



# Instructions for I-20 Request Form

Thank you for your interest in Eastern Florida State College. Please read the instructions and requirements carefully before completing the I-20 Request Form.

The Certificate of Eligibility Form I-20 is a United States government form that Eastern Florida State College uses to certify that you are eligible for F-1 student status. 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 in the United States.

Not all international students require a Form I-20. If you maintain another immigration status (ex: E, H, I, L, TN, etc.) in the United States, you may not need an I-20 and may attend school full- or part-time if the law allows you to do so. Visit [Nonimmigrant visa class who can study in the U.S.](#) for more information.

We recommend that you apply as soon as possible but no later than the following application deadlines to ensure you receive your documents for the start of your program. Request forms received after the deadline will be reviewed on a case-by-case basis. Please contact [iss@easternflorida.edu](mailto:iss@easternflorida.edu) for consideration.

### Deadlines to submit I-20 Documents

Student	Fall (August)	Spring (January)	Summer (May)
From abroad	June 15	October 15	February 15
Transfer from U.S. school	July 15	November 15	March 15

**CHECKLIST FOR SUBMITTING YOUR I-20 REQUEST FORM:** (These documents are for international F-1 visa student admissions ONLY).

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> I-20 Request Form</li> <li><input type="checkbox"/> Copy of passport (6 months validity)</li> <li><input type="checkbox"/> Financial Support documents</li> <li><input type="checkbox"/> Dependent documents (if applicable)</li> <li><input type="checkbox"/> Sponsor’s Affidavit of Annual Support (if applicable)</li> <li><input type="checkbox"/> Scholarship Award Letter (if applicable)</li> </ul> | <p><b>Transfer student (also include)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Transfer Clearance Form</li> <li><input type="checkbox"/> Copy of F-1 Visa or Notice of Action</li> <li><input type="checkbox"/> Copy of Form I-94 (<a href="http://www.cbp.gov/I94">www.cbp.gov/I94</a>)</li> <li><input type="checkbox"/> Copy of Original SEVIS I-20 and all other previous I-20s (all pages)</li> </ul> |
|--|---|

**Return completed request form to [iss@easternflorida.edu](mailto:iss@easternflorida.edu) with all supporting documents.**

Documents can also be mailed to:

Eastern Florida State College  
ATTN: International Student Services  
1519 Clearlake, Road, Building 11  
Cocoa, FL 32922

Please allow several weeks for issuance of the actual I-20 document (not including time for mailing)

All documents must be received and you must be fully accepted into your program before your I-20 document will be issued. The Form I-20 that we issue is only a Certificate of Eligibility and we do not have the authority to grant you access to the United States. International students will need to present the Form I-20 when applying for a student visa at a U.S. Consulate or Embassy prior to entering the U.S. You may not use your I-20 for entry into the U.S. more than 30 days prior to your program start date.

For questions regarding I-20 request form, please email [ISS@easternflorida.edu](mailto:ISS@easternflorida.edu) or call 321-433-7341.

### International Student Services

1519 Clearlake Road, Building 11, Second Floor, Cocoa, FL 32922  
Phone: 321.433.7341 | Email: [iss@easternflorida.edu](mailto:iss@easternflorida.edu)

<b>Office Use Only:</b>	
Student B#:	_____
Term:	_____
Received By:	_____
Received Date:	_____

# I-20 Request Form

## Certificate of Eligibility for F-1 Student Status

Please type or print clearly and complete all applicable fields. You must attach all required immigration documents (financial documents, copy of passport, etc.) to this form and submit to International Student Services to the address listed at the bottom of this form.

### 1. Personal Information – Attach copy of your passport’s identification page showing name

Print your name exactly as it appears on your passport photo page

**Name:** \_\_\_\_\_  
Last (Surname)                      First (Given)                      Middle

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Gender:**  Male  Female **Primary Language:** \_\_\_\_\_  
Month    Day    Year

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

**Permanent Address** *outside the U.S. (Required)*

\_\_\_\_\_  
Number and Street                      City                      State                      Country                      ZIP/Postal Code

**Local U.S. Address:** *Only for individuals currently residing in the United States*

\_\_\_\_\_  
Number and Street                      City                      State                      Country                      ZIP/Postal Code

**Email Address:** (Required) \_\_\_\_\_ **Telephone:** (Required) \_\_\_\_\_

**Marital Status:**  Married  Unmarried **Dependent(s) accompanying you**  Yes  No

Please complete the following information about your spouse and/or child (children) who will accompany you to the United States. Attach copy of the passport page for each name. Additional dependent information can be attached on a separate page.

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
Last (Surname)                      First (Given)                      Middle

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Country of Birth:** \_\_\_\_\_ **Country of Citizenship:** \_\_\_\_\_  
Month    Day    Year

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
Last (Surname)                      First (Given)                      Middle

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Country of Birth:** \_\_\_\_\_ **Country of Citizenship:** \_\_\_\_\_  
Month    Day    Year

**\*\*YOU MUST SUBMIT A PHOTOCOPY OF YOUR PASSPORT’S IDENTIFICATION PAGES WITH THIS FORM\*\***

### 2. Academic Information

**Intended Level of Study at EFSC:**  Associate in Arts  Associate in Science  Bachelor in Applied Science

**Start Term:**  Fall  Spring  Summer **Year:** \_\_\_\_\_

**Major/Program of Study** \_\_\_\_\_

### 3. Immigration Information

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I am currently:

- Outside of the United States, hold no immigration status, and will apply for a student visa at a U.S. Embassy or consulate before entering the U.S. (Go to part 4)
- In the U.S., enrolled at a U.S. institution and would like to **transfer current F-1 visa status to EFSC. (You will need to include a transfer clearance form and additional documents listed on instruction page)**

Name of school you are authorized to attend: \_\_\_\_\_

SEVIS ID # \_\_\_\_\_ Last date of attendance at your current school \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

- In the U.S. in the following immigration visa status (**NOT F-1**) \_\_\_\_\_
- I will leave the U.S. and apply for an F-1 visa in my home country and re-enter before my program begins
- I will send an application to change my status to F-1 status while I am still in the U.S.

### 4. Where do you want to receive your I-20?

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- By Mail - Your Form I-20 will be sent by delivery service. It will be sent to the name and address indicated below. Print your name and address in English, exactly as it should appear on the envelope.  
NOTE: We cannot send your I-20 by delivery service to a P.O. Box.

Name: \_\_\_\_\_ Email confirmation: \_\_\_\_\_

Address: \_\_\_\_\_  
Number/Street (Apt. #) City State Country ZIP/Postal Code

- Hold for pick up – *By checking this box I consent to the release of my education records to the person listed below. I am waiving my rights of nondisclosure of these records under federal law only to this person.*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

### 5. Statement of Financial Responsibility

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- I understand that I am required to have sufficient funding for the first year of my program in liquid assets to cover full-time tuition and living expenses.
- I understand that funding must be available for the duration of my program at EFS and anticipate that I will have equally dependable sources of funding for subsequent year.
- My financial documentation is attached to this request form.
- The financial information provided is an accurate representation of my source of funding and I understand that if my funding sources change during my time at EFSC I will notify ISS and request an updated I-20.

- By checking this box, I verify that I understand and agree to the above statements. **(Required)**

**International Student Services**

1519 Clearlake Road, Building 11, Second Floor, Cocoa, FL 32922  
Phone: 321.433.7341 | Email: [iss@easternflorida.edu](mailto:iss@easternflorida.edu)

**6. Financial Support Information - REQUIRED**

**ESTIMATED ANNUAL FULL TIME TUTION/FEES/LIVING EXPENSES\***

Based on estimated 2015-2016 academic tuition fee schedule; U.S. funds; not including summer tuition

\*The figures below are estimates used for I-20 purposes only.

THESE FIGURES DO NOT DETERMINE YOUR OVERALL PROGRAM COST

**ACADEMIC EXPENSES**

Tuition (\$405.76) -----\$ 9,738.00  
 Books -----\$ 1,200.00  
 SUB TOTAL-----\$ 10,938.00

**LIVING EXPENSES**

Room & Board -----\$ 576.00  
 Personal Expenses -----\$ 2,736.00  
 Health Insurance\* -----\$ 850.00  
 Transportation\*\* -----\$ 2,115.00  
 SUB TOTAL -----\$ 11,488.00

**TOTAL ESTIMATED EXPENSES ---\$ 22,426.00**  
 (One academic year)

**DEPENDENT EXPENSES**

If your family will be accompanying you, add \$3,000.00 for spouse and \$1,000.00 per child to the Total Estimated Expenses

\* Medical Insurance is required for ALL international students. The premiums are based on student's age and the average annual cost is \$850.00. Medical Insurance must be paid before registration.

\*\* Public transportation is very limited. You may wish to purchase a second-hand car for personal transportation. Some students purchase bicycles instead of a car if living close to campus

Please indicate the source and amount of funds available for your first academic year. You must completely fill out this section. The I-20 request form will not be processed if you don't meet financial requirements and submit required financial support documentation.

**1. ENTER:** Your minimum annual financial requirements (**\$22,426.00\***) **REQUIRED \$** \_\_\_\_\_  
 \* If Dependents will accompany you to the U.S. add \$3,000.00 for spouse and \$1,000.00 per child

**2. INDICATE:** List how you will support your annual expenses below:

a. Personal Funds: (only if funds are in the student's name) \$ \_\_\_\_\_

b. Funds from sponsor: **Name of Sponsor** \_\_\_\_\_ \$ \_\_\_\_\_

c. Scholarships: **Name of organization** \_\_\_\_\_ \$ \_\_\_\_\_

**3. TOTAL ANNUAL FINANCIAL SUPPORT IS:** (2a+2b+2c) **REQUIRED \$** \_\_\_\_\_  
 (This amount must be equal to or more than your minimum annual financial requirements listed in #1 above)

The following documents are enclosed to prove my financial responsibility: (see page 8 for document requirements)

- My Personal Documents: Bank Statement/Letter
- Sponsor's Support Documents: Affidavit of Support (page 5) **AND** Bank Statement
- Scholarship Documents: Letter of Financial Guarantee addressed to EFSC indicating period of coverage

**7. Student Signature**

*I hereby certify that the information provided in this request form is complete, accurate, and true. I understand the information will be provided by the U.S. Department of Homeland Security through SEVIS system to issue the form I-20. Furthermore, I understand that all changes requested must be submitted in writing to International Student Services. I authorize International Student Services to access my I-94 arrival and departure date records (accessible through U.S. Customs and Border Protection website) for immigration and on campus employment purposes.*

**Student Name:** (please print) \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Month Day Year

**Student Signature:** \_\_\_\_\_ **(Required)**

**International Student Services**

1519 Clearlake Road, Building 11, Second Floor, Cocoa, FL 32922  
 Phone: 321.433.7341 | Email: [iss@easternflorida.edu](mailto:iss@easternflorida.edu)

## 8. Financial Support Document Requirements and Guidelines

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1. You must provide an account statement or letter from a bank or other financial institution which includes the current balance in U.S. dollars and date. **Bank statements saying “enough” or “sufficient” funds are NOT ACCEPTED; a specific dollar amount is required.**
2. The following type of documents will not be accepted: letters from employers; stock portfolios; personal statements with regard to solvency; asset appraisals; etc.
3. Investment accounts are not acceptable. Funds cannot be stocks or bonds.
4. Documents must be less than 6 months old and in U.S. Dollars.
5. Documents must be in English. If your financial institution is unable to provide you with a statement or letter in English, you must attach an official translation of that document. The U.S. Embassy/Consulates will not accept documents that are not in English.
6. If the financial documents are not in the same name of the student, the person(s) providing the funds is considered a Sponsor(s). The Sponsor(s) providing financial documents must complete the Sponsor’s Affidavit of Annual Support, specifying the annual support.
7. If the bank account is in more than one name, all names and appropriate signatures must appear on the affidavit.
8. If a scholarship has been offered (to include EFSC athletic scholarships), please submit the signed official notice of scholarship approval.
9. **EFSC Athletic Scholarship Recipients Only:**  
Enter letters “LOI” under Scholarship amount. Your bank documentation must demonstrate availability of at least \$850 to cover estimated mandatory medical insurance costs.

### Sample Bank Letter



Date

Eastern Florida State College  
1519 Clearlake Rd.  
Cocoa, FL 32922

Re: Student's Name

Dear Sir/Madam:

At the request of our customer SPONSOR'S NAME whose local address is SPONSOR'S ADDRESS, it is our pleasure to inform you of their banking relationship with our bank.

SPONSOR'S NAME has an active account with our bank and maintains this account in good standing. The account currently has a minimum balance equivalent to 23,000.00 USD.

This letter is provided on behalf of our customer and without liability to the bank and its staff.

Sincerely yours,

BANK OFFICIAL SIGNATURE

OFFICIAL SEAL

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Phone: 321.433.7341 | Email: [iss@easternflorida.edu](mailto:iss@easternflorida.edu)



# Sponsor's Support Affidavit

Office Use Only:
Student B#: _____
Term: _____
Received By: _____
Received Date: _____

### What is a sponsor?

A sponsor is someone who will provide financial support for a student. These may be parents, relatives, friends, and organizations. A student may have as many sponsors as needed. Each sponsor must fill out an affidavit of support and provide documentary evidence.

### 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 he or she is going to study at Eastern Florida State College and live in the United States. You are also proving with the document you have attached that you can afford the support you are promising. **Do not expect the student to be able to help support costs through employment. Employment is strictly controlled by the U.S. Citizenship and Immigration Services and is very limited**

### How to complete this form:

1. Fill out this form completely in English and sign.
2. Attach the documentary evidence of support explained below

**Prove that you are financially capable of providing this cash support for every year of the student's program by attaching all of the following documents.** (*If all of these documents are not attached, your support will not be considered.*)

- **Bank statement (required)** in your name, which states the date the account was opened, current balance in U.S. dollars, average deposits and average balances. If another person's name appears on your bank statement, that person must complete a separate affidavit or submit notarized statement permitting those funds to be considered as financial support for the student.
- **Bank Letter on official bank letterhead** containing the name of the sponsor, relationship to the applicant, name of the applicant, and U.S. dollar available for the purpose of the applicant's studies. (sample letter is attached)
- Documents must be **originals, in English AND current** (less than six months old)

### Financial Support Agreement

This section is to be completed by the person providing financial support to the student.

I hereby certify that I am willing, able, and committed to provide (name of student) \_\_\_\_\_ at least U.S. \$\_\_\_\_\_ per year for tuition, fees, and personal expenses for each year of study at Eastern Florida State College. I have provided the student with financial documentation to include with the I-20 request form.

**Sponsor Name (please print):** \_\_\_\_\_ **Relationship to student** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Number/Street (Apt. #) City State Country ZIP/Postal Code

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

*I swear that the information I have provided above is true and correct.*

**Sponsor's Signature:** \_\_\_\_\_ (Required) **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year