

**DECLARATION AND CERTIFICATION OF FINANCES (DCF)**

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

**Graduate programs for Colleges of: Arts, Media & Design; Science; Social Sciences & Humanities**

360 Huntington Avenue, 124 Meserve Hall, Boston, MA 02115

**PROGRAM:** \_\_\_\_\_ (e.g., BIOINFORMATICS, FINE ARTS...) **DEGREE:** \_\_\_\_\_ (e.g., MS, MA, PHD...)

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 for 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 office at the address above. The graduate office will then initiate the request for a form I-20 / 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 /DS 2019.**

**IMPORTANT**

- Make sure to fill out all 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 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 in 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.

- Gender:  Female  Male
- Marital Status:  Single  Married
- Surname/Family/Last Name as indicated in your passport: \_\_\_\_\_
- Given/First Name as indicated in your passport: \_\_\_\_\_
- Middle Name as indicated in your passport: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_  
mm/dd/yyyy
- Country of Birth: \_\_\_\_\_
- City of Birth: \_\_\_\_\_
- Country of Citizenship: \_\_\_\_\_
- Country of Permanent Residency: \_\_\_\_\_
- Occupation: \_\_\_\_\_
- Institutional Affiliation: \_\_\_\_\_
- Permanent international home address (**required**):  
Street: \_\_\_\_\_ Apt: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone(s): (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_
- U.S. address (**required for students who are currently in F-1/ J-1 status**):  
Street: \_\_\_\_\_ Apt: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_
- Email(s): \_\_\_\_\_

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



## **II: DEPENDENTS' 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 STUDENTS: 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#Graduate-Day> 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



## **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 the graduate office at the 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 University.

#### **39. Delivery (select one A or B)**

**A.** 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.** 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 Express 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 supporting 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, 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):**

3. **Transfer-In Verification Form: ISSI 121 Form** (available on-line <http://www.northeastern.edu/issi/forms.html#Graduate-Day>)
4. Copies of all I-20s or DS-2019s from previously/currently attended schools
5. Copy of I-94 card (both sides)
6. Copy of F-1 or 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. 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 fee. For detailed information, please refer to the following website: [www.fmjfee.com](http://www.fmjfee.com). Please remember that SEVIS 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. F-2/J-2 dependents are not required to pay the SEVIS fee. The SEVIS fee cannot be processed at a U.S. Consulate or at a U.S. port of entry.

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

**College of Arts, Media & Design; College of Science; College of Social Sciences & Humanities**

Please use this worksheet to calculate the estimate of expenses for your program, and then transfer the **TOTAL** to **Section IV (page 3)**.

**Available funds must be equal or exceed your expenses for the year as given in the following table:**

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

	<b>Grad Programs</b> (see legend)	<b>MS in Bioinfo</b>	<b>MFA</b>	<b>M. Arch.</b>
Academic Year 2012 - 2013	2 terms (8 months) of 18 semester hours of credit	2 terms (8 months) of 16 semester hours of credit	2 terms (8 months)	2 terms (8 months) of 32 semester hours of credit
Tuition calculated on minimum required full-time course load per academic year	\$ 21,060.00	\$ 20,512.00	\$ 32,000.00	\$ 37,440.00
Fees	\$ 506.00	\$ 506.00	\$ 506.00	\$ 506.00
Room (calculated on shared lodging) and Board	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Books and supplies	\$ 1,000.00	\$ 1,000.00	\$ 1,250.00	\$ 1,250.00
Health Plan including University Health & Counseling Services fee	\$ 2,610.00	\$ 2,610.00	\$ 2,610.00	\$ 2,610.00
Personal/miscellaneous expenses	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
<b>TOTAL PER STUDENT UNACCOMPANIED BY DEPENDENT(S)</b>	<b>\$ 37,676.00</b>	<b>\$ 37,128.00</b>	<b>\$ 48,866.00</b>	<b>\$ 54,306.00</b>
Living expenses of dependent(s) (if applicable) *	\$ ____,____.00	\$ ____,____.00	\$ ____,____.00	\$ ____,____.00
<b>TOTAL PER STUDENT ACCOMPANIED BY DEPENDENT(S)</b>	<b>\$ ____,____.00</b>	<b>\$ ____,____.00</b>	<b>\$ ____,____.00</b>	<b>\$ ____,____.00</b>

**Please note:** In addition to the above expenses, international students should plan on expenses for summer months. These additional personal and living expenses are anticipated at **\$5,000.00**.

\*If you plan to bring your spouse or children, you must document additional funds for your dependents. The amounts for 2012-2013 academic year (8 months) are **\$6,500.00 for your Spouse** and **\$3,500.00 for each child**

**Attention:** Graduate Programs in the school of Criminology & Criminal Justice are listed on page #6 Section IX-B

<b><u>Legend</u></b>	
<b>Grad Programs</b>	MA, MS, MPA, MURP, PhD
<b>MS in Bioinfo</b>	Master of Science in Bioinformatics
<b>MFA</b>	Master of Fine Arts
<b>M. Arch.</b>	Master of Architecture (one- or two- year program)

**IX-B: WORKSHEET FOR ESTIMATE OF EXPENSES FOR GRADUATE PROGRAMS IN CRIMINAL JUSTICE 2012-2013 AY**

**College of Social Sciences & Humanities**

Please use this worksheet to calculate the estimate of expenses for your program, 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.**

<b>Grad. Programs in the School of Criminology &amp; Criminal Justice</b>	<b>MS program</b>	<b>Ph.D Program entering with a Bachelors Degree</b>	<b>Ph.D Program entering with a Masters Degree</b>
Academic Year 2012 - 2013 based on	3 terms (12months) of 23 semester hours of credit	3 terms (12 months) of 23 semester hours of credit	2 terms (8 months) of 18 semester hours of credit*
Tuition calculated on minimum required full-time course load per academic year	\$ 26,887.00	\$ 26,887.00	\$ 21,042.00
Fees	\$ 634.00	\$ 634.00	\$ 506.00
Room (calculated on shared lodging) and Board	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00
Books and supplies	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Health Plan including University Health & Counseling Services fee	\$ 2,610.00	\$ 2,641.00	\$ 2,610.00
Personal/miscellaneous expenses	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
<b>TOTAL PER STUDENT UNACCOMPANIED BY DEPENDENT(S)</b>	<b>\$ 48,631.00</b>	<b>\$ 48,631.00</b>	<b>\$ 37,498.00</b>
Living expenses of dependent(s) (if applicable)	Please refer to * \$ ____,____.00	Please refer to* \$ ____,____.00	Please refer to # \$ ____,____.00
<b>TOTAL PER STUDENT ACCOMPANIED BY DEPENDENT(S)</b>	<b>\$ ____,____.00</b>	<b>\$ ____,____.00</b>	<b>\$ ____,____.00</b>

**Attention Ph.D program entering with a Masters Degree:** In addition to the above expenses, international students should plan on expenses for summer months. These additional personal and living expenses are anticipated at **\$5,000.00**.

**If you plan to bring your spouse or children , you must document additional funds for your dependents.**

# The amounts for 2012-2013 academic year based on 2 terms are: **\$8,000** for your spouse and **\$4,000** for each child

\* The amounts for 2012-2013 academic year based on 3 terms are : **\$6,500** for your spouse and **\$3,500** for each child