

Form I-20 Application Instructions

Form I-20 Application Process

Please carefully complete all steps to apply for your form I-20. Incomplete applications will not be considered.

- Complete the Application for the Form I-20 (page 4 below)
- Submit a Copy of Your Passport
- Provide Financial Information
Please read: [Important Details for Providing Financial Information](#)
- Affidavit of Financial Support
Please read: [Information Regarding Affidavit of Financial Support](#)
Visit: [Affidavit of Financial Support \(PDF\)](#)
- Free Room & Board Affidavit (If Applicable)
Please read: [Information Regarding Free Room & Board Affidavit](#)
Visit: [Free Room & Board Affidavit \(PDF\)](#)
- Submit all Materials to Monmouth University
Please mail all materials to:
Office of Admission Processing, 400 Cedar Avenue, West Long Branch, NJ 07764 USA, or
admission@monmouth.edu (Undergraduate) or gradadm@monmouth.edu (Graduate)

Frequently Asked Questions:

What is a Form I-20?

A Form I-20 is a government form on which Monmouth University certifies to the U.S. government that you are eligible to receive an F-1 visa. It certifies that you:

- Are going to be an enrolled full-time student, pursuing a Bachelor's or a Master's degree.
- Have satisfied all admission requirements and been accepted to Monmouth University.
- Have proven that you have sufficient financial support to study and live in the U.S. for the duration of your course of study.

Does everyone need an I-20?

No, some international students do not need an I-20. If you are maintaining another non-immigrant status in the U.S., you do not need an I-20 and may attend school full time or part time. Dependent children in E, F, H, I, J, L, M, N, O P, R or S status need to change their status after their 21st birthday, or

after they marry. If you change your program of study, you will have to apply for a new I-20 during your attendance at Monmouth University. If you have no legal status or are out of status, please contact Barbara Nitzberg in the Global Education Office at bskulitz@monmouth.edu.

Additional Information

Important Details for Providing Financial Information

In order to receive a Form I-20 from Monmouth University, you must prove that you have enough financial support to cover all of your academic and living costs for the duration of your program. Students and their families must look closely at the costs of living in the U.S., and at Monmouth University in particular, and make careful financial plans. Please consider these key points:

Estimate that you will need four (4) years to complete a Bachelor's degree and two (2) years to complete a Master's degree. You may estimate your annual costs here:

- Undergraduate: www.monmouth.edu/admission/international/internationaltuitionfees.asp
- Graduate: <https://www.monmouth.edu/international-students/graduate/cost-and-financial-support/>

Scholarships: Although part of your funding may come from a scholarship, Monmouth University scholarships will not cover all of your costs.

U.S. Employment: Do not expect that you will be able to work in the U.S. to help meet your annual costs. The U.S. government strictly controls off-campus employment, and the number of on-campus part-time jobs is limited, thus making the hiring process competitive for all students.

Financial Documents: All financial documents must be less than six (6) months old and translated by an accredited evaluation agency into English. We cannot review any document in another language. Please send scanned copies or photocopies. You will need the original copies of these financial documents to take to the Embassy or Consulate for your visa appointment. You must provide documents that will convince both Monmouth University and the U.S. government that you have:

- Cash (in the form of a bank statement) to cover academic and living expenses for your first year in the U.S.
- Sufficient and dependable financial resources to cover every additional year. Your financial support may come from any combination of sources: your own funds and/or sponsor(s) funds or pledges of support.

Information Regarding Affidavit of Financial Support and Financial Documentation

If you have one or more sponsors able to provide you with financial support, you will need to submit an Affidavit of Financial Support for each individual sponsor. It is highly recommended that some of your financial support come from your home country. Each sponsor must sign an Affidavit of Financial Support specifying the U.S. dollar amount of financial support you will receive. Affidavits of support must be notarized.

Sponsor Financial Documents: Each sponsor providing cash support must supply documentation to prove financial responsibility and soundness. Without these documents, their support will not be considered. The most common reason for rejection of financial documents is that the sponsor has

pledged more support than his/her income would reasonably allow. A sponsor should promise only as much money as he or she is reasonably able to give. Each sponsor must provide one of the following:

- Proof of Income: Examples include: pay statement, employment letter or tax statement. If your sponsor is self-employed, he/she may send a statement from his/her accountant or lawyer, which estimates annual income.
- Bank Statements: Statements must be dated within six (6) months of the beginning of your degree program.

Information Regarding Free Room & Board Affidavit

If you have a sponsor that is willing to give you free room and board (locally) during your time at Monmouth, this may be counted as part of your support. A sponsor providing free room and board within commuting distance to Monmouth University is someone who does not charge you for rent or food. This type of sponsor must also prove that they can provide these services, as they have a cash value and count as financial support in the U.S. Sponsor must provide:

- Lease, Property Tax Statement, or Rent Receipts: These prove that housing is available to you.
- Proof of Income: Pay stub, employment letter or accountant/lawyer statement for self-employed sponsors.

Room and board provided by sponsors must be equal in value to the living expenses listed for tuition and fees at Monmouth University.

Monmouth University Contact Information:

Undergraduate Admissions:

Emma Cabán
Office of Undergraduate Admissions
ecaban@monmouth.edu
+1 (732) 263-5882

Graduate Admissions:

Laurie Kuhn
Office of Graduate Admission
lkuhn@monmouth.edu
+1 (732) 263-5248

Global Education Office:

Barbara Nitzberg
Immigration Services and Visa Support
bskulitz@monmouth.edu
+1 (732) 571-3640

**MONMOUTH UNIVERSITY APPLICATION FOR FORM I-20
(Certificate of eligibility for F-1 student status)**

PART I: PERSONAL INFORMATION

Name: _____
Family (surname) first (given)

Date of Birth: Day _____ Month _____ Year _____ **Gender:** Male [] Female []

Country of Birth _____ **Marital Status:** Unmarried [] Married []

Country of Citizenship _____

Please complete the following information about any dependents that will be living with you:

Name (first, last)	Date of Birth	Country of birth	Relation to you
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PART II: Immigration Status

Are you applying for initial status? [] Yes [] No **If YES, please go on to Part III**

If you are In the United States now, please complete the following:

What is your USCIS (United States Customs and immigration Service) admission number? _____ *This is found on your form I-94 departure record (the white card) stapled in your passport opposite your visa.*

What is your Immigration Status? You can attend MU *regardless* of your status.

[] **F-1** If you are transferring from another United States college or university, you must

submit the *Request for F-1 Transfer Information*. This form should be completed by the International Student Advisor at your former institution. You can find this form at www.monmouth.edu/admission/documents/transfer.pdf

Another Status? Which one? _____

If you are currently residing in the United States, do you plan to travel outside the United States before school starts?

Yes. Please send my Form I-20 upon review of my documents.

No. I am a transfer student and I will complete the school transfer process within 15 days of the start of school.

No. I hold another status, and will complete a change of status when I enroll at Monmouth University.

PART III: Complete this section if you are applying for initial status

If you are overseas, your Form I-20 will be sent via DHL to the name and address below:

Name _____

Number/Street _____

City _____ State _____

Country _____ Postal Code _____

You will receive an email with the DHL tracking number when your I-20 is sent. If you are in the United States, the I-20 can be mailed or picked up at our offices.

PART IV: Costs and Sources of Funding

Undergraduate programs require at least 4 years of study and most graduate programs are completed in 2 years. United States federal immigration regulations require the University to certify that you have enough money for your studies. Therefore, you are required to send the University evidence that the necessary funds are available for your education. Please refer to the Undergraduate or Graduate link for the current annual funding requirements:

<http://www.monmouth.edu/admission/international/internationaltuitionfees.asp>

<https://www.monmouth.edu/international-students/graduate/cost-and-financial-support/>

You are required to certify sufficient funds for at least 1 year of study and to provide a financial plan which identifies the resources that will be available to you for subsequent years of study. Be sure to

indicate the full amount of funds you have available to support your education. A Monmouth University Academic Excellence Scholarship, Athletic Scholarship or Graduate fellowship can count towards your financial support if you are eligible, as can room and board provided by a sponsor in the Monmouth University area. Students sponsored by an employer must submit a formal letter of support on letterhead specifying the amount of funding and the currency used.

PART V: Your Statement of Financial Support and Financial Plan

Please check off your means of support below and indicate how much will be provided or available to you each year. Sponsors must provide documentation that their funding pledge can be honored. You are only required to submit the type of document relevant to your funding situation. If you are not receiving free room and board locally you do not have to submit information about this.

Remember that funding for at least 1 year must be demonstrated through your own or a sponsor's cash funds reflected in a bank statement. Real estate or property cannot be used as financial support.

Required Documentation

Personal Documents

- Copy of your Passport valid for 6 months after entry
- Personal funds. The amount available from your own savings and investments as shown in your bank statement or statement of liquid investments.
Amount \$ _____

Cash Sponsor's Documents

- Affidavit of Financial Support - Amount \$ _____
- Bank Statement - Amount \$ _____
- Proof of Income. This can be a letter of employment, pay stub, income tax statement, or for self-employed sponsors, a statement of annual income from an accountant or lawyer.
Amount \$ _____

Free Room and Board Sponsor for (if available)

- Affidavit of Free Room and Board
- Lease, Deed, or Rent Receipts
- Proof of income. This can be a letter of employment, pay stub, income tax statement, or for self-employed sponsors, a statement of annual income from an accountant or lawyer

Print Name

Student ID (if known)

Signature

Date