



Many Cultures. One Northeastern.

DCF

2010 - 2011 Academic Year

DECLARATION AND CERTIFICATION OF FINANCES (DCF)

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

Graduate School of Engineering

360 Huntington Avenue, 130 Snell Engineering Center, Boston, MA 02115

DEPARTMENT: _____ PROGRAM: _____ DEGREE: MS 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. 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) 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).

IMPORTANT

- 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 first academic year of your program plus estimated expenses for your dependents (if any).
- All required supporting documents must be in English or with an official notarized translation.

Please note the ISSI needs a minimum of two weeks to issue a university sponsored form I-20 or DS-2019.

I: PERSONAL INFORMATION - PLEASE PRINT CLEARLY IN BLOCK LETTERS. ILLEGIBLE FORMS WILL NOT BE PROCESSED.

► **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.

- Gender: Female Male
- Marital Status: Single Married
- Surname/Family/Last Name *as indicated in passport*: _____
- Given/First Name *as indicated in passport*: _____
- Middle Name *as indicated in passport*: _____
- Date of Birth: _____
mm/dd/yyyy
- Country of Birth: _____
- City of Birth: _____
- Country of Citizenship: _____
- Country of Permanent Residence: _____
- Occupation: _____
- Institutional Affiliation: _____
- Permanent International Home Address (**required**):
Street: _____ Apt: _____
City: _____ State/Province: _____ Country: _____ Postal Code: _____
Telephone(s): (____) _____ Fax: (____) _____
- US Address, if any:
Street: _____ Apt: _____
City: _____ State: _____ Zip Code: _____ Telephone: (____) _____
- 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: _____

PLEASE NOTE: Students currently or recently enrolled in a U.S. educational institution under F-1 or J-1 visa who plan to attend Northeastern University are required to submit the Transfer-In Verification Form: ISSI Form 121 available from the Northeastern graduate school to which the student is applying or on-line at www.northeastern.edu/issi. 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 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 2010-2011

Based on two terms (8 months) & 16 semester hours of credit

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

| | |
|---------------------|---|
| \$ 18,864.00 | Tuition calculated on minimum required full-time course load per academic year |
| \$ 506.00 | Fees |
| \$ 10,000.00 | Room (calculated on shared lodging) and Board |
| \$ 1,000.00 | Books and Supplies |
| \$ 2,425.00 | Health Plan including University Health & Counseling Services Fee |
| \$ 2,500.00 | Personal/miscellaneous expenses |
| \$ 35,295.00 | TOTAL PER STUDENT UNACCOMPANIED BY DEPENDENT(S) |
| _____ | Living expenses of dependents (if applicable): Spouse - add \$6,500 ; Child Dependent(s) - add \$3,500 for each dependent child |
| _____ | TOTAL PER STUDENT ACCOMPANIED BY DEPENDENT(S) |
| _____ | For a twelve-month period cost of living figure, please add \$5,000.00 to the expense estimates listed 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: _____

29. 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 |
|------------------------------------|----------------------|---|
| 30. 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 35-38. |
| 31. 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 35-38. |
| 32. Northeastern University | \$ _____ | Copy of your NU award letter on NU stationery/letterhead (e.g., TA, RA, Scholarship). Note your actual tuition amount may differ than the estimated tuition expense listed. |
| 33. Other Sources of Funds | \$ _____ | Follow Family Funds requirement. |
| 34. 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

35. "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

36. 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:** _____

37. APPLY BANK SEAL OR STAMP HERE ►

38. 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 30,31 or 33) 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:** _____

39. 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.

40. 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 NEEDED FOR THE ISSUANCE OF I-20 OR DS-2019

In addition to the complete Declaration and Certification of Finances (DCF) form, the student is required to submit the following documents with official English translation:

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 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.

If you are in F-1/J-1 student status and transferring from another U.S. school/college to Northeastern, you are required to submit the following in addition to the documents listed above (items 1 and 2):

3. Transfer-In Verification Form: ISSI 121 Form available from your Graduate School or on-line at www.northeastern.edu/issi/immigration/forms.html
4. Copies of all I-20/DS-2019 forms from previously 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 Employment Authorization Document (EAD), if applicable

If you need to change your current nonimmigrant status to student status before beginning your program at Northeastern, in addition to the complete Declaration and Certification of Finances (DCF) form, please submit the following 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 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

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 web site: 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 fee. The SEVIS fee cannot be processed at a U.S. Consulate or at a U.S. port of entry.