAME IN PASSPORT: *Be sure to attach a copy of your passport page*

Family/Surname Name

Given Names/First and Middle Names

DATE OF BIRTH: Month _____ Day _____ Year _____ **SEX:** Male Female (Please check one)

COUNTRY OF BIRTH: _____ **COUNTRY OF CITIZENSHIP:** _____

COUNTRY OF PERMANENT RESIDENCE: _____

PERMANENT ADDRESS IN HOME COUNTRY: _____

Number and Street

City

Province/State/Region

Postal Code/Country

U.S. ADDRESS (if known): _____

Number and Street

City

Province/State/Region

Zip Code

TELEPHONE: _____ **EMAIL:** _____

MARITAL STATUS: Unmarried Married

I PLAN TO COME WITH DEPENDENTS: Yes No

If no, go on to Part 3.

PART 2: DEPENDENT INFORMATION

DEPENDENTS: If you wish to have your family member(s) accompany you, you must document the following amounts for each family member per calendar year of intended study:

Spouse: \$8,000/year Child: \$5,000/year.

The following dependents will accompany me: **Please attach copies of their passports.*

Name (Family, First)	Date of Birth (MM/DD/YYYY)	Country of Birth	Relationship to You

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PART 3: IF YOU ARE ALREADY IN THE UNITED STATES, COMPLETE THIS SECTION

If not, go on to Part 4.

WHAT IS YOUR IMMIGRATION STATUS? *You may attend school regardless of your immigration status.*

- F-1:** What is your SEVIS ID Number? _____
- What is the purpose of your requested Form I-20? (Check One)
- Transferring/changing U.S. schools
 - Change of education level/program at Daemen College
 - Reinstatement to F-1 Status
- Another status:** Please specify (i.e. TN, HB-2, etc.) _____
- 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 your record transferred 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 Daemen College and complete the Transfer Form on pages 11-12.

PART 4: HOW WOULD YOU LIKE TO RECEIVE YOUR I-20?

- By mail: your I-20 will be mailed via FedEx to the address exactly as it appears below:

Complete Name:	
Street 1:	
Street 2:	
City, State, Province:	
Postal Code, Country:	
Telephone:	

- Hold for in-person pick up.

***NOTE: I-20s will NOT be sent electronically**

PART 5: FINANCIAL SUPPORT

Students who have been admitted to Daemen College must certify they have the immediate available funds to pay one full academic year (12 consecutive months) and show reasonable means to finance the balance of their program of study.

2018-19 Minimum annual financial requirements: Undergraduate students: \$44,880 USD

Graduate students: \$34,396 USD

***For dependents add an additional: \$8,000 USD for spouse; \$5,000 USD per child**

1. Indicate source(s) of your financial support by checking the type and filling in the dollar amount below.

- Personal Funds:** \$ _____ USD
- Funds from this School:** *renewable every year* \$ _____ USD
Type: _____
- Cash Funds from a Sponsor:** *to be given to me every year* \$ _____ USD
Sponsor's name: _____
- Cash Funds from a Sponsor:** *to be given to me every year* \$ _____ USD
Sponsor's name: _____
- Cash Funds from a Sponsor:** *to be given to me every year* \$ _____ USD
Sponsor's name: _____
- Free Room and Board from a Sponsor:** *with whom I will live* \$ _____ USD
Sponsor's name: _____

2. Add the funds above to indicate the total amount available to you every year of study

TOTAL AMOUNT AVAILABLE TO ME EVERY YEAR OF STUDY:

\$ _____ USD

↑ This amount must be the same or more than your minimum annual costs. Undergraduate: \$44,880
Graduate: \$34,396

3. Attach appropriate documentation to prove the funding listed above. **Documents must meet the evidence requirements listed on page 2.**

I hereby certify the information provided in this application is true and accurate.

Signature

Date

SPONSOR'S AFFIDAVIT AND EVIDENCE OF ANNUAL CASH SUPPORT

WHAT DOES THIS AFFIDAVIT MEAN?

By completing this affidavit, you are swearing to the U.S. government that you will provide this student with a specific amount of money, from your own financial resources, for every year they are attending Daemen College. You are also proving you can afford the support you are promising with the evidence you have attached.

Before signing, it is important to understand you are making a financial commitment to the student which should not be broken. Failing to provide the promised support may force the student to drop out of school and cause pain and suffering. Do not expect the student to be able to help support the costs through employment. Employment is strictly controlled by the U.S. Department of Homeland Security and is very limited.

HOW TO COMPLETE THIS FORM:

1. Fill this form out in English or have it officially translated. Promise only the amount of money you are able to give. The most common reason affidavits are rejected is not believing a sponsor can afford to give as much as promised.
2. Sign and date the affidavit.
3. Attach the supporting evidence listed below. The affidavit will not be accepted without the required supporting evidence. Refer to page 2 of the Form I-20 Application instructions for detailed evidence requirements.
4. Give the student the original documents and have him or her submit electronic copies to their admissions advisor attached to the *Application for Form I-20*. The student will need to keep the originals to present to the consul at their visa interview.

SUPPORTING EVIDENCE REQUIRED:

1. **Most recent pay stub** proving income/employment.
2. **Bank statement in your name only less than 2 months old.**
 - Statement must show balances and deposits *in English*.
 - Letters from bank officials *will not* be accepted.
 - If another person's name appears on your bank statement, that person must also complete a separate affidavit.
3. **One or more of the following:**
 - Income tax returns or receipts
 - Pay stubs for the last six months
 - Bank/investment statements for the last six months

THIS IS MY SWORN PROMISE OF CASH SUPPORT

I, _____, promise I am able to and will give
Name

_____ no less than \$_____ USD
Full name of student amount

in cash for EVERY YEAR of the student's program of study at Daemen College.

My relationship to the student is _____.
Parent, spouse, brother/sister, friend

My address is:

Telephone: _____ Email: _____

The following person(s) are fully or partially dependent upon me for their support. (Do not include the above named student).

<small>Name</small>	<small>Relationship to me</small>	<small>Age</small>
_____	_____	_____
_____	_____	_____

Name of my employer: _____

Annual salary: _____(USD) Other income: _____(USD)

*My proof of income and bank statements are attached: Yes No

I hereby certify the information I have provided above is true and correct.

Signature of Sponsor

Date

International Student Transfer Form

This form is required of all international students currently in the U.S. in F-1 status, regardless of whether or not the student intends to travel outside of the U.S. Complete and return this form only after you have received your acceptance letter to Daemen College.

Instructions:

1. Complete section 1 *after* receiving admission to Daemen College.
2. Section 2 is to be completed by a Designated School Official (DSO) at your current school. The DSO will:
 - a. Enter into SEVIS your intent to transfer to Daemen College (Amherst Campus: **BUF214F00189000** in the SEVIS Transfer School List).
 - b. Enter a Transfer Release Date into your record in SEVIS. On this date your electronic SEVIS record will become accessible to Daemen College.
3. Return the completed International Student Transfer Form to Daemen College via mail or fax. Please also include copies of all other immigration-related materials, including:
 - a. Copy of the biographic page from your passport
 - b. Copies of ALL previous I-20s issued by other schools
4. Report to the Global Programs Office immediately upon arrival at Daemen College. Bring copies of your passport and all immigration documents with you at that time.

If you, or your school's Designated School Official (DSO), have any questions about the transfer process, please contact international@daemen.edu or via telephone at (716) 566-7837.

International Student Transfer Form

SECTION 1 - To be completed by Student (after receiving admission to Daemen College):

NAME IN PASSPORT: *Be sure to attach a copy of your passport page*

 Family/Surname Name

 Given Names/First and Middle Names

DATE OF BIRTH: Month _____ Day _____ Year _____

NAME OF CURRENT SCHOOL: _____

I intend to transfer to Daemen College for the (Spring/Summer/Fall, Year) _____ semester. I hereby grant permission for the information requested below to be made available to Daemen College.

STUDENT SIGNATURE: _____ **DATE:** _____

SECTION 2 - To be completed by Designated School Official (DSO):

Please check all appropriate boxes below, provide the information requested, and return this form to Daemen College via mail or fax.

The above named student intends to transfer to Daemen College for the semester stated above.

- The student named above: (1) has been enrolled in a full-time course of study, (2) is considered to be maintaining lawful F-1 status, and (3) is eligible to transfer.
- This student is NOT eligible to transfer because s/he is out of status and has been advised to apply for reinstatement.
- This student would be eligible to continue studies at the current school.
- This student would NOT be eligible to continue studies at the current school because:
- Our school is not authorized to enroll international students in SEVIS.

Has the student used any periods of Curricular Practical Training? Yes No
 If yes, from _____ to _____ (full time)
 from _____ to _____ (part time)

Has the student used any periods of Optional Practical Training? Yes No
 If yes, from _____ to _____ (full time)
 from _____ to _____ (part time)

The student's SEVIS Identification Number is: _____

This student's Transfer Release Date in SEVIS is: _____

Please release the student to: Daemen College (BUF214F00189000)

DSO Signature: _____ E-Mail Address: _____

DSO Name (Please Print): _____ Date: _____

Telephone Number: _____ Fax Number: _____