



**International Student Services Office**  
Room S-115N  
Phone: 212-776-7179

Borough of Manhattan Community College  
The City University of New York

199 Chambers Street  
New York, NY 10007-1097  
www.bmcc.cuny.edu

## APPLICATION FOR BMCC I-20

### DEADLINES

#### Initial F-1 Students

*An “Initial F-1 student” is a student who is applying for a new F-1 visa.*

	<b>If applying for the Fall Semester</b>	<b>If applying for the Spring Semester</b>
Documents Due	June 30	November 15
Reporting Date	August 1	January 1

#### F-1 SEVIS Transfer Students

*An “F-1 SEVIS Transfer student” is a student who is currently in the U.S. with F-1 status and has a valid I-20 from another school.*

	<b>If applying for the Fall Semester</b>	<b>If applying for the Spring Semester</b>
Documents and SEVIS F-1 Transfer Form Due	July 15	November 30
Reporting Date	August 1	January 1

All affidavits, financial documents, and forms may be scanned and sent by email to: [internationalstudents@bmcc.cuny.edu](mailto:internationalstudents@bmcc.cuny.edu)

**INTERNATIONAL STUDENT SERVICES OFFICE (ISSO)  
ROOM S-115N 212-776-7179**

**All Students Must Provide the Following Information:**

- 1. Proof of Financial Ability:** You must prove your ability to afford the costs of studying and living in New York City without obtaining employment while here. You may use your own money or get a sponsor to cover these costs. Review the **Financial Documents Needed** and **Financial Document Requirements** sections for details.
  
- 2. Proof of Immigration Documents:** Provide the following materials with your application.
  - A copy of the biographical page of your valid passport
  - Any U.S. visas (previous or current)
  - Any previously issued I-20s

**All F-1 SEVIS Transfer students must also submit the following to the ISSO:**

- Copies of all I-20s from previous schools
- Copy of valid passport biographical page
- Copy of F-1 visa (and any change of status documents, if applicable)
- Copy of most recent I-94
- Proof of financial sponsorship
- BMCC I-20 application form (see [pages five through seven](#))
- SEVIS Transfer form, signed by a DSO at the current school

**BMCC cannot issue a Form I-20 until you meet all the financial and immigration requirements.**

*The issuance of a Form I-20 does not guarantee the approval of the F-1 (student) status by the U.S. Department of Homeland Security or the approval of the F-1 student visa by the U.S. embassy or consulate office in your home country. BMCC highly recommends that students show original, notarized documents as proof of their financial status.*

**Attention for students from:**

Andorra, Australia, Austria, Belgium, Brunei, Chile, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, Taiwan, and the United Kingdom.

**Even though your country is a part of the ESTA/Visa Waiver program, do not enter the United States without an F-1 visa. If you enter without an F-1 visa, you will not be able to change your status after you enter the country or extend your stay beyond 90 days.**

**INTERNATIONAL STUDENT SERVICES OFFICE (ISSO)  
ROOM S-115N 212-776-7179**

**FINANCIAL DOCUMENT REQUIREMENTS**

- All financial documents must be less than three months old.
- The documents must be in English. For any document that is not in English, you must provide the document AND an official English translation.
- Original documents sent to BMCC will not be returned. Students should keep one set of original documents for their visa interview.
- If a sponsor is planning to give a student free room and board, the sponsor must fill out [the free room and board affidavit](#) and attach a copy of his or her valid lease agreement or deed for the relevant residence.
- If a student uses a scholarship as part of his or her financial proof, BMCC must receive a separate official document from the scholarship board to certify the scholarship amount and duration.

**ESTIMATED EXPENSES FOR THE 2016-2017 YEAR**

*for one academic year (nine months/two semesters)*

<i>Tuition &amp; Fees (24 credits @ \$320/credit)</i>	<i>\$8,050.00</i>
<i>Books &amp; Supplies</i>	<i>\$1,364.00</i>
<i>Travel To &amp; From School</i>	<i>\$1,054.00</i>
<i>Room and Board</i>	<i>\$10,386.00</i>
<i>Food (including home and lunch)</i>	<i>\$3,327.00</i>
<i>Clothing &amp; Personal Necessities</i>	<i>\$4,248.00</i>
<hr/>	
<b><i>TOTAL for one year (including room and board)</i></b>	<b><i>\$28,429.00</i></b>

**Note:** Tuition and Fees stated are based on a student's taking at least 12 credits per semester. This is the minimum number of credits required to be a full-time student (necessary to maintain lawful F-1 status). For more information please visit <http://www.bmcc.cuny.edu/bursar/> and click **Tuition & Fees Per Semester** on the left side of the webpage.

**Note:** All tuition and fee schedules are subject to change without notice at any time upon action by  
The City University of New York.

**INTERNATIONAL STUDENT SERVICES OFFICE (ISSO)  
ROOM S-115N 212-776-7179**

**FINANCIAL SPONSORSHIP INFORMATION**

**If the student will Self-Sponsor (pay for him/herself):**

Total required funds = \$56,900 approx.

Provide:

- Bank statement in the student applicant's name indicating an amount equal to the full cost of study for two years

**If the student will be Sponsored by Other(s):**

Required proof of funds = \$114,000 approx.\*

Provide:

- Sponsor's complete annual tax return showing annual income amount (W2 and/or 1040)

Or:

- Sponsor's bank statements from the past three months
- Annual income verification from employer (on company letterhead, stating full name of employee and salary)

\*If any sponsor has more than four dependents, that sponsor will be required to provide proof of additional funds.

- If you have a local sponsor who would like to provide you free room and board, the cash value to you is considered to be \$10,386. The free room and board sponsor must complete and sign the [Affidavit of Sponsor Providing Free Room and Board on page ten of this document](#) and attach a copy of the valid lease or deed.
- If your spouse and/or children will be accompanying you to the U.S., you must prove you or your sponsor(s) can provide an additional \$7,000 for your spouse and \$5,000 for each dependent child. Please complete the [Application for Dependent \(F-2\) I-20 on page eleven of this document](#).

**BMCC cannot issue a Form I-20 until you complete all forms and meet all the financial and immigration requirements.**

**INTERNATIONAL STUDENT SERVICES OFFICE (ISSO)  
ROOM S-115N 212-776-7179**

**BMCC I-20 APPLICATION FORM**  
*to be completed by student*

Complete all of the following pages and submit to the ISSO before the deadline in order to be issued a BMCC I-20.

**PLEASE USE A COMPUTER TO TYPE YOUR RESPONSES IN THE FIELDS BELOW.**

**WRITE ALL SIGNATURES IN PEN (BY HAND) AFTER PRINTING THIS DOCUMENT.**

**RECEIVING YOUR I-20:**

*Please check ONE of the following two options to indicate how you want to receive your BMCC I-20.*

**Mail** my BMCC I-20 to the following location:

Name:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

*Include country code, city/area code, and phone number*

Today's Date: \_\_\_\_\_

**OR**

**Call** the following contact person **in the United States**, and he/she will come to the ISSO to pick up my BMCC I-20 and express mail it to me.

**By completing this form, I authorize this contact person to receive and mail my I-20.**

Contact Person's Full Name: \_\_\_\_\_

Phone #: \_\_\_\_\_  
*ten-digit number*

\*\*\*

**ACADEMIC INFORMATION:**

Major: \_\_\_\_\_

Semester start date:

I plan to begin my studies at BMCC in the  **Fall** /  **Spring** of the year **20** \_\_\_\_ .

\*\*\*

**INTERNATIONAL STUDENT SERVICES OFFICE (ISSO)  
ROOM S-115N 212-776-7179**

**PERSONAL INFORMATION:**

Today's Date: \_\_\_\_\_

Surname/Family Name (as written on passport): \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Name Suffix: \_\_\_\_\_  
*e.g., Jr. or Sr. at the end of a person's name*

Date of Birth: \_\_\_\_\_ Gender:  Female  Male

\*\*\*

**IMMIGRATION INFORMATION:**

Admissions (I-94) Number: \_\_\_\_\_  
*Found here: <https://i94.cbp.dhs.gov/I94/consent.html>*

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

Passport Number: \_\_\_\_\_

Passport Issuance Date: \_\_\_\_\_

***Please check ONE of the following three options:***

- I have an F-1 visa.       I have a \_\_\_\_\_ visa, and I want to apply for an F-1 visa.  
 I have no visa; I need to apply for an F-1 visa.

Visa Issue Date: \_\_\_\_\_ Visa Expiration Date: \_\_\_\_\_

Visa Issuing Post Name: \_\_\_\_\_ *(as listed on passport)*

My current U.S. immigration status is:  F-1       B1/B2       J-1       Other

If you selected "Other," please explain here:

\*\*\*

**INTERNATIONAL STUDENT SERVICES OFFICE (ISSO)  
ROOM S-115N 212-776-7179**

**CONTACT INFORMATION:**

**Permanent Address in Your Home Country** (*not a United States address*):

Street and Building Number: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Country: \_\_\_\_\_

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

Telephone: \_\_\_\_\_  
*Include country code, city code, and number*

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

**Current or Future United States Address:**

Street and Building Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Emergency Contact Person in the United States:**

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

Street and Building Number: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Relationship to you (*e.g., friend, cousin, aunt, etc.*): \_\_\_\_\_

**By signing this form I certify that the contents and answers I have provided in this form are true and correct. I understand that it is my responsibility to maintain lawful F-1 status as a full time student at BMCC and update the ISSO if any of my I-20 information or above listed information changes.**

**Signature of Student:** \_\_\_\_\_  
*Sign here in pen!*

**Date:** \_\_\_\_\_

**INTERNATIONAL STUDENT SERVICES OFFICE (ISSO)  
ROOM S-115N 212-776-7179**

**AFFIDAVIT OF SUPPORT**  
*to be completed by sponsor*

You may photocopy this page for completion by more than one sponsor.

**By completing this affidavit**, you are promising the United States government that you will provide this student with a specific amount of money for every year he or she is going to study at BMCC. By supplying the documents requested on the following page, you are also attesting that you can afford the support you are promising.

**This affidavit is being submitted on behalf of:** \_\_\_\_\_  
**Full Name of Student**

**SPONSOR'S NAME:** \_\_\_\_\_  
**Last Name** **First Name**

**SPONSOR'S ADDRESS:**

\_\_\_\_\_  
**Number and Street**

\_\_\_\_\_  
**City/Town** **State/Province** **Postal Code** **Country**

**DECLARATION**

I hereby certify that I am willing and able to provide \_\_\_\_\_  
**Full Name of Student**

with no less than \_\_\_\_\_ each year for \_\_\_\_\_ years of study at the  
**Amount in U.S. Dollars** **Number of Years**

Borough of Manhattan Community College. My relationship to the student is \_\_\_\_\_.

**SPONSOR'S DEPENDENTS:** The following persons are also dependent upon me for support. (*Do not list adult children, husbands, or wives who are supporting themselves. Also, do not include the student listed above.*)

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>AGE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**INTERNATIONAL STUDENT SERVICES OFFICE (ISSO)  
ROOM S-115N 212-776-7179**

**AFFIDAVIT OF FINANCIAL RESOURCES**  
*to be completed by sponsor*

**YOUR ANNUAL INCOME:** \_\_\_\_\_

Provide the following supporting documents:

- Complete tax return showing annual income amount (Forms W2 and 1040, if income is earned in the U.S.)

**OR**

- Letter from employer on company letterhead stating full name of employee, length of employment, and annual income

**AND**

- Employee's last three months of paystubs or copies of paychecks

**SAVINGS DEPOSITS IN THE AMOUNT OF:** \_\_\_\_\_

Provide Bank statements, which must be dated within the last three months and be in the sponsor's name. [Review \*\*Financial Document Requirements\*\* on page three for more information.](#) Any joint account holders must sign this affidavit in addition to the sponsor.

**By signing below**, you understand and agree that you are making a financial commitment to the student. Sponsors who fail to provide the promised support will force students to drop out of school. Sponsors should not expect the student to be able to help support any costs through employment in the United States. Employment is strictly regulated by the U.S. Immigration Service.

**AFFIRMATION OR OATH**

I hereby affirm that I understand the contents of this affidavit and that the statements made are true and accurate.

**Printed name of sponsor:** \_\_\_\_\_

**Signature of sponsor:** \_\_\_\_\_ *Sign here in pen!*

**Printed name of joint savings account holder (if any):** \_\_\_\_\_

**Signature of joint savings account holder (if any):** \_\_\_\_\_  
*Sign above in pen (if applicable)*

**Date:** \_\_\_\_\_

**INTERNATIONAL STUDENT SERVICES OFFICE (ISSO)  
ROOM S-115N 212-776-7179**

**AFFIDAVIT OF SPONSOR PROVIDING FREE ROOM AND BOARD**  
*to be completed only by the person who owns or rents the residence*  
*(cash value to the student: \$10,386.00)*

All questions must be answered. A copy of the valid lease or deed in the name of the sponsor at the provided address must accompany the affidavit. Completing this affidavit of free room and board means that the room and board sponsor does not require the student to pay rent to live at the residence indicated below.

**This affidavit is being submitted on behalf of:** \_\_\_\_\_  
Full Name of Student

**Name of Sponsor providing free room and board:**

\_\_\_\_\_  
Last Name                      First                      Name

\_\_\_\_\_  
Address    City    State                      Zip Code

**Phone Number:** \_\_\_\_\_ **Do you live at this address?**  YES  NO

**The Room and Board Sponsor's relationship to the student is:** \_\_\_\_\_.

**What type of residence is being offered to the student?**

Private House                       Apartment *(Check only one box in this line.)*

**I am the**  Owner  Renter **of this residence.** *(Check only one box in this line.)*

**Number of Rooms in the residence:** \_\_\_\_\_

**How many persons total will be living there during the student's stay?** \_\_\_\_\_

**For how long will you provide Room and Board?** \_\_\_\_\_

**By signing below**, you understand and agree that you are making a financial commitment to the student. Sponsors who fail to provide the promised support will force students to drop out of school. Sponsors should not expect the student to be able to help support any costs through employment in the United States. Employment is strictly regulated by the U.S. Immigration Service.

**AFFIRMATION OR OATH**

I hereby affirm that I understand the contents of this affidavit and that the statements are true and accurate.

**Printed name of sponsor:** \_\_\_\_\_

**Signature of sponsor:** \_\_\_\_\_ *Sign here in pen!*

**INTERNATIONAL STUDENT SERVICES OFFICE (ISSO)  
ROOM S-115N 212-776-7179**

**APPLICATION FOR (F-2) DEPENDENT (spouse or children of student) I-20  
*to be completed by student***

If your spouse and/or children will be accompanying you to the United States, **you must prove you can provide an additional \$7,000 for your spouse and \$5,000 for each dependent child.**

Please review details regarding necessary funds—to be provided either by you (the student) or a sponsor—in [the Financial Document Requirements, Estimated Expenses, and Financial Sponsorship Information sections, beginning on page three.](#)

**INFORMATION ON DEPENDENT (F-2) SPOUSE AND/OR CHILDREN:**

*(If more than one dependent will accompany you, please attach their information on a separate sheet of paper.)*

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Name Suffix: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Country of birth: \_\_\_\_\_

Country of citizenship: \_\_\_\_\_

Gender: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Documents needed:**

- Copy of F-2 dependent applicant's valid passport (biographical page)
- Proof of relationship to F-1 student (marriage license or birth certificate)
- Any previous I-20s issued to F-2 dependent applicant
- Any other U.S. visas issued to the F-2 dependent applicant

## **SEVIS F-1 TRANSFER PROCEDURES**

### **If you are currently in the United States:**

- Your SEVIS record must be released to BMCC in Active status within your 60-day grace period.
- You must submit all required documents to the ISSO by the deadline listed on [page one](#) of this application.

### **If you are currently outside the United States:**

- Your SEVIS record must be released to BMCC in Active status within your 60-day grace period.
  - If you cannot have your record released in Active status, please contact a DSO in BMCC's ISSO for assistance:  
[internationalstudents@bmcc.cuny.edu](mailto:internationalstudents@bmcc.cuny.edu)
- You must submit all required documents to the ISSO by the deadline listed on [page one](#) of this application.
- Do not attempt to re-enter the U.S. on your former school's I-20. You must receive a new I-20 from BMCC for travel.
- If you have an F-1 visa from a previous visit to the U.S and it has not expired, you may travel directly to the U.S. with a new BMCC I-20 without visiting a U.S. embassy or consulate.
- If you have any questions about whether or not you need a new visa, contact the ISSO prior to traveling outside the United States.

**INTERNATIONAL STUDENT SERVICES OFFICE (ISSO)  
ROOM S-115N**

**SEVIS F-1 TRANSFER FORM**  
*to be completed by student and a Designated School Official*

Student's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Admissions (I-94) No.: \_\_\_\_\_  
Found here: <https://i94.cbp.dhs.gov/i94/consent.html>

CUNYfirst/Empl. ID: \_\_\_\_\_ SEVIS ID No.: N \_\_\_\_\_  
Issued by school – an eight- (8) digit number If applicable

I intend to transfer to Borough of Manhattan Community College for the \_\_\_\_\_ semester. I hereby grant permission for the information requested to be made available to BMCC.

**Student's signature:** \_\_\_\_\_ *Sign here in pen!*

**Date:** \_\_\_\_\_

.....  
**INFORMATION BELOW TO BE COMPLETED BY A DESIGNATED SCHOOL OFFICIAL (DSO):**

The above named student intends to transfer to BMCC for the term stated above. We are requesting the following information so we may determine the student's eligibility for the transfer notification procedure. BMCC's SEVIS name is under "The City University of New York"; the school code is NYC214F00812002.

Was the student authorized to attend your school?

Yes

No

Has the student maintained full-time studies as defined in the regulations since obtaining status, including any certifications granted by you under 8 CFR 214.2(f)(6)(iii)?

Yes

No

The student was last enrolled in the \_\_\_\_\_ semester/quarter of \_\_\_\_\_.  
season year

Dates: \_\_\_\_\_ TO \_\_\_\_\_.

Please list all periods of any previously completed Practical Training (specify CPT or OPT) with beginning and ending dates:

Student released from SEVIS?  Yes  No Date released: \_\_\_\_\_

**\*ATTENTION DSO: Please do NOT release records in Completed or Terminated status.\***

Comments:

\_\_\_\_\_  
Name and Title:

\_\_\_\_\_  
Institution:

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

\_\_\_\_\_  
Telephone:

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

**DSO's Signature:** \_\_\_\_\_ *Sign here in pen!*

**Date:** \_\_\_\_\_

**Please complete and return to student or scan and email to the International Student Services Office:**  
[internationalstudents@bmcc.cuny.edu](mailto:internationalstudents@bmcc.cuny.edu).