



**I-20 Request Form**  
**Declaration and Certification of Finances (DCF)**  
**College of Professional Studies – Global Classroom**  
 Phone (617) 373-7508 E-mail: [GlobalPathways@kaplan.com](mailto:GlobalPathways@kaplan.com)

Select the program to which you are applying:

Semester	<input type="checkbox"/> Fall 2016	<input type="checkbox"/> Spring 2017	<input type="checkbox"/> Summer 2017
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In order for the OGS to issue a Certificate of Eligibility (I-20), we require that you supply the information on this form. You will need an I-20 to apply for an F-1 student visa at a U.S. Embassy or Consulate. Therefore, it is important that you submit an I-20 Request form that is complete and accurate. Any missing information will cause a delay in issuing your I-20.

**Instructions:**

- Please type or print your responses.
- Make sure that all sponsor information and documents are accurate, complete and original.
- Submit this completed form to **10 Belvidere, attention Global Pathways** along with accompanying financial documents.

**Personal Information – all information must match your current passport**

1. Family/Last/Surname(s): \_\_\_\_\_

2. Given/First Name: \_\_\_\_\_ 3. Middle name (if any): \_\_\_\_\_

4. Date of birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ 5. Gender:  Male  Female

6. Country of Birth: \_\_\_\_\_ 7. Country of Citizenship: \_\_\_\_\_

**Immigration Status Information**

1. Are you currently in the United States?  Yes  No

2. Have you attended school in the U.S. within the last 60 days?  Yes  No

**Current U.S. Address (for transfer students only)**

Street \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

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

U.S. Phone \_\_\_\_\_

**If you answered YES to either of the questions above, please complete item 3 below:**

3. What is your current immigration status?

F-1 with an I-20 from Northeastern University  F-1 with an I-20 from another institution  Other: \_\_\_\_\_

**If you answered OTHER in the question above, please complete items 5 and 6 below:**

5. Are you planning to remain in this status for your studies?  Yes  No

6. If no, how do you plan to obtain student status?  Travel  Application to change status without traveling

If you are planning to change immigration status without leaving the U.S., please note that you may not be eligible to begin your program until the change of status is approved by USCIS and the process can take several months. The OGS will follow up with you by email regarding the Change of Status application process.

### Students Currently in F-1 Status

If you are currently studying in the U.S in student status at another school other than Northeastern, you will need to request the transfer of your SEVIS record to Northeastern University in order to enroll. Please make sure to complete the Transfer-In Verification Form, located on the OGS website here: <http://www.northeastern.edu/ogs/wp-content/uploads/2016/08/Transfer-In-Verification-Form-for-F-1-Students-1.pdf> and submit it to your current/previous school's international student office. Your new I-20 cannot be issued by Northeastern until after the SEVIS record release date indicated on your Transfer-In form, so please make any travel plans accordingly.

### Estimate of Expenses for the Academic Year 2016-2017

These figures are estimates and are subject to change at any time by Northeastern University's Board of Trustees.

► Please review the financial information below:

<input type="checkbox"/> Global Classroom	
Tuition	\$12,096
Living Expenses (Room and Board)	\$12,375
Student Health Plan (NUSHP)*	\$2,384
Books and Personal Expenses	\$3,375
<b>Total</b>	<b>\$30,230</b>

### Additional Expenses for Family Members

If you have any dependents you will be bringing to the U.S. with you, please show additional funds according to the table below and fill in the supplemental form located on the OGS website here: <http://www.northeastern.edu/ogs/wp-content/uploads/2016/09/Dependant-Information-Form.pdf>

Dependents	
<input type="checkbox"/> First dependent	Add \$8,000
<input type="checkbox"/> Each additional dependent	Add \$4,000

### Financial Declaration – To be completed by the student or sponsor, unless government sponsored

Fill in the table below with your sponsor's information and have your sponsor sign and date. If you have your own funds, put "self" in the relationship section and write your own name, address and phone number.

Sponsor Information	
Sponsor name	
Relationship to student	
Sponsorship (U.S. dollars)	
Sponsor address and phone number	
Sponsor signature / date	

**Please submit your sponsor’s bank statement or a letter of certification from the bank along with this completed form.**

- Financial documents must be issued within 9 months prior to your program start date.
- All submitted financial documents, including the account holder’s name must be written in English.
- If funds on the bank statement are not in U.S. dollars, please attach a currency conversion from an online calculator such as <http://www.oanda.com/currency/converter/>
- If you are receiving government or company sponsorship, please provide a financial guarantee letter that has your name, the program name and the amount covered.

**Financial sources must be readily available liquid assets, such as:**

- Checking or savings accounts
- Money market accounts
- Certificates of deposit (with maturity dates no later than the start date of respective term)
- Educational loans (a loan application is not sufficient)
- Benevolent accounts
- Current accounts
- University scholarships
- Financial guarantee letter
- Post Office Account
- Balance Certificates
- Government Funding

**The following are examples of sources that are NOT acceptable:**

- Investment portfolios
- Retirement plans
- Public Provident funds
- Available lines of credit
- Deeds to real estate
- Leases with rental income
- Salary agreements or paystubs
- Income tax forms
- Wire Transfer Receipts

**Checklist- Please check to see that your application is complete**

<b>A. Required for all students</b>	<b>B. Required for students who will be accompanied by dependents</b>	<b>C. Required for F-1 transfer students</b>
<input type="checkbox"/> Copy of the ID page(s) of your passport, including picture, date of birth and expiration date <input type="checkbox"/> Authorized financial documents in English and valid within 9 months of the start of your program <input type="checkbox"/> Print out of currency conversion if financial document does not show U.S. dollars	<input type="checkbox"/> All documents from <b>Section A</b> <input type="checkbox"/> Copy of ID page(s) of the passport for each dependent, including picture, date of birth and expiration date <input type="checkbox"/> Completed Dependent Information sheet	<input type="checkbox"/> All documents from <b>Section A</b> <input type="checkbox"/> OGS Transfer-In Form signed by an International Student Advisor at your previous school <input type="checkbox"/> Copy of your current visa stamp <input type="checkbox"/> Copy of your Employment Authorization Document, OPT card (if any)

**Student Certification and Signature**

I certify that all statements on this form are true. I understand that under the Privacy Act the information I provide cannot be given to anyone outside Northeastern University without my written permission. I also agree to update the University of any changes in my personal or financial circumstances.

Name of Student (printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ mm/dd/yyyy