



1951 Delta Avenue, West Branch, IA 52358 USA

[www.scattergood.org](http://www.scattergood.org)

# Planning Your Expenses and Receiving Your Form I-20

**Important information and required forms  
for your certificate of eligibility  
for F-1 student status.**

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*Last updated: March 2017*

# Why You Need a Form I-20

A Form I-20 is a government form that certifies that you are eligible for F-1 student status. That means ALL of the following conditions have been met:

- 1.) You are or expect to be a “bona fide” student.
- 2.) You meet Scattergood’s admission requirements.
- 3.) You will pursue a full course of study.
- 4.) You proved to Scattergood that you have enough money to study and live in the United States without working illegally or suffering from poverty.

You need a Form I-20 to obtain an F-1 student visa or status, or to keep a lawful F-1 status when transferring or changing schools within the United States, and to present to the customs officer each time you re-enter the United States as an F-1 student.

## Regulations for getting your Form I-20:

1. YOU MUST BE A “BONA FIDE” (REAL) STUDENT, ACCEPTED TO A FULL-TIME PROGRAM OF STUDY
2. YOU MUST PROVE TO SCATTERGOOD THAT YOU CAN SUPPORT THE COSTS OF LIVING AND STUDYING IN THE UNITED STATES FOR EVERY YEAR OF YOUR PROGRAM OF STUDY AT SCATTERGOOD. THIS IS REQUIRED BY THE U.S. GOVERNMENT IN ORDER FOR US TO ISSUE THE FORM 1-20.
3. YOU WILL NOT BE ABLE TO WORK IN THE U.S. TO HELP MEET YOUR ANNUAL COSTS. On-campus employment is not available and off-campus employment is strictly controlled by the Department of Homeland Security.
4. CAREFULLY REVIEW SCATTERGOOD’S “*ESTIMATED ANNUAL COSTS FOR INTERNATIONAL STUDENTS*” ON PAGE 5. THIS IS THE AMOUNT THAT YOU MUST PROVE THAT YOU HAVE SUPPORT FOR *EVERY YEAR* IN YOUR PROGRAM OF STUDY. Your financial support may come from one or more sponsors and/or Scattergood’s financial aid.
5. THESE ESTIMATED FINANCIAL REQUIREMENTS ARE NOT NEGOTIABLE. They represent a modest average budget that does not include luxuries of any kind. You and your family should closely consider the costs of living and studying at Scattergood and make careful plans to be sure your needs will be met.
6. EXPECT ANNUAL INCREASES in tuition and living expenses of about 3 percent.
7. SOMETIMES, WE MAY HAVE TO ASK YOU TO GIVE US MORE PROOF OF YOUR FUNDING, perhaps more than once. The government requires that we be sure, to the best of our ability, that you will have enough financial support during your enrollment at Scattergood.
8. COMPLETE THE APPLICATION FOR A FORM I-20.
9. HAVE EACH SPONSOR COMPLETE THE SPONSOR’S FINANCIAL AFFIDAVIT FORM AND ATTACH THE REQUIRED EVIDENCE.

10. SUBMIT YOUR APPLICATION FOR A FORM I-20, SPONSOR'S FINANCIAL AFFIDAVIT FORMS(S), AND ALL EVIDENCE TO US BY EMAIL OR FAX. IF YOU CHOOSE TO MAIL THESE ITEMS, DO NOT SEND ORIGINAL DOCUMENTS. KEEP ALL ORIGINAL DOCUMENTS TO TAKE TO YOUR VISA INTERVIEW.

## Accepted Funding Sources

**YOUR FUNDING CAN COME FROM ANY COMBINATION OF THESE SOURCES IN THE UNITED STATES OR ABROAD:**

1.) **FUNDS FROM "SPONSORS"** (parents, relatives, friends, organizations, companies)

- You may have as many sponsors as you need.
- It is highly recommended that at least part of your financial support comes from your home country. This is may be helpful when you apply for your student visa.

A sponsor should promise only as much money as he or she is *capable* of giving you. That is, *only what he or she intends to give* and only as much as can be *afforded*.

2.) **PERSONAL FUNDS** -- As a high school student, this is less common, but these funds must come from your own resources, not those from anyone else. If your parents put money in your bank account, we will ask you submit the evidence required of sponsors. Unless you have enough funds to support yourself for your entire program of study or can prove other sources of personal income, you will need a parent or other type of sponsor with an income sufficient to support you.

3.) **FUNDS FROM SCATTERGOOD** in the form of financial aid. Because financial aid is re-assessed each year and is only guaranteed for one year and not for your entire program of study, you may need additional support to meet your minimum annual costs.

## Evidence Requirements

**COMPLETE THE APPLICATION FOR THE FORM I-20 AND SUBMIT IT, ALONG WITH ALL THE REQUIRED EVIDENCE OF FUNDING, DIRECTLY TO THE ADMISSIONS DIRECTOR, BY EMAIL, FAX, OR MAIL. DO NOT MAIL ORIGINAL DOCUMENTS; KEEP THEM FOR YOUR VISA INTERVIEW.**

**IF YOU HAVE SPONSORS (PARENTS, RELATIVES, ETC.) WHO WILL SUPPORT YOU...**

**Sponsor's Financial Affidavit** -- This form may be copied for each sponsor. All questions must be answered. **AND either items of sponsor evidence below. Submitting BOTH items is recommended.**

a) **Proof of Sponsor's income, including a recent pay stub** and *any* of the following documents:

- **Income tax returns or receipts, or**
- **Pay stubs for the last six months, or**
- **Bank or investment statements for the last six months** (see note about bank statements, below)

- **Company sponsorship documents**, including an official company letter, business registration and/or licenses, and a profit and loss statement.

b) **Bank statement in the Sponsor's name *only*** -- This must be a monthly statement of balances and deposits less than two months old. If the bank statement is in the name of more than one person (example: both parents' names appear on the bank statement), each person must submit a Sponsor's Financial Affidavit Form. Letters from bank officials will not be accepted.

**IF YOU, THE STUDENT, ARE USING PERSONAL FUNDS HELD IN *YOUR OWN NAME*...**

**Bank statement in the *YOUR name only*** -- This must be a monthly statement of balances and deposits less than two months old. Letters from bank officials will not be accepted. If the bank statement is in the name of more than one person (example: the name of your parent or guardian also appears on the bank statement), each person must submit a Sponsor's Affidavit Form.

**IF YOU HAVE BEEN AWARDED SCHOOL SUPPORT IN THE FORM OF SCATTERGOOD'S FINANCIAL AID...**

Bring the copy of your tuition contract that lists your financial aid award to your visa appointment. Financial aid is re-assessed each year and is only guaranteed for one year and not for your entire program of study. Therefore, you will need to prove to us and to the official at your visa interview that you will be financially supported in event that Scattergood's financial aid is not available in the future. (Note: this is an unlikely scenario, but regardless, proving full support for your entire program of study is a government requirement.)

## Tuition, Fees and Living Expenses

The approximate minimum amounts required for a student for one academic year (ten months) are:

|  |                 |
|--|-----------------|
| 2016-17 Tuition*                       | \$32,900        |
| ELL Fee                                | 2,000           |
| Enrollment Fee                         | 500             |
| Suggested Living Expenses**            | 1,250           |
| Health Insurance***                    | 1,500           |
| <b>Total Estimated Annual Expenses</b> | <b>\$38,150</b> |

*(Plan for annual increases of approximately 3%)*

These expenses represent a modest average budget that does not include luxuries of any kind.

**Financial aid (for tuition costs only) is available for international students.**

Information: [scattergood.org/admissions/financial-aid-information](http://scattergood.org/admissions/financial-aid-information)

# Planning Your Expenses Worksheet

## HOW WILL YOU BE FUNDED FOR EVERY YEAR OF YOUR PROGRAM OF STUDY?

Use this worksheet to check off your funding below and indicate how much will be provided or available to you every year. The total amount must be the same or more than your minimum annual costs listed above on page 4. You do not need to submit this form to the school.

### MY SOURCES OF SUPPORT:

### AMOUNT EACH YEAR

- PERSONAL FUNDS IN STUDENT'S NAME \$ \_\_\_\_\_
- CASH FUNDS FROM A SPONSOR (parent, relative, etc.) to be given to me every year:
- Sponsor name: \_\_\_\_\_ \$ \_\_\_\_\_
- Sponsor name: \_\_\_\_\_ \$ \_\_\_\_\_
- Sponsor name: \_\_\_\_\_ \$ \_\_\_\_\_
- Sponsor name: \_\_\_\_\_ \$ \_\_\_\_\_
- FINANCIAL AID FROM SCATTERGOOD FRIENDS SCHOOL (guaranteed first year only) \$ \_\_\_\_\_

**Total amount available to me  
every year of study: \$ \_\_\_\_\_**

To qualify for a Form I-20 and successfully apply for your F-1 Student Visa, the total amount of support on this page must be equal to or greater than the amount of Total Estimated Annual Expenses provided on the previous page.

# Form I-20 Request Form

Your I-20 will be issued only after you have been accepted and offered enrollment to Scattergood AND the school has verified all documents, including a copy of your passport ID page and sponsor financial documents.

**PURPOSE OF REQUEST**    New Form I-20    Replacement I-20    I-20 Transfer    Extension of Stay

**STUDENT INFORMATION**   Passport Number: \_\_\_\_\_ Issuing Country: \_\_\_\_\_

Student's name EXACTLY as it appears on passport: \_\_\_\_\_  
(Last) (First) (Middle)

Student's gender as it appears on passport:    Male    Female   Date of Birth \_\_\_\_\_  
(Month) (Day) (Year)

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Permanent address in your country of residence:  
\_\_\_\_\_  
\_\_\_\_\_

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

Your Form I-20 will be sent to you by FedEx International Priority. Print your name and address in English, **exactly as it should appear on the FedEx envelope**:

Complete Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City, State, Province: \_\_\_\_\_

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

In case of delivery problems, FedEx delivery person should call this phone number: \_\_\_\_\_

\*\*\*\*\*

What is your immigration status? *You may attend school regardless of your immigration status.*

F-1

Another status: \_\_\_\_\_

Your SEVIS ID Number: N \_\_\_\_\_

Do you plan to travel outside the United States before school starts?    Yes    No

\*\*\*\*\*

**Provide COPIES of documents to:**

**(Keep your ORIGINAL documents for your visa interview.)**

Director of Admissions

Scattergood Friends School

Email: admissions@scattergood.org

Fax: +1 (319) 643-7485

Mail: 1951 Delta Avenue

West Branch, IA 52358 USA





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## Explanation of Sponsor's Financial Affidavit

**GIVE THESE INSTRUCTIONS TO THE PERSON(S) WHO WILL  
PAY FOR YOUR TUITION AND LIVING EXPENSES.**

The United States government requires each student prove that they and/or their sponsors will be able to meet the costs of tuition and living expenses. The school is required to examine this proof before issuing the student their Form I-20 and this proof will also be essential for the student to successfully apply for a F-1 student visa.

By completing this affidavit (written promise), you are promising to the United States government that you will provide this student with a specific amount of money, from your own financial resources, for every year he or she will study at Scattergood Friends School. You are also proving that you can afford the support you are promising with the documentary evidence you will attach.

### **HOW TO COMPLETE THE SPONSOR'S FINANCIAL AFFIDAVIT FORM:**

- 1) **Fill out the *Sponsor's Financial Affidavit*** in English, French, or Spanish. Promise only the amount of money you are able to give. Be sure to sign and date the form.
- 2) **Attach the supporting evidence listed below.** The affidavit will not be accepted without the required supporting evidence.
- 3) **Give the student the original documents.** The student will submit them by email or make photocopies to mail or fax to us. The student will keep the original documents which are required for the F-1 student visa interview.

### **ATTACH THE FOLLOWING SUPPORTING EVIDENCE**

#### **IF YOU ARE A PARENT, RELATIVE, FRIEND, OR OTHER INDIVIDUAL:**

- 1) **Most recent pay stub (less than two months old) AND** any of the following:
  - Income tax returns or receipts, *or*
  - Pay stubs for the last six months, *or*
  - Bank statements for the last six months

- 2) **Bank statement** (a monthly statement of balances and deposits) less than two months old in your name only. Do not submit a letter from a bank officer. *Note:* If another person's name (spouse, business partner, etc.) appears on your bank statement, that person must also complete a Sponsor's Financial Affidavit Form.

**IF YOU ARE A COMPANY OR ORGANIZATION**

- 1) An official company letter less than two months old, that states the name of the student and the amount of annual support, *and*
- 2) Business registration and/or licenses, *and*
- 3) A profit and loss statement less than two months old.  
(Do not submit a letter from a bank officer.)



# Sponsor's Financial Affidavit Form

## (Promise of Financial Support)

I, \_\_\_\_\_, certify that I CAN and WILL provide  
(Sponsor's Full Name – PRINT LEGIBLY)

\_\_\_\_\_ no less than USD\$ \_\_\_\_\_  
(Student's Full Name)

for **EVERY YEAR** of the student's program of study at Scattergood Friends School.

**My relation to the student is:** \_\_\_\_\_  
(Parent, brother/sister, aunt/uncle, friend, etc.)

My address is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My phone: \_\_\_\_\_ My email: \_\_\_\_\_

**These persons are fully or partially dependent upon me for their support (do not include the student named above):**

|                 |                               |                |
|-----------------|-------------------------------|----------------|
| _____<br>(Name) | _____<br>(Relationship to me) | _____<br>(Age) |
| _____<br>(Name) | _____<br>(Relationship to me) | _____<br>(Age) |
| _____<br>(Name) | _____<br>(Relationship to me) | _____<br>(Age) |
| _____<br>(Name) | _____<br>(Relationship to me) | _____<br>(Age) |

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

**My Annual Salary in USD: \$** \_\_\_\_\_ **Other Annual Income in USD: \$** \_\_\_\_\_

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

DATE SIGNED \_\_\_\_\_

**My proof of income and bank statements accompany this document.**  Yes  No

**Student-- Send COPIES of documents to:**

Director of Admissions  
Scattergood Friends School

**Email:** [admissions@scattergood.org](mailto:admissions@scattergood.org)

**Fax:** +1 (319) 643-7485

**Mail:** 1951 Delta Avenue

West Branch, IA 52358 USA

**Sponsor--Give ORIGINAL documents to STUDENT.**

