

INSTRUCTIONS FOR COMPLETING THE FINANCIAL CERTIFICATION FORM

Side One

Personal Information: Print your family/ surname and your first/given name. Your name should be consistent with and match your passport.

Country of Birth: Country in which you were born. **Date of Birth:** Month/ day/ year in which you were born.

Country of Citizenship: Country in which you are a citizen.

Are You Currently in the United States?: Indicate Yes or No. If yes, indicate your immigration status. If no, leave the immigration status line blank.

E-mail Address/ Telephone: Provide your electronic mail address and telephone number.

Mailing Address: List the address where you want the I-20 mailed. Include street number, city, province, state/ country, and mail/ postal code. SEVIS will not accept PO box addresses on I-20s.

Funding Information: The amount of funding must be equal to or greater than the amount indicated on the Estimated Expenses sheet. If it does not, an I-20 will NOT be issued. Funds can come from a combination of sources (personal funds, sponsors, etc.).

Personal Funds: Your own money in a personal bank and investment account(s). If personal funds are being used as support, enough funds for all years of study must be available.

Sponsor(s): Name(s) of any person (family member or friend) who will be providing you with financial support.

Other: Typically reserved for funds being provided by an employer, home government, or an international organization.

Subsequent Periods of Residency: No I-20 will be issued unless support for all years of study can be provided. The first year of funds must be documented and available. Funds for subsequent years of study must be indicated and attainable (unless personal funds are being used, funds for all years must be available). For example, if a sponsor promises to support you for a specific dollar amount for all years of study, the amount indicated must be documented and available for the first year of study, and the sponsor must be willing and able to provide the same amount of support for all subsequent years of study as documented with income that will be earned or other investments. Union Institute & University is restricted to issuing I-20 Forms for each individual residency portion of your program of study. As such, you will need to be issued a new I-20 each time you need to enter the U.S. for a residency period, and you will need to pay the \$200 SEVIS fee before entering the U.S. Additionally, you will need to obtain a new F-1 visa before each residency.

Average Time to Degree: PhD – 5 years; MA-CMHC – 3 years

Signature/Date: Sign and date the form.

Side Two

Affidavit of Sponsorship: If a sponsor is providing any financial support, this section must be completed. The sponsor must indicate name, relationship to the applicant (i.e., father, uncle, etc.), and address. The sponsor must indicate all persons for whom they are financially responsible and sign the form. If multiple sponsors are being used, each sponsor must complete a Financial Certification Form/Affidavit of Sponsorship.

Affidavit of Oath: The signature must be certified (sealed/stamped) by a designated official. In the U.S., such officials are called *Notary Publics*. In other countries, a notary could be a bank official, a government employee, a lawyer, accountant, etc. The form will not be accepted if it is not notarized and does not have an official seal.

Official Certification of Support: Amounts of support must be documented and attached. Funds for the first year of study must be documented and available (unless personal funds are being used, funds for all years of study must be available). A clear indication that support for subsequent years of study can be reasonably attained **MUST BE** documented. This documentation is best accomplished by using employment/ salary letters, investments, tax returns, or other assets. **Please make sure that the Financial Certification Form and the Affidavit of Sponsorship are completed fully with proper notarizations/ certifications. Scan and e-mail documents to Mr. Chris McNay at international.students@myunion.edu as a PDF file (not JPEG, RAR, etc.). Documents should be combined into one PDF file, and the student's name should appear in the title of the PDF file**