

Northeastern University

ISSI Forms

International Student & Scholar Institute

January 01, 2011

ISSI Form 605: Declaration and Certification of Finances Form for the Graduate School of Business Administration's Full-Time Programs 2012-2013

International Student & Scholar Institute, Northeastern University

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Many Cultures. One Northeastern.

2012 - 2013 Academic Year

DECLARATION AND CERTIFICATION OF FINANCES (DCF)

Application for a Certificate of Eligibility (I-20 or DS-2019)

Graduate School of Business Administration

350 Dodge Hall, Boston, MA 02115

FULL-TIME PROGRAMS

A Certificate of Eligibility form I-20 or DS-2019 is required to apply for a student visa (F-1 or J-1) at a U.S. Consulate. If you are currently in the U.S. in F-1 or J-1 status, the form I-20 or DS-2019 is required to initiate a transfer-in process of your 'Active' SEVIS record from your current U.S. college/school to Northeastern. If you need to apply for a change of status in order to start your program at Northeastern the form I-20 or DS-2019 is a required document of your change of nonimmigrant status application.

Please COMPLETE THIS APPLICATION and send it along with the required supporting documents (listed in Section VIII) directly to the Graduate School at the address above. The Graduate School will then initiate the request for your form I-20 or DS2019 by forwarding your documents to the International Student & Scholar Institute (ISSI). The ISSI needs a minimum of two weeks to issue a university sponsored form I-20 or DS-2019. **IMPORTANT**

- Make sure to fill out all of the applicable questions on this form.
- You must provide evidence of ability to meet your expenses (see page # 5) for the first academic year of the program plus expenses for
- dependents (if any) using readily available liquid assets only such as checking accounts, savings accounts, money market accounts, or certificate of deposit with maturity dates of less than one year. Investment portfolios of any kind, retirement plans, deeds to any real estate, leases with rental income, etc. are not acceptable evidence. In case of educational loan, provide the loan approval notice, we do not accept loan application.
- All required supporting documents must be ORIGINAL, written in ENGLISH or an OFFICIAL NOTARIZED TRANSLATION must be provided.

I: PERSONAL INFORMATION - PLEASE PRINT CLEARLY IN BLOCK LETTERS. ILLEGIBLE FORMS WILL NOT BE PROCESSED.

Your name on this application must match your full name as it appears on your passport.

Always spell your name(s) consistently on all forms/applications.

NOTE: The I-20 or DS-2019 must and will show your Full Name EXACTLY as it listed in your passport.

1. Gender:	☐ Female ☐ Male	2. Marital Status: □ Single □ Married	2. Marital Status: ☐ Single ☐ Married				
3. Surname/Far	mily/Last Name as indicated in your passport:	:					
4. Given/First N	Name as indicated in yourpassport:						
5. Middle Nam	e as indicated in your passport:	6. Date of Birth:					
		8. City of Birth:					
9. Country of C	Citizenship:	10. Country of Permanent Residency:					
11. Occupation	:	12. Institutional Affiliation:					
13. Permanent	International Home Address (required):						
Street:		Apt:					
City:	State/Province: C	Country: Postal Code:					
Telephone(s): (Telephone(s): () Fax: ()						
14. U.S. addres	ss (required for students who are currently in F-	7-1/ J-1 status):					
Street:		Apt:					
City:	State: Zi	ip Code: Telephone: ()					
15. Email(s):							
►Note: Er	mail is our primary method of communication	with you					



II: DEPENDENT'S INFORMATION (if applicable)

For each dependent (spouse and unmarried children under the age of 21) requesting a dependent visa, in order to accompany the student to the U.S., please provide the following information. If more than two dependents will accompany the applicant, please copy this page and attach. Please refer to Section IX for the estimated expenses for each additional dependent.

16. Dependent							
a. Family/Last Nam	e:				b. Given/First Name:		
	****				City	·	
e. Country of Citizen	nship:				f. Relationship to Student	::	
h. If dependent is cu	irrently in the U.S., p	lease list his/he	er immigra	ation status	3:		
17. Dependent							
a. Family/Last Nam	e:				b. Given/First Name:		
					City		
e. Country of Citizer	nship:				f. Relationship to Student	ii	
h. If dependent is cu	irrently in the U.S., p	lease list his/he	er immigra	ation status	3:		
18. Number of Dependents: _							
III: IMMIGRATION	STATUS INFO	ORMATIO	N				
19. Are you currently in the Uvisa classification?				ntly enroll	ed in a U.S. educational in	stitution under F-1/J-1 s	tuden
☐ Yes Complete	e items 20-27 below		□ No	· Please pr	oceed to Section IV		
20. What is your current Imm	nigration status?	□ F-1	□ J-1	□ Other,	please specify:		
21a. Are you planning to mat	riculate your progran	n at Northeaste	ern under y	our curren	nt visa classification?	es 🗆 No	
21b. Are you planning to cha	nge your current visa	status by trave	eling over	seas & app	olying for a student visa at	a U.S. Embassy? □ Yes	□ No
21c. Are you planning to char	nge your current visa	classification t	to a studer	ıt visa statı	us (staying in the U.S.)?	□ Yes □ No	
22. If you are transferring to	NU from another U.S	S. institution, c	heck the s	semester yo	ou intend to enroll at NU:	☐ Fall ☐ Spring Year:	
TRANSFER STUDENT: St to attend Northeastern are http://www.northeastern.ed until the student's current s Please be reminded that tra employment authorization a	REQUIRED to sub u/issi/forms.html. F ichool completes the insferring your SEV	mit the <u>Trans</u> ederal regulate ISSI Form 12 IS record dur	sfer-In V tions do n 21 and tra	erification of permit in the contract of the c	on Form: ISSI Form I Northeastern to process e student's SEVIS record	121 available on-line a the I-20 or DS-2019 for to Northeastern.	t rm
23. Name of the institution th	at issued your curren	t/last form I-20	or DS-20)19:		_SEVIS ID #:	
24. If you now have or have	had in the past an En	nployment Aut	horization	Card (EA	D), please list the expiration	on date:	WW.
25. If you are currently in the						ши/фу	133
□ Student □	□ Scholar □	Other, please s	pecify:				
26. Are you subject to the two	o-year home-country	physical prese	nce requir	rement?	□ Yes □ No		
27. Have you filed a petition	or has a petition beer	n filed on your	behalf to a	adiust vour	status to U.S. Permanent	Resident? □ Yes □	Nο

IV: ESTIMATE OF EXPENSES FOR THE ACADEMIC YEAR 2012-2013

\$,00 * 7	TOTAL ESTIMATE OF	EXPENSES FOR	Program		
	ulate the TOTAL by using	program to program (based on the numb g the worksheet provided in Part IX (pag	er of terms & the number of semester		
	m Instruction Sheet: ISSI	Form 600/C to complete this section e transfer of your funds:			
LIST THE AMOUNT IN U.	S. DOLLARS THAT IS AV	AILABLE TO YOU FROM EACH OF YO	OUR FINANCIAL RESOURCES:		
Funds	Amount in US dollars	Required Supporting	Financial Documents		
29. Personal Funds	\$	Please include original bank letter in your ov ficient to meet your expenses OR complete S			
30. Family Funds	\$	Please submit original affidavit of support from your parent or other relative(s) which guarantees financial support. This document must include: your name, your relative's name, their address, the dollar amount being provided, and your relative's bank letter showing the available amount sufficient to meet your expenses OR complete Section VI from item 34-37.			
31. Northeastern University	\$	Copy of your Northeastern award letter on Northeastern stationary/letterhead (e.g., TARA, Scholarship).			
32. Other Sources of Funds	\$	Follow Family Funds requirement.			
33. Government Funds	\$	The official sponsorship letter stating the condition of the award. The letter should specify the name and address of the sponsor/sponsoring agency, the total amount in US dollars for the school at Northeastern in which you will be enrolling, the major field, degree, and the period for which funding is guaranteed.			
All submitted financial doc amounts listed in U.S. dolla	uments must be ORIGINA rs. THE NAME OF THE A ve read the financial informa	AL, signed and dated by you and your spectrum of the CCOUNT HOLDER ON ANY BANK DOO to tion in Sections IV and V provided by the students of the State of the Stat	CUMENTS MUST BE IN ENGLISH.		
	ık Official		Print Title		
		rint Name of Bank Official			
b. Telephone Number of Financial Institution: Date:					
36. APPLY BANK SEAL OF	R STAMP HERE ►				
		- Please read the following statement and sig listed in Section V (items 29, 30 or 32) are ava			
a. Printed Name of Guarantor/Sponsor: b. Relationship to Student:					
. Address of Guarantor/Spo	onsor:				
d. Signature of Guarantor/Sponsor: Date:					
38. Please read the following responsibility for all of my edu		"I certify that the above information is compleses"	ete, accurate, and true. I take full financio		

VII: DELIVERY INSTRUCTIONS

Documents will not be mailed without complete and clear delivery instructions

The ISSI requires a minimum of two weeks after receipt of the complete application from your admitting Graduate School to issue an I-20 or DS-2019 form. Please make your visa interview arrangements only after receiving your visa eligibility document (I-20 or DS-2019) from Northeastern.

39. Del	ivery (select one A or B)				
□ A .	Hold visa eligibility document at the ISSI for pick-up. Please contact this person:				
	at this U.S. Telephone Number when ready: ()	Extension:			
□ B.	Mail visa eligibility document to the following address (please fill in address)	ress below; type or print in block letters)			
	Mailing Address (Required): Valid Until:				
	Street Address line 1:Note: Express services cannot deliver to a P.O. Box				
	Street Address line 2:				
	City:	State/Province:			
	Country:	ZIP/Postal Code (required):			
	Mailing Address Telephone Number (required):				

the exact format will result in rejection of the shipment by the express mail carrier in which case the U.S. Postal Service First-Class Mail will be used by the International Student & Scholar Institute.

IMPORTANT: The mailing address format outlined above is essential for delivery by the FedEx service. Failure to follow

VIII: REQUIRED SUPPORTING DOCUMENTS FOR THE DCF FORM

NOTE: the I-20 or DS2019 will not be processed without required suppoting documents.

- 1. Copy of the identity page(s) of passport
- 2. Original financial documents covering all expenses for one academic year, as listed on Section V. (e.g., personal bank letter, an affidavit of support, letter from government agency, NU award letter, etc.,) If you have more than one source of funding, please provide the required documentation corresponding to each source listed on Section V.

Students in F-1 or J-1 status transferring from another U.S. institution to Northeastern, must submit documents listed above (items 1 and 2) and documents listed below (3 through 7):

- 3. Transfer-In Verification Form: ISSI 121 Form available on-line at http://www.northeastern.edu/issi/forms.html
- Copies of all I-20s or DS-2019s from previously/currently attended schools 4.
- 5. Copy of both sides of I-94 card
- Copy of your current F-1/ J-1 visa stamp 6.
- Copy of EAD card Employment Authorization Document (if applicable) 7.

If you need to change your current nonimmigrant status to a student status before beginning your program at Northeastern, please submit the following documents:

- 1. Copy of the identity page(s) of passport
- Original financial documents covering all expenses for one academic year, as listed on Section V (e.g. student's personal bank 2. statement, affidavit of support, letter from government agency, NU award letter, etc.,) If you have more than one source of funding, please provide the required documentation corresponding to each source listed on Section V.
- Copy of both sides of your I-94 card. 3.
- Copy of current visa stamp or copy of I-797 form. 4.
- Copy of a waiver of two-year home residency requirement (for 'J' visa holders only), if applicable.

Applicants in F-2, B-1/B-2 nonimmigrant status cannot enroll in classes until the change of status to F-1 or J-1 is approved by USCIS.

The Student Exchange and Visitor Information System (SEVIS), is the electronic reporting system for international students required by the U.S. government. New students (F-1) and exchange visitors (J-1) with I-20 or DS-2019 form are subject to a SEVIS I-901fee. For detailed information, please refer to the following website: www.fmifee.com. Please remember that SEVIS fee must be processed at least three days before a visa interview at the US Consulate unless the applicant has a printed receipt from Internet payment. F-2/J-2 dependents are not required to pay the SEVIS I-901 fee. The SEVIS fee cannot be processed at a U.S. Consulate or at a U.S port of entry.

IX: WORKSHEET FOR ESTIMATE OF EXPENSES FOR THE ACADEMIC YEAR 2012-2013

Please use this worksheet to calculate the estimate of expenses for the program that you applied, and then transfer the **TOTAL** to **Section IV** (page 3). Available funds must be equal or exceed your expenses for the academic year as given in the following table:

Please note all tuition and fees are subject to revision by University's Board of Trustees

Full-Time Programs	MBA or MS	S in Fin/MBA	MS in	Int'l Business	MS	in Finance		MSTE
Academic Year 2012 - 2013	12 months & 33 semester hours of credit		12 months & 30 semester hours of credit		2 terms (8 months) & 18 semester hours of credit*		10 months & 30 semester hours of credit	
Tuition calculated on minimum required full-time course load per academic year	\$	44,220.00	\$	40,200.00	\$	24,120.00	\$	36,780.00
Fees	\$	634.00	\$	634.00	\$	506.00	\$	570.00
Room (calculated on shared lodging) and board	\$	15,000.00	\$	15,000.00	\$	10,000.00	\$	12,500.00
Books and supplies	\$	1,700.00	\$	1,000.00	\$	1,200.00	\$	1,000.00
Health Plan including University Health & Counseling Services fee	\$	2,610.00	\$	2,610.00	\$	2,610.00	\$	2,610.00
International Field Study Program fee and expenses	\$	2,000.00	\$	2,000.00		N/A		N/A
Personal/miscellaneous expenses	\$	3,000.00	\$	3,000.00	\$	2,500.00	\$	2,500.00
TOTAL PER STUDENT UNACCOMPANIED BY DEPENDENT(S)	\$	69,164.00	\$	64,444.00	\$	40,936.00	\$	55,960.00
Living expenses of dependent(s) (if applicable)	Please refer to #	.00	Please refe	er to # .00		efer to ** ,00	Please re	efer to #
TOTAL PER STUDENT ACCOMPANIED BY DEPENDENT(S)	\$,	00	\$,	00	s	,00	s	,00

^{**}Spouse - add 6,500; Child dependent(s) - add 3,500 for each dependent child

LEGEND

MBA	Master of Business Administration
MS in Fin /MBA	MS in Finance/MBA program
MS in Int'l Business	MS in International Business
MS in Finance	MS in Finance
MSTE	MS in Technological Entrepreneurship

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 $[\]hbox{\# Spouse - add $\$8,\!000$; Child dependent(s) - add $\$4,\!000$ for each dependent child} \\$