IRis

Northeastern University

ISSI Forms

International Student & Scholar Institute

January 01, 2012

ISSI Form 622: Declaration and Certification of Finances Form for Undergraduate Day Programs 2012-2013

International Student & Scholar Institute, Northeastern University

Recommended Citation

International Student & Scholar Institute, Northeastern University, "ISSI Form 622: Declaration and Certification of Finances Form for Undergraduate Day Programs 2012-2013" (2012). *ISSI Forms.* Paper 36.

This work is available open access, hosted by Northeastern University.

ISSI

Many Cultures. One Northeastern.

DCF

2012 - 2013 Academic Year

Declaration and Certification of Finances (DCF) Form

Undergraduate Day Programs

Global Pathways or American Classroom students moving to Undergraduate Day Programs

International students currently enrolled in the **Global Pathways or American Classroom Program** and applying to the Undergraduate day program at Northeastern need to complete the Declaration and Certification of Finances (DCF) Form in order to obtain a form I-20 for his/her new program. This I-20 form indicates that an international applicant has been accepted as a full-time degree-seeking student, has the required proficiency in English, and that there is sufficient financial support for his/her education while studying in the U.S. Northeastern will provide an international student with a new I-20 form to enable the student to keep his/her lawful student (F-1) status when changing program/degree within Northeastern.

Please note:

1. The complete DCF form and required supporting documents (listed in **Section D**) must be submitted to Undergraduate Admissions prior to completion of the Global Pathways or American Classroom Program.
2. If you are planning to travel outside of the United States, before the start of your new degree program, please remember that upon re-entry the U.S. you must use the I-20 form for your new program of study issued by the ISSI.
3. As an international student you are required to complete Immigration Clearance prior to course registration. Therefore you should arrive on campus no later **than the new program/degree start date** (see item # 5 on your new I-20 form), and report in person to the ISSI during the scheduled Immigration Clearance session. Please have your passport, I-94 card , and ALL I-20s with you. Completing immigration clearance is essential for compliance with University policies and federal regulations.

DCF INSTRUCTIONS

Please note that your Certificate of Eligibility (I-20 form) cannot be issued unless complete information and appropriate certification are submitted. This form must be completed in English, typed or printed clearly.

1. Complete **Section A** – Financial Declaration
2. Supply a bank statement to accompany the completed Financial Declaration **OR** have a bank representative fill in, sign and seal **Section B** – Certification of Sources of Funds & Amounts. Financial documents must be sertified within 12 months prior to the program start date. If a bank statement accompanies this document, it must be an **Original,** written in **English** and should include:
   - Sponsor's name (written in English) on the account
   - Opening date of account and current balance listed in U.S. dollars.

If you are being sponsored by your government or another sponsoring agency:

- Complete **Section A** - Financial Declaration
- Include original or certified copy of your award letter detailing which fees will be provided by sponsor

PERSONAL INFORMATION - *Please type or print in block letters.*

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

Family Name: _____ Given (First) Name/Middle Name: _____

Current U.S. Address **(required)**: _____
Street Apt

_____
City State Zip

Email Address: _____ Telephone Number: (____) _____

ESTIMATE OF EXPENSES FOR THE ACADEMIC YEAR 2012-2013 – BASED ON TWO SEMESTER (8 MONTHS)

These figures are estimates for the 2012-2013 academic year and are subject to change at any time by Northeastern University's Board of Trustees (costs increase about 5% per year). All amounts in US$.

Tuition	$39,350
University fees	948
Room and board (for standard double room in a residence & 15 meals per week plan)	12, 870
Medical insurance (per academic year)	2,385
Books, supplies, and personal expenses	2,800
Total (8 Months)	**$ 58, 533**

A student will need at least **$58,533** for the academic year (September to April). Additional living expenses for the Summer (May to August) will add approximately **$5,000** to your yearly expenses.

Northeastern University

SECTION A: FINANCIAL DECLARATION

Please list and document the total amount needed and sources of financial support during your program of study at Northeastern in the Declaration and Certification of Finances (DCF) Form.
Current financial documents must accompany the DCF form. Copies of all financial documents should be kept to present to the U.S. Embassy/Consulate during your visa interview and to immigration officers at the port of entry to the United States (if applicable).

TO BE COMPLETED BY THE STUDENT'S SPONSOR(S) (PARENT, FAMILY MEMBER, OR PRIVATE SPONSOR)

I hereby certify that I am willing and that I promise to provide the amount of $ _____per year payable in US dollars for years (2-4 year's minimum for transfer student, 4-5 years for freshmen) for the educational expenses while at Northeastern University and all living expenses of (student's name) _____
who is my (relationship)_____. Documentation of my financial resources in the form of a bank letter is attached or the bank has completed the information in the area below.

If there is more than one sponsor or financial source(s), please submit additional letters of support and bank documentation. Please attach documentation for other types of funding you may be receiving, for example: scholarships, government sponsored grants, etc.

Sponsor's name _____Sponsor's signature_____Date _____
mm/dd/yy

Sponsor's current address _____

SECTION B: OFFICIAL CERTIFICATION OF SOURCE(S) OF FUNDS AND AMOUNTS

TO BE COMPLETED BY THE FINANCIAL INSTITUTION/BANK

The above sources and amounts must be verified by official bank certification below or attached letters of certification by the bank(s). Please note that bank letters must indicate the actual amount on deposit. PHOTOCOPIES OF FINANCIAL DOCUMENTS CANNOT BE ACCEPTED. ALL DOCUMENTS MUST BE IN ENGLISH or AN OFFICIAL NOTARIZED ENGLISH TRANSLATION MUST BE PROVIDED

"This is to certify that I have read the information provided by the applicant on this from, that it is a true and accurate statement, that the funds are available and that they can be transferred to the United States"

Signature of Bank Of Bank Official_____Date_____
mm/dd/yy

_____

Print Name and Title of Bank official Name and address of Bank

FAILURE TO OBTAIN BANK SIGNATURE AND SEAL MAY DELAY THE ISSUANCE OF A VISA ELIGIBILTY DOCUMENT.
Please apply official bank seal, stamp or notarization of signature.

APPLY BANK SEAL OR STAMP HERE ►

STUDENT'S STATEMENT:

Please read the following statement and sign below:

**"I certify that all statements on this form are true and accurate and that the stated funds are available for my educational expenses while at Northeastern University during the period specified. I understand that under the Privacy Act, the information that I provide cannot be given to anyone outside the university without my written permission.
I will notify Northeastern University of any changes to my financial circumstances.
Furthermore, I understand that falsification of any financial documentation or signatures is grounds for cancellation of my application for the form I-20 and subsequent enrollment."**

Student's full name_____Student's Signature:_____Date:_____
mm/dd/yy

SECTION C: DELIVERY INSTRUCTIONS

Documents will not be mailed without complete and clear instructions.

Delivery (please select one **A or B)**

□ **A.** Hold my visa eligibility document (form I-20) for pick-up.

Please contact ☐ Mr. ☐ Ms: _____
Last/First Name

telephone: (required) _____ e- mail: (required) _____

☐ **B.** Mail the visa eligibility document (form I-20) to the following address:
(please fill in address below; **type or print in block letters**)

Required information:

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.

SECTION D: REQUIRED SUPPORTING DOCUMENTS

1. The DCF form - filled out completely.

2. An original financial document covering all expenses for one academic year (e.g., student's bank statement, an affidavit of support, the 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. **The financial documentation accompanying your DCF form must be an ORIGINAL, written in ENGLISH or an official / notarized English translation must be provided.**

The bank statement must include:

- **Sponsor's name (written in English) on the account**
- **Opening date of account and current balance listed in U.S. dollars.**
- **Date of statement**

3. Photocopy of the identity page(s) of your passport.

4. Photocopy of your I-94 form (front and back)

Please submit the DCF form and all required supporting documentation to:

Nancy Baker, Admissions Assistant
Undergraduate Admissions
510 International Village
Northeastern University
Boston, MA 02115

The ISSI will need between 8 to 10 business days after receipt of the student's complete application from Undergraduate Admission to process a form I-20 for a new degree program. Please note incomplete or insufficient documentation will result in a delay in the processing of a form I-20.