

# Carnegie Mellon University Office of International Education

## INSTRUCTIONS

The information requested on the International Exchange Student Information Form is required from you to issue an I-20 Certificate of Eligibility for Carnegie Mellon University-Pittsburgh. International students who will apply for an F-1 visa must have an I-20 Certificate of Eligibility in order to legally enter and/or remain in the United States.

Complete this form accurately and submit it along with all required supporting documents to The Office of International Education at Carnegie Mellon Qatar.

### Checklist

Before mailing these forms, you should review all details carefully. Keep a copy of these completed forms for your records. Forms that are sent by email or fax will not be processed. Incomplete and illegible forms and/or packages will not be processed.

Be sure to include **all** of the following as **one complete package**.

- Completed International Exchange Student Information Form (pages 1 & 2 only)
- Completed Affidavit of Support (if required)
- Original financial documentation
- Copy of the picture page of the passport (for student and dependent(s))
- Original TOEFL score report

### **All financial documents must:**

- be in English (or an official translation).
- be original documents (no copies, faxes or scans).
- be dated less than 6 months from the date of submission.
- clearly state the name of the account holder in English and the available balance in the account in US dollar value\*.
- Financial support must equal or exceed tuition and expenses for the entire period of study.
- Internet bank accounts must clearly state the name of the institution, name of the account holder in English, account balance and date.
- Bank statements should be one single page. Do not submit lengthy bank statements with transaction history.
- You should obtain at least 2 sets of original financial documents. Submit one set with this application, keep one set for your visa application and to carry with you to present to the immigration officials upon entry to the US.
- Notarized statements are not required.

\*Foreign currency will be converted upon review of the file.

**NOT ACCEPTABLE:** Life insurance policies, tax statements, payroll statements, retirement/pension accounts, Chartered Accountant statements, real estate (either the rental of and/or the intended sale of), and personal property.

### Acceptable Sources of Funding

#### 1) *Personal Funds*

Submit an **original** bank statement or **original** bank letter on official letterhead showing available funds in your name. Loans in your name are considered 'Personal Funds'.

#### 2) *Family or Individual Sponsor*

Submit an **original** bank statement or **original** bank letter on official letterhead AND the completed Affidavit of Support Form.

#### 3) *Employer or Private Organization*

Submit an **original** letter from sponsoring organization on official letterhead, addressed to Carnegie Mellon University, clearly stating the exact amount to be provided & period of funding.

#### 4) *Government Funding*

Submit an **original** letter from sponsoring organization on official letterhead, addressed to Carnegie Mellon University, clearly stating the exact amount to be provided & period of funding.

#### 5) *Carnegie Mellon Support*

Submit a **photocopy** of your Carnegie Mellon admission letter and/or award letter.



**FUNDING INFORMATION\***

Before OIE can issue your I-20, we must receive proof of funding for the entire period of study at Carnegie Mellon Pittsburgh. The amount of funding you shall provide must equal or exceed the minimum expenses noted below. Complete the following 'Source of Funds' and provide required supporting financial documents. Refer to the INSTRUCTIONS or www.cmu.edu/oie, "Foreign Students, Coming to Carnegie Mellon," for further details.

	<b>One session</b>	<b>Two sessions</b>
<b>Tuition</b>	\$ 7,380	\$ 14,760
<b>Room and Board</b>	\$ 1,785	\$ 3,570
<b>Books, supplies, misc</b>	\$ 300	\$ 600
<b>Health Insurance</b>	\$ 428	\$ 428
<b>TOTAL</b>	<b>\$ 9,893</b>	<b>\$ 19,358</b>

Note: Expenses listed are estimates based on 2015-2016. Actual costs may vary.

**SOURCE OF FUNDS Fill in the blanks that apply to your situation.**

1) *Personal Funds* \$ \_\_\_\_\_  
Submit an **original** bank statement or **original** bank letter on official letterhead showing available funds in your name. Loans in your name are considered 'Personal Funds'.

2) *Family or Individual Sponsor* \$ \_\_\_\_\_  
Submit an **original** bank statement or **original** bank letter on official letterhead AND the completed Affidavit of Support Form. NOTE: OIE does not accept Chartered Accountant statements, life insurance policies or retirement accounts. Notarized statements are not required.

3) *Employer or Private Organization* \$ \_\_\_\_\_  
Submit an **original** letter from sponsoring organization describing exact amount provided & period of funding.

4) *Government Funding* \$ \_\_\_\_\_  
Submit an **original** letter from sponsoring organization describing exact amount provided & period of funding.

5) *Carnegie Mellon Support* \$ \_\_\_\_\_  
Submit a **photocopy** of your Carnegie Mellon admission or award letter.

TOTAL \$ \_\_\_\_\_  
Total amount should meet or exceed the minimum expenses calculated above.

**SHIPPING INFORMATION**

Your I-20 Certificate of Eligibility will be sent to CMU-Q Office of International Education within 3 weeks of receipt of all required forms and completed documents. Students are required to attend a mandatory orientation and immigration check-in session upon arrival to the Pittsburgh campus.

Questions? Visit our web site at <http://www.cmu.edu/oie>; "**FAQ's for new international students**".

By signing my name to this form I certify that: 1) I have read the instructions, completed all information accurately and the above information is true and correct to the best of my ability, and 2) the above is a true and correct statement of the arrangement for financing my studies at Carnegie Mellon University.

Print and sign

Signature: \_\_\_\_\_

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