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Northeastern University

ISSI Forms

International Student & Scholar Institute

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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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I S S I

Many Cultures. One Northeastern.

DCF

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

3. Surname/Family/Last Name *as indicated in your passport*: _____

4. Given/First Name *as indicated in yourpassport*: _____

5. Middle Name *as indicated in your passport*: _____ **6.** Date of Birth: _____ mm/dd/yyyy

7. Country of Birth: _____ **8.** City of Birth: _____

9. Country of Citizenship: _____ **10.** Country of Permanent Residency: _____

11. Occupation: _____ **12.** Institutional Affiliation: _____

13. Permanent International Home Address **(required)**:

Street: _____ Apt: _____

City: _____ State/Province: _____ Country: _____ Postal Code: _____

Telephone(s): (_____) _____ Fax: (_____) _____

14. U.S. address (required for students who are currently in F-1/ J-1 status):

Street: _____ Apt: _____

City: _____ State: _____ Zip Code: _____ Telephone: (_____) _____

15. Email(s): _____

►Note: Email is our primary method of communication with you

Northeastern University

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 Name: _____ (Print as listed in passport) **b.** Given/First Name: _____ (Print as listed in passport)

c. Date of Birth: _____ (mm/dd/yyyy) **d.** Place of Birth: _____ (City) _____ (Country)

e. Country of Citizenship: _____ **f.** Relationship to Student: _____

h. If dependent is currently in the U.S., please list his/her immigration status: _____

17. Dependent

a. Family/Last Name: _____ (Print as listed in passport) **b.** Given/First Name: _____ (Print as listed in passport)

c. Date of Birth: _____ (mm/dd/yyyy) **d.** Place of Birth: _____ (City) _____ (Country)

e. Country of Citizenship: _____ **f.** Relationship to Student: _____

h. If dependent is currently in the U.S., please list his/her immigration status: _____

18. Number of Dependents: _____

III: IMMIGRATION STATUS INFORMATION

19. Are you currently in the U.S. and/or are you currently or have you recently enrolled in a U.S. educational institution under F-1/J-1 student visa classification?

☐ Yes -- Complete items **20-27 below** ☐ No -- **Please proceed to Section IV**

20. What is your current Immigration status? ☐ F-1 ☐ J-1 ☐ Other, please specify: _____

21a. Are you planning to matriculate your program at Northeastern under your current visa classification? ☐ Yes ☐ No

21b. Are you planning to change your current visa status by traveling overseas & applying for a student visa at a U.S. Embassy? ☐ Yes ☐ No

21c. Are you planning to change your current visa classification to a student visa status (staying in the U.S.)? ☐ Yes ☐ No

22. If you are transferring to NU from another U.S. institution, check the semester you intend to enroll at NU: ☐ Fall ☐ Spring Year: _____

TRANSFER STUDENT: Students currently or recently enrolled in a U.S. educational institution under F-1 or J-1 visa who plan to attend Northeastern are REQUIRED to submit the Transfer-In Verification Form: ISSI Form 121 available on-line at http://www.northeastern.edu/issi/forms.html. Federal regulations do not permit Northeastern to process the I-20 or DS-2019 form until the student's current school completes the ISSI Form 121 and transfers the student's SEVIS record to Northeastern. Please be reminded that transferring your SEVIS record during a period of authorized Practical Training (OPT) will cancel your employment authorization as of the SEVIS release date.

23. Name of the institution that issued your current/last form I-20 or DS-2019: _____ SEVIS ID #: _____

24. If you now have or have had in the past an Employment Authorization Card (EAD), please list the expiration date: _____ (mm/dd/yyyy)

25. If you are currently in the U.S. in J-1 status, please check one of the following options:

☐ Student ☐ Scholar ☐ Other, please specify: _____

26. Are you subject to the two-year home-country physical presence requirement? ☐ Yes ☐ No

27. Have you filed a petition or has a petition been filed on your behalf to adjust your status to U.S. Permanent Resident? ☐ Yes ☐ No

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

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

$ __ __ , __ __ __ .00 *** TOTAL ESTIMATE OF EXPENSES FOR** _____
Program

*** TOTAL ESTIMATE OF EXPENSES** varies from program to program (based on the number of terms & the number of semester hours of credit). Please calculate the **TOTAL** by using the worksheet provided in **Part IX (page 5 of this form),** and then fill in the **TOTAL** amount in the box provided above.

V: FINANCIAL DECLARATION

Please refer to the DCF Form Instruction Sheet: ISSI Form 600/C to complete this section

28. Indicate if and how your government may restrict the transfer of your funds: _____

LIST THE AMOUNT IN U.S. DOLLARS THAT IS AVAILABLE TO YOU FROM EACH OF YOUR FINANCIAL RESOURCES:

Funds	Amount in US dollars	Required Supporting Financial Documents
29. Personal Funds	$ _____	Please include original bank letter in your own name showing available balances sufficient to meet your expenses OR complete Section VI from item 34-37.
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., TA, RA, 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.

VI: OFFICIAL CERTIFICATION OF SOURCE(S) OF FUNDS AND AMOUNTS

Financial Documents must be certified within 12 months prior to the program start date.
All submitted financial documents must be ORIGINAL, signed and dated by you and your sponsor and written in ENGLISH with amounts listed in U.S. dollars. THE NAME OF THE ACCOUNT HOLDER ON ANY BANK DOCUMENTS MUST BE IN ENGLISH.

34. "This is to certify that I have read the financial information in Sections IV and V provided by the student named on this form. It is true and accurate information, and that the student/sponsor has _____ funds which are available and can be transferred to the US"
List US $ Amount

35. Bank Official: _____ _____ _____
Signature of Bank Official — Print Name of Bank Official — Print Title

a. Name and Address of Financial Institution: _____

b. Telephone Number of Financial Institution: _____ Date: _____

36. APPLY BANK SEAL OR STAMP HERE ►

37. Must be completed and signed by **Guarantor/Sponsor** - Please read the following statement and sign below: "This is to certify that I have read the financial information in Part V on this form. The funds listed in Section V (items 29, 30 or 32) are available and will be provided"

a. Printed Name of Guarantor/Sponsor: _____ **b. Relationship to Student:** _____

c. Address of Guarantor/Sponsor: _____

d. Signature of Guarantor/Sponsor: _____ **Date:** _____

38. Please read the following statement and sign below: *"I certify that the above information is complete, accurate, and true. I take full financial responsibility for all of my educational and personal expenses"*

STUDENT'S SIGNATURE (REQUIRED): _____**Date:** _____

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. Delivery (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 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): _____

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

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
4. Copies of all I-20s or DS-2019s from previously/currently attended schools
5. Copy of both sides of I-94 card
6. Copy of your current F-1/ J-1 visa stamp
7. Copy of EAD card - Employment Authorization Document (if applicable)

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
2. Original financial documents covering all expenses for one academic year, as listed on Section V (e.g. student's personal bank 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.
3. Copy of both sides of your I-94 card.
4. Copy of current visa stamp or copy of I-797 form.
5. Copy of a waiver of two-year home residency requirement (for 'J' visa holders only), if applicable.

Please Note:
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.fmjfee.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 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 refer to # $ __ __,__ __ __.00	Please refer to ** $ __ __,__ __ __.00	Please refer to # $ __ __,__ __ __.00
TOTAL PER STUDENT ACCOMPANIED BY DEPENDENT(S)	**$ __ __,__ __ __.00**	**$ __ __,__ __ __.00**	**$ __ __,__ __ __.00**	**$ __ __,__ __ __.00**

Spouse - add **$6,500; Child dependent(s) - add **$3,500** for each dependent child
Spouse - add **$8,000**; Child dependent(s) - add **$4,000** 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**