

## **Northeastern University**

**ISSI Forms** 

International Student & Scholar Institute

January 01, 2012

# ISSI Form 609: Declaration and Certification of Finances Form for the School of Law 2012-2013

International Student & Scholar Institute, Northeastern University

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**DCF** 

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)

# School of Law

400 Huntington Avenue, 101 Knowles Center, Boston, MA 02115

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. Embassy/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) <u>directly to the Graduate School at the address above</u>. The Graduate School will then initiate the request for your form I-20 or DS-2019 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 (tuition, fees, living) 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 approvalnotice, we do not accept loan application.
- · All required financial 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 passport*: **4.** Given/First Name as indicated in passport: 5. Middle Name as indicated in passport: 7. Country of Birth: \_\_\_\_\_\_\_ 8. City of Birth: \_\_\_\_\_\_ 11. Occupation: \_\_\_\_\_\_ 12. Institutional Affiliation: \_\_\_\_\_ **13.** Permanent International Home Address (**required**): Street: \_\_\_\_ City: \_\_\_\_\_ State/Province: \_\_\_\_ Country: \_\_\_\_ Postal Code: \_\_\_\_\_ Telephone(s): (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_ 14. US Address, if any: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_

**15.** Email(s): \_

▶ Note: Email 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 IV for the estimated expenses for each additional dependent.

<b>16.</b> Dependent							
a. Family/Last	Name:				<b>b.</b> Given/First Name:	B	
					City		
<b>e.</b> Country of C	Citizenship:				<b>f.</b> Relationship to Student	i:	
h. If dependent	is currently in the U.S.,	please list his/h	er immigrat	ion status	:		
17. Dependent							
<b>a.</b> Family/Last	Name:				<b>b.</b> Given/First Name:		
c. Date of Birth	mm/dd/yyyy		_ <b>d.</b> Place	of Birth:	City	Country	
e. Country of C	citizenship:				<b>f.</b> Relationship to Student	::	
h. If dependent	is currently in the U.S.,	please list his/h	er immigrat	ion status	:		
<b>18.</b> Number of Depender	nts:						
·			NT.				
III: IMMIGRATI				tly enroll	ed in a U.S. educational in	stitution under E	-1/I-1 student
visa classification?	the O.S. and/of are you o	currently of hav	e you recen	ny emon	ed iii a O.S. educational iii	stitution under F	-1/J-1 student
☐ Yes Com	plete items 20-27 below		□ No	Please pr	roceed to Section IV		
<b>20.</b> What is your current	Immigration status?	□ F-1	□ J-1	□ Other,	please specify:		
<b>21a.</b> Are you planning to	matriculate your progra	ım at Northeaste	ern under yo	our curren	t visa classification?   Ye	es 🗆 No	
<b>21b.</b> Are you planning to	o change your current vis	sa status by trav	eling overs	eas & app	lying for a student visa at	a U.S. Embassy?	□ Yes □ No
21c. Are you planning to	change your current vis	a classification	to a student	visa statu	us (staying in the U.S.)?	□ Yes □ No	)
22. If you are coming to	NU from another U.S. in	nstitution, check	the semest	er you int	tend to enroll at NU: ☐ Fa	ll □ Spring Yea	r:
attend Northeastern ar <a href="http://www.northeasteruntil">http://www.northeasteruntil</a> the student's curr	e REQUIRED to subm n.edu/issi/forms.html F ent school completes th ttransferring your SE	it the Transfer- Federal regulat ie ISSI Form 12 VIS record dur	-In Verifica ions do not 21 and trai	tion Forn permit N esfers the	ational institution under m: ISSI Form 121 availal Northeastern to process t student's SEVIS record norized Practical Trainin	ble on-line at he I-20 or DS-20 to Northeastern	)19 form
<b>23.</b> Name of the instituti	on that issued your curre	ent/last form I-20	0 or DS-20	9:		_ SEVIS ID #: _	
<b>24.</b> If you now have or l	have had in the past an E	mployment Aut	thorization	Card (EA	D Card), please list the exp	oiration date:	mm/dd/yyyy
<b>25.</b> If you are currently i							minderyyyy
□ Student	□ Scholar □	Other, please s	specify:				
<b>26.</b> Are you subject to the	e two-year home-countr	y physical prese	ence require	ment?	□ Yes □ No		
<b>27.</b> Have you filed a peti	tion or has a petition bee	en filed on your	behalf to a	ljust your	status to U.S. Permanent	Resident? □ Yes	□ No

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

#### **Based on Academic Year**

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

\$ 42,940.00	Tuition calculated on minimum required full-time course load per academic year
\$ 634.00	Fees
\$ 15,000.00	Room (calculated on shared lodging) and Board
\$ 1,500.00	Books and Supplies
\$ 2,385.00	Health Plan
\$ 3,000.00	Personal/miscellaneous expenses
\$ 65,459.00	TOTAL PER STUDENT UNACCOMPANIED BY DEPENDENT(S)
	Living expenses of dependents (if applicable): Spouse - add \$8,000; Child Dependent(s) - add \$4,000 for each dependent child
	TOTAL PER STUDENT ACCOMPANIED BY DEPENDENT(S)

#### 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 award letter on Northeastern stationary/letterhead (e.g., TA, RA, Scholarship).
<b>32.</b> 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 of 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 informat		- 1
curate information, and that the student/sponsor has		
35. Bank Official: Signature of Bank Official	Print Name of Bank Official	Print Title
a. Name and Address of Financial Institution:		
<b>b.</b> Telephone Number of Financial Institution:		Date:
36. APPLY BANK SEAL OR STAMP HERE ►		
37. Must be completed and signed by <b>Guarantor/Sponsor</b> the financial information in Part IV on this form. The funds by		
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"

C/ 1 /9	• 4	· 1
Student's	signafiire (	(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.

<b>39.</b> De	livery (select one A or B)				
□ <b>A.</b>	Hold visa eligibility document at the NU ISSI for pick-up. Please contact this person:				
	at this U.S. Telephone Number when ready: ()	Extension:			
□ <b>B</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:**

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

- 1. Copy of the identity page of passport
- 2. Original financial documents covering all expenses for one academic year, as listed on Section V. (e.g., student's bank letter, 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.

Financial documentation must be in English and the name of the account holder on any bank documents must be in English.

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):

- Transfer-In Verification Form: ISSI 121 Form available on-line at 3.
  - 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
- 6. Copy of your current F-1/ J-1 visa stamp
- 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:

- Copy of the identity page of passport 1.
- Original financial documents covering all expenses for one academic year, as listed on Section V (e.g. student's 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.