

CUNY School of Professional Studies  
 Office of International Students  
 101 West 31<sup>st</sup> Street, Suite 905  
 New York, NY 10001

Name \_\_\_\_\_  
 Family Name \_\_\_\_\_ Given Name \_\_\_\_\_

**Request for Certificate of Eligibility (Form I-20 or DS-2019) and  
 Declaration & Certification of Finances for International Students**

**(TO BE COMPLETED BY ALL INTERNATIONAL STUDENTS WHO WISH TO OBTAIN OR MAINTAIN F-1 OR J-1 STATUS)**

International students who are admitted into a degree program at the School of Professional Studies of the City University of New York will need to obtain a Certificate of Eligibility from the University in order to enter and/or remain in the U.S. in F-1 Student Status or J-1 Exchange Visitor Status. This applies whether you are a **new student**, a **transfer student from another U.S. university**, or a **student transferring to the School of Professional Studies from another CUNY campus**.

Please complete this Request for Certificate of Eligibility (pp. 1- 2) and Declaration & Certification of Finances (pp. 3 - 4) and return them with all supporting documentation when you return your application for admission. **The Certificate of Eligibility will be issued only if you are admitted and if you have properly completed all documentation of financial support verifying that you have adequate financial resources to meet your expenses during the entire period of your study in the U.S.**

An estimate of yearly expenses is provided below. You must show that you have immediately available funds to provide at least the estimated expenses for the first year of study. You must also show that, barring unforeseen circumstances, adequate funds will be available each year thereafter from the same or another financially reliable source.

**2012-2013 Estimate of Yearly Expenses for the School of Professional Studies International Students**

<b>Tuition and Fees</b>	<b>12 months</b>
(\$675/credit plus fees) .....	<b>\$12,280.00</b>
<b>Living Expenses</b>	
Books / Supplies .....	\$1,456.00
Transportation.....	\$1,315.00
Room.....	\$11,760.00
Board and Meals.....	\$4,109.00
Personal.....	\$5,272.00
<b>Total Living Expenses.....</b>	<b>\$23,912.00</b>
<b>Total First Year Expenses .....</b>	<b>\$36,192.00</b>

**Note: The estimate of tuition and fees in Level I is based on an average of 12 billable credits. Actual tuition may be higher or lower depending on individual program requirements and the number of billable credits for which a student registers. All tuition and fee schedules are necessarily subject to change without notice at anytime upon action by The City University of New York.**

DEPENDENTS: Students with accompanying dependents must verify an **additional \$4,000.00 for their spouse** and **\$3,000.00 per child** for each year of study. Please be advised that the above amounts represent a conservative estimate of New York City living costs. Many students will require additional funds. It is anticipated that all costs will increase by 7–10% each year. Please take this into account when completing the following form.

**\* This form is valid only for the 2012 – 2013 academic year. If you are admitted and you request a postponement of your admission, you will need to request a new form.**

The following personal information is needed to prepare a SEVIS form I-20 or DS-2019.

**TO BE COMPLETED BY ALL INTERNATIONAL STUDENTS WHO WISH TO OBTAIN OR MAINTAIN F-1 or J-1 STATUS (Please print clearly)**

**Name:** \_\_\_\_\_ **Sex**  Male  Female  
(family name as in passport) (given name as in passport) (second given, or middle name, if any, as in passport)

**Present Mailing Address:** \_\_\_\_\_  
(number and street) (city, state) (country) (postal code)

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
(to be used until–date)

**Date of Birth:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_  
(month/day/year) (city and country)

**Country of Citizenship:** \_\_\_\_\_ **Country of Legal Permanent Residence:** \_\_\_\_\_

**Permanent Residential Address (in country of citizenship or legal residence)—This is required by U.S. government regulations.**

**Address in New York (if any):**

(number and street)

(city)

(state)

(zip code)

**Occupation in Home Country** (If currently a student, give name of school and level of education):

**Education:** List chronologically all U.S. institutions attended beyond secondary school. Include each division of the City University of New York attended.

	Dates of Attendance		Immigration Status
1.	from	to	
2.	from	to	
3.	from	to	
4.	from	to	

**Date of Initial Entry into the U.S. in F-1 or J-1 Status (if currently in the U.S.):**

month day year

**Expected Semester of Enrollment:**

Fall 2012

Spring 2013

**Field of Study:**

Degree Program:

SPS

Master's

Doctoral

**Type of Admission:**

New Admission

Readmission

Transfer from U.S. Institution

**(If transfer, give name and address of current U.S. school)**

**Dependents :** Please provide the following information for any members of your immediate family (spouse and/or children) who will accompany you to the CUNY School of Professional Studies. Students with accompanying families *MUST* verify an additional \$4,000 for spouse and \$3,000 for each child during each year of study. You will need to document financial support for the individuals indicated.

Name	Relationship to Student	Date of Birth	Place of Birth	Country of Citizenship
1.				
2.				
3.				

**TO BE COMPLETED BY APPLICANTS ALREADY IN THE U.S.** If you are currently in the U.S., please indicate your immigration status. Attach a copy of the passport pages with the passport number, expiration date of passport, and the visa stamp. Include copies of both sides of Form I-94 for yourself and accompanying family members.

**F-1 Student Status**      **I-94 Admission #**      **Attach copies of ALL your I-20IDs forms (both sides).**

**University that issued most recent Form I-20:**

**SEVIS No.**

**J-1 Exchange Visitor Status**      **Program #**      **I-94 Number**      **Attach copies of ALL your DS-2019 forms.**

**Name and Address of Sponsoring Institution:**

**SEVIS No.**

**B-2 Visitor Status**      **Other Immigration Status (Type: \_\_\_\_\_ )**

**I-94 Expires on:**

**I-94 Admission No.**

**TO BE COMPLETED BY APPLICANTS CURRENTLY OVERSEAS** If you are not in the U.S., what type of visa do you plan to obtain to enter the U.S.?

**F-1 Student Visa**

**J-1 Exchange Visitor Visa**

**Other Visa (Type \_\_\_\_\_ )**

If you were previously present in the United States, complete the following:

**Date entered the U.S.:**

**Status:**

**Date left the US:**

**Visa type:**

**Visa expires on:**

**Optional Practical Training dates from:**

**to**



**Affidavit of Support**

**Note: Please read and understand this entire affidavit before completing.** This affidavit is to be used by an individual using his/her own income to support a student. It must be completed by the person who will provide the student with financial support during the student's program of study at the School of Professional Studies of The City University of New York.

Items #1-4 must be completed by all sponsors. Other F or J Status individuals may not provide cash support for a student

**SPONSOR INFORMATION – (Must be completed by all sponsors)**

1) I, \_\_\_\_\_, citizen of \_\_\_\_\_  
living at \_\_\_\_\_

2) certify that I am employed as \_\_\_\_\_ with \_\_\_\_\_  
(job title) (name of employer)  
located at \_\_\_\_\_  
(full address of employer)

I receive an annual income of \$ (U.S.) \_\_\_\_\_. **You must attach a current employment and salary confirmation letter, in English, from the employer. Retired or self-employed sponsors must provide appropriate annual income documentation.**

3) I have current available money (checking or savings) of \$(U.S.) \_\_\_\_\_ with \_\_\_\_\_  
(name of bank)  
located at \_\_\_\_\_  
(full address of bank)

**You must provide two months' bank statements or transaction history to verify the immediate availability of funds.**

4) I am currently responsible for the financial support (including myself) of \_\_\_\_\_ individuals. My total annual expenses are \$(U.S.) \_\_\_\_\_. **Note: Total annual income and total annual expenses will be evaluated to determine sponsor's ability to support the student.**

**STUDENT SUPPORT INFORMATION – (must be completed by sponsors providing cash support)**

5) I hereby certify that I am able to and do commit to provide \_\_\_\_\_ who is my \_\_\_\_\_  
(name of student) (relationship to sponsor)  
born on: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ and who is a citizen of \_\_\_\_\_

6) With the annual amount of \$ (U.S.) \_\_\_\_\_ to meet his/her expenses each year during study at the School of Professional Studies of The City University of New York until \_\_\_\_\_ (a minimum of four academic years is generally required).

**ROOM AND BOARD SUPPORT INFORMATION – (must be completed only if the student will live in the sponsor's home in the United States)**

7) I hereby certify that I will provide \_\_\_\_\_ date of birth \_\_\_\_\_ citizenship \_\_\_\_\_  
(name of student)  
\_\_\_\_\_ free room in my home as listed above (valued at \$6,000 per year) OR  
\_\_\_\_\_ free room and meals in my home as listed above (valued at \$8,000 per year)

While the student follows a program of study at the School of Professional Studies of The City University of New York.  
**Note: The value of this support should NOT be included in #6 above.**

**STUDENT'S DEPENDENT SUPPORT INFORMATION – (Must be completed by a sponsor providing support for the student's dependents)**

8) I hereby certify that I am able and do commit to provide support for the following individuals who will accompany \_\_\_\_\_  
(name of student)  
date of birth \_\_\_\_\_ citizenship \_\_\_\_\_ to the United States as his/her dependents.  
\_\_\_\_\_ with a minimum of \$(U.S.) 4,000 for student's spouse per year.  
(name of spouse as in passport)

\_\_\_\_\_ with a minimum of \$(U.S.) 3,000 for each minor child per year.  
(name of each minor child as in passports) – use an additional sheet if more than one child.

Total support for all dependents will be \$(U.S.) \_\_\_\_\_ each year until (date) \_\_\_\_\_.

**SIGNATURE AND NOTARY VERIFICATION - This Affidavit must be signed in the presence of a notarizing official.** I swear (affirm) that I know the contents of this affidavit signed by me and the statements are true and correct, and I authorize the release of the documentation presented to the student and/or U.S. government official if requested.

\_\_\_\_\_  
(name of sponsor signing this affidavit) (signature of sponsor) (date)

\_\_\_\_\_  
(printed name or seal of notarizing official) (signature of notary) (date)