

## Frequently Asked Questions Regarding I-20 Issuance

These questions are designed to provide guidance on the most common questions submitted by students in the process of obtaining an I-20 form.

1. ***Can my I-20 be issued for the duration of my program of study instead of each residency period?***

No. Strict regulations govern the issuance of I-20 forms for online programs. Your I-20 can be issued only for those periods during which you will be required to be physically present in the U.S. Therefore, each time you need to attend a residency at UI&U, you will pay the \$200 SEVIS fee and be issued a new I-20 form. You will also need to apply for and receive a new F-1 visa each time you need to travel to the U.S. for a residency. F-1 student visa fee is \$160.

2. ***Can I find out the status (i.e., has it been sent? If not, why?) for issuing my I-20 form?***

Yes. You will receive periodic updates on the status of your I-20 via e-mail. Upon admission to UI&U, you will receive an e-mail from us indicating what documents, if any, are missing. Each time additional documents are received, you will receive an update on the status of your I-20. When your I-20 is issued, you will receive an e-mail indicating that your I-20 has been mailed and to what address it was mailed. You can also request an update on the status of your I-20 by sending an e-mail to [international.students@myunion.edu](mailto:international.students@myunion.edu).

3. ***Do I have to submit the Financial Certification Form by a certain date?***

No. No deadline applies to submitting financial certification forms to UI&U. However, you will not be issued an I-20 until the forms are received in proper form. Keep in mind that obtaining a visa may take several months, and you will need your I-20 to apply for an F-1 visa.

4. ***If something is not right with the financial certification documents I submit, will UI&U International Student Services contact me?***

Yes. Anytime a student submits incomplete or inadequate financial certification documents, UI&U International Student Services will send an e-mail (if available) or letter to the student explaining the problem(s).

5. ***Does Union Institute & University award financial support to international students?***

No. UI&U does not award financial support to international students.

6. ***Do I have to submit financial certification documents in U.S. dollar equivalency?***

Yes. Any document you submit indicating a foreign currency should contain the U.S. dollar equivalency. Submitting documents in a foreign currency, such as RMB, Rupees, or Euros, is acceptable with U.S. dollar equivalency.

7. ***Can I submit copies of my documents to UI&U International Student Services and keep the originals? I need to have my original financial documents to apply for the F-1 student visa.***

Yes, provided that the original financial documents are scanned and e-mailed to UI&U International Student Services at [international.students@myunion.edu](mailto:international.students@myunion.edu). Documents should be scanned to PDF files (not JPEG, RAR, etc.), and all documents should be scanned as one PDF file. Do not send a separate PDF file for each document submitted. The student's

name should appear in the title of the PDF file. You will need the original documents to apply for the F-1 student visa. Financial documents must be submitted in English or have an English translation attached.

8. ***Must the Financial Certification Form and Affidavit of Sponsorship be notarized?***

Yes. Any financial certification (Affidavit of Sponsorship) made by a sponsor must have a notary seal affixed to the sponsor's signature, or the form will not be accepted. A notary seal is an official stamp certifying that the person signing the form is the sponsor. A notary seal can be obtained in any country, although the formal name may not be a notary. Lawyers, bankers, police officers, and other government officials typically have the authority to make such certifications. In some countries (especially China), such officials may not stamp or seal the UI&U Financial Certification Form because it is written in English. In such instances, sending an appropriate form from your home country with the appropriate seals instead of on the Financial Certification Form is acceptable. The student's signature does not have to be notarized.

9. ***Can I be issued an I-20 based on providing financial support for one year of study?***

No. All students must provide evidence of financial support for all years of study needed to complete a degree (Master's – 3 years; Doctorate – 5 years). Funds for the first year of study must be documented and available. Funds for subsequent years of study must be attainable and demonstrated by income from employment or investments—typically when a sponsor (family or friend) is involved. If using personal funds (money that appears on documents in your name, such as bank and/or investment account statements, for any part of support, the student must have the personal funds for all years of study. Personal funds cannot be earned; the student either has the funds available or does not have them available.

10. ***Will UI&U International Student Services tell me when my I-20 was issued?***

Yes. We will send an e-mail (if e-mail is available) when your I-20 is mailed. We will also tell you to which address it was mailed.

11. ***Can my I-20 be sent to me by express mail?***

Yes. All I-20s will be mailed by express mail. Regular mail to international locations often takes 4 to 6 weeks.

12. ***I want to bring my spouse and children to the U.S. with me. What do I need to do?***

You need to show an additional \$400 a month for support for a spouse and \$175 a month for support for each child. These amounts are in addition to what you need to show to meet your own living and educational expenses. We will also need to know the name, date of birth, city and country of birth, and country of citizenship for each dependent. See the UI&U Financial Certification Form and the Instructions for Completing the UI&U Financial Certification Form.