

# GLOBAL PROGRAMS

DAEMEN UNIVERSITY

Welcome to Daemen!

Read the following important information carefully.

## 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.

**\*CANADIAN 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 21<sup>st</sup> 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 upload all your attached documents to:  
<https://www.daemen.edu/IntDocUpload>
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 I20. Your I-20 will be mailed to you at the email address you indicate on your application or you can 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.
- If you are a current F-1, have your SEVIS record transferred to Daemen.
- Attach a copy of the photo page of your passport (and dependents).
- Upload all documents to our secure upload:  
<https://www.daemen.edu/IntDocUpload>

## 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 do not 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:
    - o Income tax returns or receipts
    - o Pay stubs for last six months
    - o 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 university 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 – 2024-2025 (Estimated)**

### TUITION AND SCHOOL FEES

Level of Education	Tuition	College Fee	Activity Fee	Total
Undergraduate	\$34508	\$720	\$700	<b>\$35,928*</b>
Graduate	\$1118/hr	\$306		<b>\$20,430*</b>

*\*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.*

*\*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	<b>\$20,000</b>
Health Insurance	<b>\$ 1,500*</b>

*\*Actual health insurance cost may vary depending on age and plan.*

### 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	\$20,000
HEALTH INSURANCE	\$ 1,500
DEPENDENT COSTS	
<b>TOTAL ESTIMATED ANNUAL COSTS</b>	

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

## Application for Form I-20

### PART 1: PERSONAL INFORMATION

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

Family/Surname Name

Given Names/First and Middle Names

**DATE OF BIRTH:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ **SEX:**  Male  Female  Other

**CITY OF BIRTH:** \_\_\_\_\_ **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 upload copies of their passports.*

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

**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 University

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 to authorize the release of your record to Daemen University.

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

By email: \_\_\_\_\_

Picked up: \_\_\_\_\_

PART 5: FINANCIAL SUPPORT

Students who have been admitted to Daemen 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.

**2024-2025 Minimum annual financial requirements: Undergraduate students: \$57,428 USD**  
**Graduate students: \$41,930 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: \$57,428  
Graduate: \$41,930

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.**

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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 University. 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 University.

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).

\_\_\_\_\_  
Name Relationship to me Age

\_\_\_\_\_  
Name Relationship to me Age

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





## I-20 Transfer-In Information

Please share this SEVIS information with the DSO at your last school who will be transferring your record to Daemen University, Amherst NY.

**YOU MUST NOTIFY US IF YOUR RECORD IS CURRENTLY TERMINATED PRIOR TO TRANSFERRING THE RECORD.**

We look forward to welcoming you to Daemen University!

Sincerely,

Global Programs Office  
[international@daemen.edu](mailto:international@daemen.edu)

716-566-7836

Daemen University SEVIS Code: **BUF214F00189000**