

CONCORDIA COLLEGE

NEW YORK

# Application for Form I-20 A-B

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*Excellence In Christian Education Since 1881*

# ***INFORMATION ABOUT APPLYING FOR THE F-1 STUDENT VISA***

## ***How do I apply for the F-1 student visa?***

***The F-1 student visa may only be obtained by filing an application in person with a U.S. Embassy or Consulate in the country where you hold permanent residence. In order to be eligible for the F-1 student visa, you must present documentary evidence which will convince the consular officer that:***

1. You have been accepted to a school for a full course of study.  
**Evidence:** your form I-20 A-B and Concordia acceptance letter.
2. You have sufficient funds to support your studies and living expenses for the full length of your program.  
**Evidence:** the proof of your financial ability you presented with this application. That is: Sponsor's Affidavit of support and supporting documentary evidence (originals, not photocopies).
3. You have the language proficiency to undertake the proposed program of study or that arrangements have been made by your school for you to obtain the required proficiency.  
**Evidence:** TOEFL score and Form I-20 A-B. No TOEFL is needed for ESL students.
4. You fully intend to return to your home country after the completion of your studies. This means demonstrating that you have compelling ties that will cause you to return.  
**Evidence:** if your family owns a business, take letters from the bank describing the business. If your family owns property, take the deed. If you have taken a leave from a job or have the prospect of a job offer, obtain a letter from the company stating that your job will be held until you return or that people with the education that you are seeking are in demand in your country. If you have family residing in your country, discuss your plan to frequently return home to see them.

Most **visa denials** are based on students not being able to convince the consular officer that they have sufficient ties to compel them to return home after completing their studies. If you have family members with U.S. permanent residence or citizenship, this may suggest that you plan to stay in the U.S. Embassies or consulates in countries where large numbers of people have immigrated to the U.S. require that the documentary evidence presented is *very* strong.

It is important that you plan carefully - most interviews with consular officers are less than three minutes long. Prepare documents proving your intention to return home. Discuss your future plans and how your education will prepare you for it. *Never lie.* Respond only to questions you are asked.

## ***What should I do if my F-1 student visa application is denied?***

If you were denied on the grounds explained in #4, there will be very little that you can do other than to re-apply as soon as you have new, additional evidence to present. If you were denied on the grounds that you do not possess the required English proficiency or for any other academic reason, submit the name of the officer, the reason for denial, and the name of the visa post where you applied to Concordia. We will try to assist you in every way possible.

### ***What should I do if I have not received my form I-20 yet?***

**Apply for the B-2 Prospective Student visa:** Take your letter of acceptance from Concordia to the U.S. Embassy with all the evidence required for applying for the F-1 student visa (see other side). Explain that you have been admitted but have not yet received your Form I-20 A-B and that the college advised you to apply for the B-2 visa with a notation saying “Prospective Student” visa. You will be interviewed as if you were applying for a student visa but will be issued a B-2 visa with a notation saying “Prospective Student.” After you are admitted to the U.S. and have received your Form I-20, you will need to apply for a “change of status” to F-1 student.

**Do not enter the U.S. with a tourist (B-1 or B-2) visa unless it is annotated “Prospective Student.”** If you already hold a valid tourist visa, take your letter of acceptance with all the other evidence required for applying for the F-1 visa (see above) to the U.S. EMBASSY to request that this notation be added. To enter the U.S. as a tourist when you plan to be a student is a serious violation of U.S. law.

**Do not enter the U.S. without a visa (WT or WB status)** if you are from a country where it is permitted to present a round-trip airline ticket for entry. You will only be able to stay in the U.S. for 90 days and cannot change to F-1 status from within the country.

### ***What you should know about entering the United States as an F-1 Student***

The embassy will give you an envelope containing your Form I-20 A-B and financial documents to present to the Immigration Inspector at the U.S. port of entry. During your air travel to the U.S., you will be given an Arrival/Departure Record (Form I-94) to fill out. The number on the Form I-94 will become your “admission number,” a special immigration identification number which you will use as long as you are a non-immigrant in the U.S.

**When you arrive** at U.S. Immigration inspection, give your passport, envelope from the embassy, and completed I-94 to the **inspector**.

#### **The inspector will:**

1. Write your admission number on your Form I-20 A-B and visa page of your passport.
2. Stamp both pages of your Form I-20 A-B and visa page of your passport.
3. Separate the Form I-20 A-B and I-94, sending the I-20 “school” portion and I-94 “Arrival” record to the Immigration Service where information is recorded about your entry into the U.S.
4. Give you the Form I-20 ID (Student Copy) and staple the I-94 “Departure” record onto the page of your passport opposite the visa stamp.

**Important:** If you notice that the inspector does not do all of these things, please bring this to his or her attention, or report it to Concordia as soon as you arrive.

Your I-20 ID, passport, and Form I-94 are legal documents and must be kept in a safe place. It is wise to make photocopies of them in case they are lost or stolen. Never throw away any I-20 ID, even if you transfer schools. It is your legal record of your stay in the U.S. as an F-1 student.

**CONCORDIA COLLEGE-NEW YORK APPLICATION FOR FORM I-20 A-B**

(Please print or type)

Please mail this completed form to:

**Concordia College-New York, Office of Admission, 171 White Plains Road, Bronxville, NY 10708 USA**

Name: \_\_\_\_\_  
Family (Surname) First (given)

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Date of Birth \_\_\_\_\_

Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

SEVIS Number (for students currently in the U.S. only) \_\_\_\_\_

Please use this space to give us a complete address for where to mail your Form I-20 A-B. You may also provide the name of someone you have given permission to pick it up; it cannot be given to any other person.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

What is your intended major? \_\_\_\_\_

When do you plan to arrive in the U.S.? \_\_\_\_\_

When do you plan to complete studies? \_\_\_\_\_

**Please check all of the following that apply to you:**

- I am applying for my first F-1 visa at a U.S. Embassy/Consulate Abroad
- I wish to change my status to F-1 (only if you are currently in U.S. in another status).  
NOTE: You must meet with a member of the Admission Office before your I-20 will be issued.
- Transfer from my previous U.S. School (name of school) \_\_\_\_\_
- Change my educational level/program at Concordia (**For current Concordia students only**)
- Renew my visa       Reinstate my F-1 Status       Extend my program

If you wish to bring dependents to the U.S., please complete the following:

\_\_\_\_\_  
Dependant Name (family, first)      Date of Birth Country of Birth      Relationship

\_\_\_\_\_  
Dependant Name (family, first)      Date of Birth Country of Birth      Relationship

## STATEMENT OF FINANCIAL ABILITY

### Instructions:

**A. List all sources of your support** for each year of your program of study in U.S. Dollars; any combination of sources is acceptable. The estimated annual budget is **\$39,380** if you seeking a degree or **\$24,130** if you are an ESL student. **(2011-2012 academic year tuition, room and board, and expenses)**

**A Sponsor** may be a member of your family, a friend, or an organization. The attached Sponsor's Affidavit must be submitted for each sponsor you have. You may photocopy it for use by each of your sponsors. If you plan to live off-campus with someone who will provide you with room and meals free-of-charge, that person must complete a sponsor's affidavit, with a cash value of **\$9,610**.

**B. Provide the specified documentary evidence** for each source of support you list. Evidence must be originals, not photocopies (except tax documents or deeds and leases), and be less than six months old.

**1. Your personal Funds** \_\_\_\_\_ **(Amount)**

Evidence: Statements from a bank or financial institution in your name. Enter the amount you have available for each year by dividing the statement by the number of years required to complete your program of study. Typical international students will complete a bachelor's degree in four to six years. ESL students usually study for up to two years.

**2. Funds from Sponsors**

\_\_\_\_\_ **(Amount)**  
Name of Sponsor #1

\_\_\_\_\_ **(Amount)**  
Name of Sponsor #2

Evidence: Sponsor's Affidavit of Financial Support and one of the following:

1. Letter from employer on business stationery stating annual salary;
2. Letter from an officer of a bank or other financial institution;
3. Income tax receipts and forms.

**3. Sponsor Providing Free Room and Food** \_\_\_\_\_ **(Amount)**

Evidence: Sponsor's Affidavit of Free Room and Meals, and photocopy of a deed or lease in sponsor's name. Enter **\$9,610**. You will be charged a mandatory fee for lunch if you are a commuting student.

**4. Scholarship/Assistantship/Fellowship** \_\_\_\_\_ **(Amount)**

Evidence: Award letter from the organization providing the scholarship, assistantship or fellowship, written in English or with an official translation attached.

**Affirmation or Oath: I affirm that the information I have given above is true and correct.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# **DIRECTIONS FOR COMPLETING THE AFFIDAVIT FOR SPONSORS PROVIDING FREE ROOM AND MEALS**

To be completed by sponsors providing international students with room and board. It should be used only if the student will be living with a friend or relative near Concordia's campus. If the student plans to live on campus, this affidavit is not necessary. This affidavit may be photocopied if necessary.

## **Your Commitment:**

When you complete the Sponsor's Affidavit of Free Room and Meals on the other side of this page, you are certifying and swearing to Concordia College-New York and a U.S. Government official that you can and will supply the student with free room and meals for each year of study at Concordia. Free room and meals are equivalent to **\$9,610** in cash toward support of the student.

It is assumed that you have carefully considered the real costs of providing the student with a free room and all meals while studying at Concordia and do not expect that he/she will find employment or other support after beginning his/her studies. Sponsors who fail to meet their stated commitment jeopardize the student's education and legal status in the U.S. and cause pain and suffering.

## **Instructions for Completing the Affidavit:**

1. Fill out the form entitled Affidavit for Sponsors Providing Free Room and Meals completely. Please print or type.
2. Attach a photocopy of a lease or deed in your name, or a photocopy of income tax forms on which the house is reported.
3. The affidavit must be in (or officially translated into) English.

Please mail this completed form to:

Concordia College-New York  
Office of Admission  
171 White Plains Road  
Bronxville, NY 10708 USA

# AFFIDAVIT FOR SPONSORS PROVIDING FREE ROOM AND MEALS

(please print or type)

I hereby certify that I am willing and able to provide

\_\_\_\_\_

Full name of student: first middle family

with free room and all meals for each year of study at Concordia College-New York.

My relationship to the student is: \_\_\_\_\_

Address of the residence in which the student will live:

Number and Street \_\_\_\_\_

Apartment number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Is this a:  house or  apartment?

Number of persons living here: \_\_\_\_\_

Distance from Concordia: \_\_\_\_\_

Please attach a photocopy of a deed or lease in your name or a photocopy of income tax forms on which this residence is reported.

**Affirmation or Oath:** I hereby affirm or swear that the information I have given above is true and correct.

\_\_\_\_\_

Signature of Sponsor

\_\_\_\_\_

Printed Name of Sponsor