Planning Your Expenses and Receiving Your Form I-20

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

Why You Need a Form I-20
Regulations for getting your Form I-20:
Accepted Funding Sources
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CHECKLIST to GET YOUR FORM I-20

Last updated: June 2019
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 and have been offered admission.
3. You will pursue a full-time, full course of study and make regular progress toward graduation.
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 FORM(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 may contribute to the success of your student visa application.

   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 and scholarships. 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 a) and b) 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 named on the statement 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.)

### Estimated Cost of Attendance

**FOR EACH YEAR OF YOUR PROGRAM OF STUDY**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>2019-20 Tuition</td>
<td>$34,500</td>
</tr>
<tr>
<td>ELL Fee</td>
<td>2,000</td>
</tr>
<tr>
<td>Suggested Living Expenses*</td>
<td>1,250</td>
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<tr>
<td>Health Insurance*</td>
<td>1,500</td>
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<tr>
<td><strong>Total E.C.A. (per year)</strong></td>
<td><strong>$39,250</strong></td>
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**SUBTRACT** FINANCIAL AID FROM SCATTERGOOD,

**NOTED ON YOUR TUITION CONTRACT:**

- $____________

**TOTAL AMOUNT OF ANNUAL SUPPORT NEEDED**

**FROM YOUR SPONSORS (PARENT, RELATIVE, ETC.)**

- $____________

To qualify for a Form I-20 and successfully apply for your F-1 Student Visa, **you and/or your sponsors must promise to provide you sufficient financial support for every year of your program AND they must submit financial documents to prove that they have the income or assets to do so, without impoverishing themselves.**

*Health insurance is **REQUIRED**. Suggested living expenses represent an extremely modest average budget that includes paying for health care costs not covered by insurance.*
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: ____________________________________________

(First) (Middle) (Last)

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:

Director of Admissions
Scattergood Friends School

Email: admissions@scattergood.org
Fax: +1 (319) 643-7485
Mail: 1951 Delta Avenue
West Branch, IA 52358 USA

(Keep your ORIGINAL documents for your visa interview.)
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 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. The financial documents you provide will prove that you can fulfil this promise without becoming impoverished.

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):

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<th>(Relationship to me)</th>
<th>(Age)</th>
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Name of my employer: _______________________________________________________________________

My Annual Salary in USD: $__________________________ Other Annual Income in USD: $_________________

____________________________________________________________ DATE SIGNED
SIGNATURE OF SPONSOR

I will email or fax documents (see p. 6 for examples) that show my income and/or assets. ☐ Yes ☐ No

Student-- Send COPIES of documents to: Sponsor--Give ORIGINAL documents to STUDENT.
   Director of Admissions
   Scattergood Friends School
   
   Email: admissions@scattergood.org
   Fax:    +1 (319) 643-7485
   Mail:   1951 Delta Avenue
          West Branch, IA 52358 USA
CHECKLIST to GET YOUR FORM I-20

☐ Receive your acceptance letter from Scattergood Friends School.

☐ If you have not already done so, apply for financial aid if you require reduced tuition. After you submit your financial aid application, our business office will receive a report in six to ten business days.

☐ Read pages 2-4 to understand why you need a Form I-20, learn about the estimated cost of attending Scattergood Friends School, how much financial support your sponsors will need to be able to promise and prove with official documents.

☐ Do the math on Page 4 to learn how much financial support your sponsors will need to provide each year.

☐ Complete page 5 (Form I-20 Request) and email to admissions@scattergood.org as soon as possible

☐ Give your financial sponsor(s) page 7 (Sponsor’s Financial Affidavit Form) and have them email it to admissions@scattergood.org as soon as possible.

☐ Have your financial sponsor(s) email copies of proof of their income/assets to admissions@scattergood.org as soon as possible. Page 6 explains the types of documents accepted as proof of income/assets.

☐ Keep all original copies of your sponsors’ documents. You will need to show them at your visa appointment.

After we receive the documents listed above, we will determine whether the financial documents are acceptable and we will calculate whether your sponsors can afford to pay the amount they have promised without becoming impoverished. To do this, we use a formula that considers the number of dependents that your sponsor is supporting and your country’s GDP. For this reason, a sponsor needs to show that they have MORE income/assets than is needed to financially support the student (a bank account showing the exact amount of support needed is NOT considered sufficient proof). Scattergood’s Primary Designated SEVIS Official (PDSO) or Director of Admissions will request additional sponsors or proof of income/assets if needed.

Proof of financial support is a requirement of the U.S. Department of Homeland Security’s (DHS) Student and Exchange Visitors Program (SEVP).

Scattergood Friends School is authorized to accept international students under the U.S. Customs and Immigration SEVIS systems