

WELCOME TO
KEYSTONE COLLEGE



HOW TO GET YOUR FORM I-20
Certificate of Eligibility for F-1 Student Status

Academic Year: 2019-2020

IMPORTANT: *The information on the following pages carefully explains how to get your Form I-20. Please read it and follow directions completely to avoid delays in getting your I-20.*

International Student Services
Keystone College
One College Green
La Plume, PA 18440
Phone: 570-945-8252, Fax: 570-945-8965
Email: shirley.michaels@keystone.edu

**NOW THAT YOU ARE PLANNING TO BE A STUDENT,
THERE ARE TWO THINGS YOU CANNOT DO!**

1. **Do not enter the U.S. with a B-1, B-2, or B-1/2 visa.**

If you use a B visa to enter the U.S. you are saying “I’m here as a visitor” only. Since you contacted our school about study, this would be viewed as a “fraudulent entry” and you could be refused permission to stay longer than six months or to extend or change your status. Do not listen to people who say it is easy to enter the country as a visitor and change your status. It is not true! B visitors are prohibited by U.S. law from pursuing a course of study prior to obtaining a change of status to F-1 student.

If your study plans are not certain and you want to enter the U.S. to visit schools, you must explain this on your visa application and ask the visa officer for a B-2 visa with the words “Prospective Student” noted on it or have the words added to your B visa if you already have one.

2. **Do not enter the U.S. without a visa.**

If you are from a country from which you can enter the U.S. as a visitor by showing a round trip airline ticket, do not do this. If you enter without a visa, you will be permitted to stay for only 90 days. You will not be given more time or allowed to change to student status.

WHAT IS A FORM I-20 AND WHY DO YOU NEED ONE?

A Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 student status. It certifies that (1) you are or expect to be a “bona fide” student; (2) you meet our admissions requirements; (3) you will pursue a full course of study; (4) you proved to us that you have enough money to study and live in the U.S. without working illegally or suffering from poverty. **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 within the U.S.**

DOES EVERYBODY NEED A FORM I-20?

NO, some international students do not need I-20’s. J-1 students need a Form DS-2019. B visitors and F-2 dependents must obtain an I-20 and apply for a change of status to F-1 student to pursue a course of study that is not a vocational or recreational in nature. If you are maintaining another nonimmigrant status in the U.S., you do not have to have an I-20 and may attend school full or part-time. If you have no legal status, you may attend school but you are not eligible to change status and do not need an I-20.

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| THESE ARE THE RULES FOR GETTING YOUR FORM I-20 |
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1. You must be a “Bona Fide” student, accepted to a full-time program of study.
2. You must prove to us that you can support the costs of living and studying in the U.S. for every year of your program of study at Keystone College. This is required by the U.S. Government in order to issue the Form I-20.
3. Do not expect that you will be able to work in the U.S. to help meet your annual costs! On-campus employment is limited and competitive; off-campus employment is strictly controlled by the U.S. Department of Homeland Security.
4. Carefully review our school’s “Estimated Annual Costs for International Students” on page 6. This is the amount that you must prove that you receive for support for every year in your program of study (Estimate that it will take two years for an Associate degree and four years for a Bachelor’s degree.
5. These requirements are not negotiable. They represent a modest average budget that does not include luxuries of any kind. We strongly recommend that you budget at least 10% more if possible. Too little money causes pain and distress. Student and their families should look closely at the cost of living and studying at Keystone College and make careful plans to be sure your needs will be met.
6. Expect annual increases in tuition and living costs.
7. Sometimes, we may have to ask you to give us more proof of your funding – perhaps more than once. The U.S. government requires that we be sure, to the best of our ability, that you will have enough financial support during your stay.
8. Complete the application for Form I-20.
9. Have your sponsor(s) complete the sponsor’s affidavit and attach the required evidence.
10. Submit your application for a Form I-20, sponsor’s affidavit and evidence to us electronically (scan or fax) or mail us copies. Do not send us originals. Keep the originals to take to your visa interview.
11. We strongly recommend that you submit your I-20 application, affidavit and evidence at the same time as you are applying to the college. This will make the process to receive your I-20 much quicker.

FUNDING SOURCES

Your funding can come from any combination of sources in the U.S. or abroad:

1. **Funds from “Sponsors”** (parents, relatives, friends, organizations). You may have as many sponsors as you need. Sponsors may provide you with support in the form of money and/or room and board. Free room and board is when you live with someone and don’t have to pay for your room or food.

Warning #1

It is highly recommended that at least part of your financial support come from your **home country**. This helps when you apply for your student visa!

Warning #2

A sponsor should promise only as much money as he or she is capable of giving you. Some sponsors believe that the more money they promise the easier it will be to get your I-20. The most common reason for rejection of financial documents is that we do not believe the sponsor can afford to give as much money as promised. A sponsor should promise only what he or she intends to give and only as much as can be afforded.

2. **Personal Funds** come from your own resources, not those of your relatives. If your parents put money in your bank account, we will ask you to submit the evidence required of the sponsors. Unless you have enough cash to support yourself for your entire program of study or can prove other sources of personal income, you will need a sponsor with an income sufficient to support you.
3. **Funds from this school** such as a scholarships. Not all college support covers the entire program of study or all expenses. So you may need additional support to meet your minimum annual costs.

EVIDENCE REQUIREMENT

Complete the application for the Form I-20 (attached) and submit it with all the required evidence of funding directly to the Admissions Office, electronically, fax or mail. (Do not mail us originals; keep them for your visa interview.)

All documents you give us must be:

1. Less than two months old
2. In English (We cannot review documents that are not in English!)

EVIDENCE REQUIRED:

Sponsors of Cash Support:

1. **Sponsor’s affidavit and proof of annual cash support.** This form may be copied for each sponsor. All questions must be answered.
2. **Proof of Income**
Individual Sponsor (any of the following):

- Income tax returns or receipts or
- Pay stubs for the last six months, or
- Bank/investment statements for the last six months

Company Sponsor

Submit tax returns and business registration and licenses.

3. **Bank Statement in the name of the sponsor only.** A monthly statement of balances and deposits from the bank.

Warning #3

If there is no proof of income provided with a bank statement, the statement balance will be totaled and divided by the number of years in your program of study to determine the amount available to you for each year.

Warning #4

The income of a company is not the income of the owner of the business and will not be accepted as proof of income. The owner/sponsor must still provide proof of income.

Warning #5

If a bank statement is in the name of more than one person, each individual must submit an affidavit of support.

Warning #6

We cannot accept bank statements that do not specify monthly balances and deposits!

Sponsors of Free Room and Board

1. Sponsor's affidavit and proof of free room and board
2. Proof of income (any of the following) :
 - Income tax returns or receipts, or
 - Pay stubs for the last six months, or
 - Bank/investment statements for the last six months

Warning #7

If you are presently in the U.S., you must be living with a sponsor at the time of filing this application for this to be counted towards your means of support.

Personal Funds:

Bank/Asset Statements in your name: monthly statement of balances and deposits.

School Funds:

You will need a copy of the awards letter stating exactly what you will be receiving and for how long to take with you when applying for your visa.

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| <p style="text-align: center;">Annual Cost for International Students Expense Planning Worksheet (Estimated)</p> |
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Tuition and Fees:

The link below will allow you to calculate the amount of tuition, room and board, and fees for the semester and the year. In addition to the tuition, room and board, and fees, the student will need to purchase health insurance**

<https://www.keystone.edu/admissions/tuition-aid/tuition-and-fees/>

Other costs should be included in the calculations such as:

| | |
|------------------------------------|----------------|
| Personal Items and Clothing | \$3,600 |
| Books and Supplies*** | \$ 500 |

*All commuters must pay the parking fee; Residents who plan on bringing a vehicle to campus are also charged the parking fee.

**All students must purchase health insurance upon arrival and provide a copy of the insurance card to Health Services. Please budget for this additional cost at approximately \$1,500.

***Keystone College provides all full-time students with all required textbooks, course materials, and an iPad as a part of our IncludED program. Please still budget for miscellaneous personal costs.

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APPLICATION FOR A FORM I-20

PART 1: Personal Information

1. Name in Passport

Family/Last Name First Name Middle Name
Enter your name exactly as shown in your passport. Attach a copy of your passport identification page.

2. Date of Birth: Month_____ Day_____ Year_____

3. Gender: Male Female (Please check one)

4. Country of Birth:_____

5. Country of Citizenship:_____

6. County of Permanent Residence:_____

7. Permanent address in home country:

Number and Street

City

Postal Code

Country

8. Dependents: A student wishing to have his/her family members(s) accompany him/her must document financial support for each family member per calendar year of intended study.

I plan to come without dependents I plan to come with dependents

9. Telephone Number _____ Email_____

10. Have you been notified of your admissions to our school? Yes No

Please note that your Form I-20 cannot be issued until you are accepted.

PART II – If you are in the United States now, complete this section. If not, continue to Part III. What is your immigration status? You may attend school regardless of your immigration status.

F-1 What is your SEVIS ID number? _____

Are you transferring from another school in the U.S.? Yes No

- Another status: Which one? _____
Before we issue your Form I-20, we want to advise you. Please make an appointment to see the International Student Designated School Official.

Do you plan to travel outside the U.S. before school starts?

- Yes *Tell us how you would like to get your Form I-20 in Part III.*
 No *If you are F-1, you will receive school transfer or other instructions.*

PART III: If you are not in the U.S. now, complete this section.

Did you recently attend school in the U.S. in F-1 student status?

- No
 Yes If yes, what was the last date of your attendance? _____
If you attended a U.S. school last term and are just home on holiday between academic terms, you are considered a “School Transfer” and need to have your record transferred to us before your Form I-20 may be issued. Please contact your international student advisor at your previous school immediately to authorize the release of your record to us.

How do you prefer to receive your I-20?

- Mail Please **print** your name and address in English exactly as it should appear on the envelope.

| | |
|-----------------------|--|
| Complete Name: | |
| Street 1: | |
| Street 2: | |
| City, State, Province | |
| Postal Code, Country | |

- Hold for pick-up by:
 Name _____ Phone _____ Email _____

PART IV: Student’s Statement of Financial Support

Do not complete this part unless you have carefully read all instructions!

What level of education will you be pursuing? _____
 Associate or Bachelor’s Degree

What will your major be? _____

What are your total estimated annual costs from the worksheet on page 6? \$_____



How will you be funded for every year of your program of study? Please check your funding below and indicate how much will be provided or available to you every year.

Sources of My Support

Annual Amount
(U.S. Dollars)

- Personal Funds: *The amount available to me from my own resources every year is (divide by the number of years in your Program)* \$ _____
 - Funds from this School: *scholarship renewable every year* \$ _____
 - Cash Funds from a Sponsor: *to be given to me every year*
Sponsor's name: _____ \$ _____
 - Cash Funds from a Sponsor: *to be given to me every year*
Sponsor's name _____ \$ _____
 - Free Room and Board from a Sponsor: *with whom I will live*
Sponsor's name _____ \$ _____
- Total amount available to me every year of study. This amount must be the same or more than your minimum costs. \$ _____

PART V – Applicant’s Certification

I understand the expenses listed on page 6 are average cost estimates. I guarantee that I will have sufficient funds available to meet the estimated educational expenses as listed above for each year that I study at Keystone College. I certify that I can make the necessary arrangements to have all funds transferred to the U.S. and that I will have adequate funds for my travel to and from the U.S. I understand that the tuition, fees, room, board, and insurance are payable at the beginning of each semester. I am providing proof of resources by completing the source of funds form and attaching the required documents and bank statements.

The funds will be provided (check all that apply)

- by my family from my own savings other (specify)

Signature of Applicant _____

Date _____

Part IV – Affidavit of Cash Support for Nonimmigrant (F-1) Student

This form must be completed if your financial support will be provided by family funds or by a sponsoring agency, government or company. Sponsoring agencies, governments, or companies must provide a letter that includes the student’s name, amount of U.S. dollars to be provided each year, and the period of the award. This letter must be printed on official letterhead and include an official signature and stamp with the address and telephone number of the sponsoring institution.

Name of Student Applicant

I understand the expenses listed herein are estimates of the average cost. I guarantee that I will provide this student and any dependents with sufficient funds to meet the actual expenses incurred for each year the application is enrolled at Keystone College. I certify that I can make the necessary arrangements to have all funds transferred to the U.S. and that I will provide adequate funds for the applicant to travel to and from the U.S. I understand that the tuition, fees, room, board, and insurance are payable at the beginning of each semester. I am providing proof of resources by submitting the required proof of income and bank statements.

I understand and agree that this promise is binding.

Sponsor’s Name Relationship to Applicant

Address

City Province

Country Postal Code Telephone

I guarantee to give the student named above the following amount of money to pay for educational expenses associated with studies at Keystone College.

U.S. \$ _____
For 2019-2020

U.S.\$ _____
For 2021-2022

U.S. \$ _____
For 2020-2021

U.S.\$ _____
For 2022-2023

Signature of Sponsor

Date