



DECLARATION and CERTIFICATION of FINANCES (DCF)
Application for a Certificate of Eligibility (I-20 or DS-2019)
Graduate School of Business Administration
350 Dodge Hall, Boston, MA 02115

Full-Time MBA

Please complete this form and send it along with other required documents (listed in Section VIII) directly to the Graduate School at the address above. The Graduate School will then forward the DCF form and required documents to the International Student & Scholar Institute (ISSI). The ISSI (www.northeastern.edu/issi) needs a minimum of two weeks to issue a university sponsored F-1 or J-1 visa eligibility document (I-20 or DS-2019 form). The I-20 or DS-2019 form is required to apply for a student visa F-1 or J-1 at a U.S. Consulate. If you are already in the U.S., the Certificate of Eligibility is also required to support a change of nonimmigrant status application or to initiate a transfer-in process of your F-1 or J-1 SEVIS record from your current U.S. college/institution to Northeastern University.

Students need to fill out all the information on this form before the ISSI will issue an I-20 form. Student must certify that she/he has at least the amount necessary to cover tuition, fees, and living expenses for the first academic year of his/her program of study.

I – PERSONAL INFORMATION – *Please type or print in block letters.* Please refer to the itemized instructions on the DCF Form Instruction Sheet: ISSI Form 600/C, which can be obtained from your graduate school or online at www.northeastern.edu/issi/immigration/forms.html. **Important:** always spell your name(s) consistently on all forms /applications.

<p>1. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>3. Family/Last Name: _____ <small>Print your family /last name exactly as it appears in your passport</small></p> <p>4. First/Given Name: _____ <small>Print your first/given name exactly as it appears in your passport</small></p> <p>5. Middle Name (s): _____ <small>Print your middle name (s) name exactly as it appears in your passport</small></p> <p>6. Date of Birth (mm/dd/yyyy): _____</p> <p>8a. City of Birth: _____</p> <p>9. Country of Citizenship: _____</p> <p>11a. Occupation: _____</p> <p>12. Permanent International Home address (required):</p> <p>Street Address _____</p> <p style="text-align: center;">City _____</p> <p>State _____ Country _____</p> <p>Postal Code _____</p> <p>Telephone No: _____</p> <p>14a. E-mail: _____</p> <p>15. Are you currently enrolled or have you previously been enrolled at Northeastern? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>15a. If yes, list dates of enrollment _____</p>	<p>2. Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married</p> <p>7. U.S. Social Security Number (if available): _____ -- _____ -- _____</p> <p>8b. Country of Birth: _____</p> <p>10. Country of Permanent Residence: _____</p> <p>11b. Institutional Affiliation: _____</p> <p>13. U.S. address, if any:</p> <p>Street Address _____</p> <p>Apt. _____</p> <p>City _____ State _____</p> <p>ZIP _____</p> <p>U.S. Telephone No: _____</p> <p>14b. FAX (if any): _____</p> <p>15c. Northeastern ID: _____ -- _____ -- _____</p>
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II – DEPENDENTS’ INFORMATION (if applicable)

Total Number of Dependents: _____

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. Also, please refer to Section IV for the estimated expenses for each additional dependent.

16. Dependent

- a. Dependent Family/Last Name _____ Print as listed in passport
- b. First/Given Name _____ Print as listed in passport
- c. Date of Birth _____ mm/dd/yyyy
- d. Place of Birth _____ City Country
- e. Country (ies) of Citizenship _____
- f. Relationship to student _____
- h. If dependent is currently in the U.S., please list his/her immigration status _____

17. Dependent

- a. Dependent Family/Last Name _____ Print as listed in passport
- b. First/Given Name _____ Print as listed in passport
- c. Date of Birth _____ mm/dd/yyyy
- d. Place of Birth _____ City Country
- e. Country (ies) of Citizenship _____
- f. Relationship to student _____
- h. If dependent is currently in the U.S., please list his/her immigration status _____

III – IMMIGRATION STATUS INFORMATION

18. Are you currently in the US and/or are you currently or have you been recently enrolled in a U.S. educational institution under F-1 /J-1 student visa classification?

- Yes -- Complete **items 19-27 below**
- No-- **Please proceed to Section IV**

19. What is your current immigration status? F-1 J-1 Other, please specify _____

20a. Are you planning to matriculate your program at Northeastern under your current visa classification? Yes No

20b. Are you planning to change your current visa status by traveling overseas & applying for a student visa at the U.S. Embassy? Yes No

20c. Are you planning to change your current visa classification to a student visa status (staying in the U.S.)? Yes No

21. Are you coming to Northeastern from another US institution? Semester you intend to enroll at NU: Fall Spring Summer Year: _____

PLEASE NOTE: Students currently or recently enrolled in a U.S. educational institution under F-1 or J-1 visa classification who plan to attend Northeastern are required to submit the Transfer-In Notification 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 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.

22. Which institution issued your current/last form I-20 or DS-2019? _____ SEVIS # _____

23. If you now have or have had in the past an Employment Authorization Card (EAD card), please list the card expiration date _____ mm/dd/yyyy

24. If you are currently in the U.S. in J-1 status, please check one of the following categories:

- Student
- Scholar
- Other, please specify _____

25. Are you subject to the two-year home-country physical presence requirement? Yes No Received a waiver

26. List the DS-2019 sponsor’s name and complete address _____

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 2008-2009: Based on 12 months (31 semester hours of credit).
Please note: all tuition and fees are subject to revision by University’s Board of Trustees. All amounts in U.S. dollars

\$ 36,115.00	Tuition calculated on minimum required full-time course load per academic year
\$ 560.00	Fees
\$ 15,000.00	Room (calculated on shared lodging) and Board
\$ 1,700.00	Books and supplies
\$ 2,150.00	Medical Insurance including University Health & Counseling Services fee
\$ 3,000.00	Personal/miscellaneous expenses
\$58,525.00	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. What is the current exchange rate of your country’s currency to U.S. currency? (For example, 5.4 kroner = U.S. \$1) _____
29. Indicate if and how your government may restrict the transfer of funds

<p>30. Personal Funds: Amount in U.S. \$ _____ Name of Bank/Financial Institution: _____</p> <p>Include original bank letter/statement or complete items: 35-37 in Section VI</p> <p>32. Northeastern University: Amount in U.S. \$ _____ Type of Award (e.g., TA, RA, NUTA) _____ Department _____ Required documentation: Copy of award letter on Northeastern stationary/letterhead</p>	<p>31. Family Funds: Amount in U.S. \$ _____ Name of Bank/Financial Institution: _____</p> <p>Include original affidavit of support or complete Section VI (items 35-39)</p> <p>33. Other Sources of Funds: Amount in U.S. \$ _____ Type of Funding _____ Funding Source _____ Include original affidavit of support or complete Section VI (35-39)</p>
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- 34. Government Funds (U.S. or Sponsoring Government):** a. Governmental Source or Sponsoring Agency _____
- b. Amount in U.S. \$ _____ c. Duration of Support: _____ term (s) _____ academic year
- d. Does your government or sponsoring agency require that you be under the auspices of J-1 non-immigrant visa status? Yes No

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 financial documents submitted must be ORIGINALS. No copies accepted

35. “This is to certify that I have read the financial information in Sections IV and V furnished by the student on this form, that it is true and accurate information, and that the student/sponsor has _____ funds which are available and can be transferred to the United States.”
 List US\$ Amount

36. **Bank Official** _____
 Signature of Bank Official _____ Print Name _____ 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: “This is to certify that I have read the financial information in Section IV on this form. The funds listed in Section V (item 31 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 _____

39. Please read and sign the following statement “*I hereby certify that all information I provided on this application (DCF Form) is true and accurate.*”

Student’s Signature _____ **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 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 _____ Apt. _____

Please note that express mail service cannot deliver to a P.O. Box address

Street Address line 2 _____

City _____ State or 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 NEED FOR THE ISSUANCE OF I-20 OR DS-2019 FORM

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., students' 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 Notification & Certification 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

SEVIS FEE

SEVIS, the acronym for **S**tudent **E**xchange and **V**isitor **I**nformation **S**ystem, 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 of U.S. \$100. 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. For detailed information, please refer to the following website: www.fmjfee.com.

The SEVIS fee cannot be processed at a U.S. consulate or U.S. ports of entry.