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International Student & Scholar Institute

January 01, 2012

ISSI Form 624: Declaration and Certification of Finances Form for Undergraduate Colleges 2012-2013

International Student & Scholar Institute, Northeastern University

Recommended Citation

International Student & Scholar Institute, Northeastern University, "ISSI Form 624: Declaration and Certification of Finances Form for Undergraduate Colleges 2012-2013" (2012). *ISSI Forms.* Paper 37.

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ISSI

Many Cultures. One Northeastern.

DCF

2012 - 2013 Academic Year

Declaration and Certification of Finances (DCF) Form

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

Undergraduate Colleges

for currently enrolled international students applying for a change of nonimmigrant status to F-1 or J-1

Please complete this form and submit it, along with other required documents (see Section VIII) directly to the International Student & Scholar Institute (ISSI) located at the address listed in Section VIII. After receiving all of the required documents the ISSI will need a minimum of two weeks to issue a university sponsored F-1 or J-1 visa eligibility document (I-20 or DS-2019). The form I-20 or DS-2019 is a required documents of your application to Change Nonimmigtrant Status (Form I-539).

IMPORTANT

- Please make sure to fill out all of the applicable questions on this form.
- Certify that you have at least the amount necessary to cover tuition, fees, and living expenses for the one academic year of your program plus estimated expenses for your dependents (if any). Financial documentation must be ORIGINAL
- All required supporting documents must be in ENGLISH or an official /notarized English translation must be provided.

IN ADDITION, please review the ISSI-137 Form: Change of Status Checklist at **http://www.northeastern.edu/issi/forms.html**
This form will help you to asemble the materials/documets that you are required to submit to the U.S. Citizenship and Immigration Services (USCIS) along with a Form I-539, Application to Change Nonimmigrant Status (**www.uscis.gov**) after you receive your form I-20. The ISSI staff member will advise you about the appropriate rationale and eligibility criteria for requesting a change of nonimmigration status and will assist you throughout the process, if applicable in your situation.

I: PERSONAL INFORMATION

Please type or print legibly.

►**Note:** 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.

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*: _____ **6.** Date of Birth: _____ mm/dd/yyyy

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

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

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:

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 IV 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 coming to NU from another U.S. institution, check the semester you intend to enroll at NU: ☐ Fall ☐ Spring Year: _____

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 Card), 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

Based on two semesters (8 months)

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

$ 39,350.00	Tuition calculated on minimum required full-time course load per academic year
$ 395.00	Fees
$ 12,870.00	Room and Board
$ 2,385.00	Health Plan
$ 2,800.00	Books, supplies and personal/miscellaneous expenses
$ 57,800.00	**TOTAL PER STUDENT UNACCOMPANIED BY DEPENDENT(S)**
_____	**TOTAL PER STUDENT ACCOMPANIED BY DEPENDENT(S)**
	Living expenses of dependents (if applicable): Spouse - add **$6,500**; Child Dependent(s) - add **$3,500** for each dependent child

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 University award letter on Northeastern stationary/letterhead (e.g., Dean's 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 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

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 4 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 to issue an I-20 or DS-2019 form.

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): _____

PLEASE NOTE:

The ISSI , as per university policy, ships all documents by USPS First-Class Mail service only.
Students who wish to have his/her form I-20 returned by express service can submit a pre-paid, self-addressed return envelop from a reliable delivery company (e.g.,FedEx, DHL, TNT etc.) with the DCF form.

VIII: REQUIRED SUPPORTING DOCUMENTS

In addition to the complete Declaration & Certification of Finance (DCF) Form, the student is required to submit the following documents :

1.The original financial documentation covering all expenses for one academic year, as listed on Section V (e.g., student's bank statement, affidavit of support, letter from government agency, NU award letter, etc.,) If the student has more than one source of funding, he or she must provide the required documentation corresponding to each source listed on Section V.
All submitted financial documents must be ORIGINAL, signed and dated by the student and his /her sponsor and written in ENGLISH with amounts listed in U.S. dollars.

2. A copy of the identity page(s) of the student's passport

3. A copy of the visa on which the student last enthered the U.S.

4. A copy of both sides of I-94 card (the student's Arrival-Departure Record)

5. Any immigration document that may establish the validity of the student's status at the time of application should be included (e.g., form I-797, EAD card..).

For detailed information please check the ISSI -137 Form: Change of Status Checklis **http://www.northeastern.edu/issi/forms.html**

Please submit the original DCF Form and all applicable documents to:

International Student & Scholar Institute
Northeastern University
405 Ell Hall, 360 Huntington Avenue,
Boston, MA 02115
Phone: 617-373-2310 , Fax: 617-373-8788

SEVIS I-901 Fee must be paid by international students with 'Initial Attendance' I-20 form.
For detailed information, please refer to the following website https://www.fmjfee.com/i901fee/
Please remember:
SEVIS I-901 Fee must be processed at least three days before a visa interview at the U.S. Consulate unless the applicant has a printed receipt from Internet payment. The SEVIS I-901 fee cannot be processed at a U.S. Consulate or at a U.S. Port of Entry.An F-2 or J-2 dependent is not required to pay the SEVIS I-901fee.