

Request for Form I-20 & Certificate of Finances Instructions International Students 2020 - 2021

Please review the following instructions before completing the Request for Form I-20.

Section I. Personal Information

What will be your major/program of study? This information is required and will appear on your I-20. Consular officials may inquire about your course of study, so be sure that it accurately reflects your academic interests (i.e., Computer Science, Business Analytics, Mechanical Engineering, etc.).

If you are currently in the U.S., what is your visa status? (F1, H4, R2 or any other type of non-immigrant visa)

*Students studying in the U.S. must submit photocopies of current I-20 and I-94 documents with their application form.

Section II. Address Information

Permanent Address. Must be a **non-U.S.** address to be issued the Form I-20. If you are currently living in the U.S., you must provide the address of a relative or friend abroad who will be able to retrieve your documents.

Mailing address. Provide if you want your documents to be sent to an address other than your permanent address.

Issuance of documents. Form I-20 will be mailed **first-class, air mail**. If you prefer to have documents mailed via courier service (DHL, UPS, FedEx, etc.), you must request special handling from International Student Services (ISS) via e-mail at: ISS@floridapoly.edu. You must also provide billing information as you are solely responsible for all fees associated with this service.

Section III. Source and Amount of Funding

USCIS regulations require evidence of financial support to verify students will be able to sufficiently cover the costs of their education. Original documents or certified copies/letters must be provided by banks, sponsoring agencies, etc., to confirm funding sources. Amounts provided must be equal to or greater than the estimated total cost of attendance for 2018-2019 (\$39,199 for undergraduates and \$38,192 for graduates).

Source of Funds for 2020 - 2024. Please provide **exact amounts** for the academic year **2020 - 2021**, and for each subsequent year (2021 - 2022, 2022-2023, and 2023-2024), provide an estimate of the projected funds you plan to receive.

Florida Polytechnic University Financial Aid. You must provide a copy of your Financial Aid award letter.

Your Personal Funds. Provide a bank statement or certified letter (with an **English translation**, as applicable) for any income earned from employment, etc., that will be applied to the costs of your education.

Note: We need to ensure that there is a pattern of assets being set aside for the purpose of funding your education and understand bank statements may fluctuate. Provide the most accurate information as possible.

Example: If you intend to provide \$3,000 and your statement shows a balance of \$1,000, that is to be expected. The amount provided on this form should be the amount you plan to have available at the time you travel to the U.S.

Family/Relative Funds. Provide a bank statement or certified letter indicating the amount of funds your family members plan to apply towards the costs of your education. (Please see **Note** and **Example** sections above.)

Government or Sponsoring Agency. If you will receive any money (scholarships, grants) in addition to, or in place of, the funding sources listed above, you must provide the official letter(s) of support/award, along with the amount.

Other. List any other funds being provided that do not apply to the previous sections here (stocks, etc.).

Sections IV & V. Verification & Student Signature

Signatures are required from any persons providing funds and the student submitting the I-20 Request.

Please complete all sections of this form carefully, include the appropriate information and documentation, and ensure all applicable sections are signed. Upon receipt of all required documentation the Form I-20 will be mailed within two weeks. Missing or incomplete information will delay the issuance of your Form I-20

AMOUNTS IN USD	TUITION & FEES	ROOM & BOARD	BOOKS	PERSONAL EXPENSE & TRAVEL	INSURANCE	TOTAL ESTIMATED COA
UNDEGRADUATES	\$21,005	\$11,800	\$1,200	\$4,000	\$1,194	\$39,199
GRADUATES	\$19,998	\$11,800	\$1,200	\$4,000	\$1,194	\$38,192

Estimated cost of attendance (COA) includes tuition and fees, room and board, textbooks, personal expenses, travel, and mandatory insurance, based on undergraduate students enrolled in 30 credit hours over an academic year of 9 months and graduate students enrolled in 18 credit hours per academic year. **Please Note:** COA information subject to change without notice.

Section I. Personal Information

Please type or print clearly. Your name must be consistent with all of your immigration documents.

Check one: Male Female

Name (as on passport): _____
(Family / Last Name) (Given / First Name) (Middle)

Date of Birth (Day/Month/Year)	City & Country of Birth	Country of Citizenship	County of Permanent Legal Residence

Phone: _____
Country code City code Number

Email: _____

What will be your major/program of study? (This will appear on your I-20): _____

COMPLETED THIS SECTION ONLY IF YOU ARE CURRENTLY STUDYING AT ANOTHER U.S. INSTITUTION

If you are currently in the U.S., what is your visa status (i.e., F1, H4, etc.)? _____

***You must submit photocopies of your current I-20 and I-94 documents with this request form.**

Section II. Address Information

You must provide a non-U.S. address to be issued a Certificate of Eligibility (Form I-20). If you want your documents to be sent via courier/express service (DHL, UPS, FedEx, etc.).

Please request special handling from International Student Services at: ISS@floridapoly.edu. You will be responsible for paying any fees associated with this service. ***ALL DOCUMENTS WILL BE SENT VIA FIRST CLASS AIR MAIL.***

PERMANENT ADDRESS (**Required** - this may **not** be a U.S. address):

House Number & Street (and Apt. # if any)	City
State/Province	Country
	Postal Code (if any)

You may provide a different mailing address if you want your documents to be sent to another location.

Provide only if you intend to have your I-20 sent to this address!

Mailing Address:	City
State/Province	Country
	Postal Code (if any)

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Section III. Source & Amount of Funding

Please complete all of the sections below and attach the required documentation:

- All financial documents must be originals; photocopies and faxes are not sufficient
- All amounts must be quoted in USD; if bank statements are not in English, a translation must be provided
- Funds must be liquid assets available for support
- Please indicate any dependents who will accompany you to live in the U.S. during your studies
 - Only legal spouse and dependent unmarried children (under age of 21) can be claimed as dependents
 - The financial requirement for each dependent is an additional U.S. \$3,000

Will dependents accompany you? Yes No (If no, do not complete F-1/J-1 Add/Update Dependent form)

If Yes, please verify how many? _____ (Please ensure to complete the Dependent Form after Section IV)

Source of Funds	Amount 2020-2021	Projected Amount 2021-2022	Projected Amount 2022-2023	Projected Amount 2023-2024	Documentation Required
Florida Poly Financial Aid	\$	\$	\$	\$	Copy of Florida Poly Financial Aid letter
Your Personal Funds	\$	\$	\$	\$	Original bank statement (in English)
Funds from Family/Relative (Complete Section IV)	\$	\$	\$	\$	Original bank statement (in English)
Government or Sponsoring Agency	\$	\$	\$	\$	Official letter of support from government of sponsoring agency
Other Source	\$	\$	\$	\$	Identify the source of funds and attach appropriate documentation
TOTAL	\$	\$	\$	\$	Amount should be equal to or greater than the amount that is required to study for one academic year (or 9 months)

Section IV. Verification

Sponsor's statement: This is to certify that I / we the undersigned have agreed to provide the funds indicated above to the applicant for the purpose of full-time study at Florida Polytechnic University and have included bank statements indicating the availability of these funds.

Sponsor Printed Name	Signature	Date	Relationship to Applicant

Section IV. Student Signature

Student's statement: This is to certify that the information given on this form is complete and accurate to the best of my knowledge. I authorize Florida Polytechnic University to access my I-94 arrival and departure date records (accessible via U.S. Customs and Border Protection website) for immigration and on-campus employment purposes. I understand that as a non-immigrant student, I am expected to engage in full-time study at Florida Polytechnic University.

Signature

Printed Name

Date

Return to this form and all required documentation to:

**Office of the University Registrar, International Services 4700 Research Way, Lakeland, FL 33805-8531
If you have any questions, please contact your DSO: Phone: 863-874-8723 | Email: ISS@floridapoly.edu**

Please complete this form only to add, update or delete dependents

Note: This form will update the primary visa holder's SEVIS record.

Student Information:

First Name: _____ Last Name: _____

Student ID: _____ SEVIS ID: _____

First Semester at Florida Poly: _____

Action requested:

Add dependent to: I-20 DS-2019

*** F-1 or J-1 must provide proof of:**

- Financial documentation:** A copy of your proof of funding, such as a recent official bank statement; a letter (on bank letterhead with the bank officer's signature, seal or stamp) confirming your funds; or a Florida Polytechnic University letter of funding. Multiple funding sources are permitted.
- A copy of the dependent's passport.

Delete dependent's: I-20 DS-2019

Change an existing dependent's I-20 DS-2019 Change an existing dependent's information

Legal name change (must provide copy of passport)

Other: _____

Dependent information:

Family Name: _____ First Name: _____

City of Birth: _____ Date of Birth: _____

Country of Birth: _____ Gender: Male Female

Country of Citizenship: _____ Dependent Relationship: Spouse Child

Country of Permanent Legal Residence: _____

Additional Dependents

Please use this form for additional dependents only.

Family Name: _____ First Name: _____

City of Birth: _____ Date of Birth: _____

Country of Birth: _____ Gender: Male Female

Country of Citizenship: _____ Dependent Relationship: Spouse Child

Country of Permanent Legal Residence: _____

Family Name: _____ First Name: _____

City of Birth: _____ Date of Birth: _____

Country of Birth: _____ Gender: Male Female

Country of Citizenship: _____ Dependent Relationship: Spouse Child

Country of Permanent Legal Residence: _____

Family Name: _____ First Name: _____

City of Birth: _____ Date of Birth: _____

Country of Birth: _____ Gender: Male Female

Country of Citizenship: _____ Dependent Relationship: Spouse Child

Country of Permanent Legal Residence: _____

Family Name: _____ First Name: _____

City of Birth: _____ Date of Birth: _____

Country of Birth: _____ Gender: Male Female

Country of Citizenship: _____ Dependent Relationship: Spouse Child

Country of Permanent Legal Residence: _____

Please use duplicate this page if you need list additional dependents.