



I-20 APPLICATION PACKAGE

FOR ALL APPLICANTS SEEKING AN EMMANUEL I-20 FOR F-1 VISA STATUS

Greetings from Emmanuel College in Boston! My name is Stephanie Sweeney and I will be your contact throughout the admissions process, so please let me know if you have any questions after reviewing the I-20 Application Package. This Package includes all the information and forms that you will need to obtain or renew an F-1 visa if you need one, or to maintain your F-1 status if you are currently in the U.S. on an F-1 visa.

To study on an F-1 visa in the U.S. at Emmanuel College, you must receive an I-20 from Emmanuel. Before Emmanuel can issue you an I-20, we must certify your financial ability to study in the U.S., as required by the U.S. Department of Homeland Security. You must demonstrate at least one nine-month academic year of expenses, which we currently estimate at \$45,625.

Your I-20 will be generated based on your data record in the U.S. Department of Homeland Security Student and Exchange Visitor Information System (SEVIS) database. If you never studied in the U.S., or have not studied here in the past 5 months, we will create a new SEVIS record for you. If you are currently studying at a U.S. college, high school, or language program you will need to complete a SEVIS transfer process for after you are accepted to Emmanuel and have finished classes at the previous school. This process enables the previous school to transfer your SEVIS record to us and we can then create your I-20.

The I-20 and visa process detailed in this Package can be complicated, so below is a checklist of all the steps and forms you must complete to study at Emmanuel College as an F-1 student. Note: **You are encouraged to submit financial documentation at the same time as your academic application to the College**, but you are not required to do so until it is time to create your I-20. More details on I-20s, visas, and other issues are in the I-20 Information Pages section.

Again, please contact me with any questions. I look forward to working with you!

Sincerely,

Stephanie Sweeney, Admissions Counselor
(617) 735-9715 (telephone); (617) 735-9801 (fax)
enroll@emmanuel.edu.

CHECKLIST: HOW TO OBTAIN AN EMMANUEL I-20 AND F-1 VISA

1. Obtain admissions acceptance to Emmanuel, and complete the enrollment deposit process.
2. Submit required financial documentation (you are recommended to submit these with your academic application):
 - a. "Student Information Page and Statement of Financial Support" (I-20 Application Form 1)
 - b. "Sponsor's Statement of Financial Support" (I-20 Application Form 2)
 - c. Sponsor's original financial documentation (see page 2 for acceptable documentation)
3. If you attended another U.S. institution during the past 5 months:
 - a. Once you are accepted to Emmanuel and have completed the enrollment deposit process (indicating your definite intention to attend Emmanuel), we will send you the SEVIS Transfer Form.
 - b. You must fill out and sign the top part of the Form and submit it to your previous school's international advisor, who will complete their portion and submit the Form to Admissions.
 - c. Once you notify your previous school of your decision to attend Emmanuel, they should then transfer your electronic SEVIS record to us, so that we can prepare your I-20.
4. If you will need to obtain or renew an F-1 visa: use the Emmanuel I-20 to apply for an F-1 visa at the U.S. embassy in your country, and use the F-1 visa to enter the U.S. and attend Emmanuel by the start date listed.



OVERALL TIMELINES AND IMPORTANT DATES

In general, Emmanuel can issue an I-20 about 1-2 weeks after a) the student has “deposited,” and b) all financial and immigration requirements have been met. After you are accepted by the Office of Admissions, you will receive an Enrollment Form, which you must complete and submit along with the required deposit fee, to declare your intention to attend Emmanuel College. Once you have “deposited” by completing this process, and submitted all missing financial documents, we can issue the I-20. Thus, you are advised to collect and submit academic and financial documents at the same time, to avoid delays. Students currently attending another U.S. institution must additionally complete the SEVIS Transfer Process.

Please note that Emmanuel sends all I-20s going to international addresses via UPS International, which usually reaches most countries within 3-5 business days. You are encouraged to begin the visa appointment process early in the summer (for September applicants) or fall (for January applicants) as visa appointments may take several weeks or more.

Important Dates

First-Year applicants entering in September: All applicants must complete their entire admissions application by **March 1st**. All accepted students must deposit by **May 1st**.

Transfer applicants entering in September: All applicants must complete their entire admissions application by **April 1st**. All accepted students must deposit by **May 1st**.

First-Year and Transfer applicants entering in January: First-Year and Transfer applicants should complete their applications by **November 1st**, and are encouraged to deposit as soon as possible after being accepted.

Merit Scholarship applicants: Merit Scholarships are awarded yearly, upon admission, to September applicants (First-Year and Transfer) only. By the Scholarship Deadline of January 30, 2009 you must have completed your admissions application, **and submitted acceptable financial I-20 documentation**. Merit Scholarship recipients must also deposit by **May 1st**.

FINANCIAL ISSUES FOR F-1 STUDENTS: ESTIMATE OF EXPENSES

Although you are only required to demonstrate enough funding to live in the U.S. and attend Emmanuel for at least one nine-month academic year in order to get an Emmanuel I-20, it is expected that this funding will continue throughout your studies. Emmanuel currently estimates the nine-month academic year’s total expenses to be \$45,625, as indicated below.

Estimate of Expenses, as of August 2008	
*\$28,200	Tuition for full-time students
*275	Required college fees (academic fee, student fee, orientation fee)
*1,060	Health insurance (international students cannot waive this fee)
*11,800	Housing and meals (standard double including meal plan)
880	Books and supplies
3,410	Minimum personal expenses (see note at right)
\$45,625	ESTIMATED TOTAL for one nine-month year

Only the starred (*) costs are paid directly to Emmanuel; these are subject to periodic increases. Other costs are estimates and minimums only. The actual cost incurred during the academic year varies significantly, particularly in housing and meals (which will differ for off-campus students) and personal expenses. Many students choose to spend far more on personal expenses.

In addition, the “Personal Expenses” category does NOT include: travel to/from the U.S., expenses for vacation periods during the school year and in summer, and personal spending beyond the listed amount.

Students who want to plan the cost for a twelve-month period should estimate an additional \$5,000-7,500 for housing, meals, and personal expenses for the summer months. In addition, tuition for summer school at Emmanuel College for 2008 was \$1252 per four-credit course (subject to periodic increase).



FINANCIAL ISSUES FOR F-1 STUDENTS: ACCEPTABLE FINANCIAL DOCUMENTATION

I-20 financial documentation consists of two main parts:

- 1) Documentation proving that a person or organization is willing to sponsor you in a certain amount, and
- 2) Documentation proving that the person or organization has access to the funding needed to sponsor you.

Although one sponsor is preferable (and is assumed below), you may combine sponsors (i.e., you may provide a sponsor statement and bank letter from a parent for \$30,625, and an award letter for \$15,000, as long as each meets the criteria below). Your sponsor(s) cannot be another F-1 or J-1 student/scholar.

If you are using your personal funds, or if another individual is sponsoring you, please submit documentation that meets the following criteria. Acceptable bank accounts and documentation, for the purpose of certifying funds prior to I-20 issuance:

- All funding must be in liquid accounts readily accessible for use to pay tuition and fees (checking, savings, etc.).
- We cannot accept investment, certificate of deposit, or other accounts that fluctuate, or are long-term or restricted.
- We cannot accept statements of property value or other deeds, or salary statements/employer letters.
- Documentation must be an original bank statement or letter, on bank letterhead, dated within the last three months.
- Letters do not need to specify “Emmanuel College” but must include a contact person, signature, and phone number.
- Letters must either include an exact balance, or the words “balance exceeds \$45,625” – it cannot simply say “balance will cover educational expenses.” If there are multiple sponsors, all bank statement balances must combine to a total greater than \$45,625.

If an organization is sponsoring you:

- The award letter must be on official letterhead, with a specific contact name, address, telephone number, and e-mail.
- The award letter should specify an exact amount of funding that equals or exceeds \$45,625.
- Depending upon the documentation, we may seek additional certification of the organization’s funding ability.
- Please note that organizations, like all other sponsors, must be prepared to make payments in a timely fashion, prior to the beginning of each semester. We cannot allow organizational sponsors to pay later than individual or family sponsors. The tuition bill will be sent to you, and you are primarily responsible for communicating with the organization.

If you are applying for an F-1 visa:

- You should request two or more original sets of bank documentation and sponsorship documentation at the same time, so that you can present originals to the embassy, as Emmanuel must retain the original documents you provide for the I-20. You may also need additional original documents at the border.
- While you must only certify \$45,625 to receive an I-20, it may be helpful for you to provide bank statements in greater amounts when possible, depending on your country’s and your personal financial and other situations.
- Many documents that cannot be used to apply for an I-20 CAN be used to demonstrate “ties to the home country” when you apply for an F-1 visa at the embassy, such as home country salary statements, property deeds, and investments.
- For details, read “Obtaining an F-1 Visa,” and if you have questions contact the Office of International Programs ((617) 735-9884, enroll@emmanuel.edu).



FINANCIAL ISSUES FOR F-1 STUDENTS: ADDITIONAL INFORMATION

HEALTH INSURANCE

Massachusetts state law requires all full-time students to have insurance. Emmanuel requires that all international students purchase the Emmanuel health insurance plan and does not allow international students to waive this purchase. Please note in particular that Massachusetts law no longer allows embassy coverage to waive college insurance. The Office of International Programs can answer questions about this policy, but there are no exceptions that can be made.

FINANCIAL ASPECTS OF F-1 EMPLOYMENT AND STATUS REGULATIONS

Please note that U.S. employment for F-1 students is restricted to on-campus work or work directly related to your major (such as an internship). F-1 students can never work more than 20 hours/week when school is in session. A student cannot assume they will get an on-campus job or an internship. Therefore, the total funding F-1 employment could provide is very limited compared to total expenses. Do not rely on future employment to cover expenses!

Also, please know that the primary requirement of students holding F-1 status is continuous full-time study. The only options for part-time study or leave of absence (while remaining in the U.S.) are related to certain specific academic or medical circumstances. An F-1 student who remains in the U.S. but simply stops attending school, or attends part-time, for financial or other unexcused reasons violates lawful F-1 status by doing so. If you need to take a leave of absence for non-medical reasons, you must leave the U.S. during that time.

MERIT SCHOLARSHIPS

Emmanuel offers very limited merit scholarships to highly qualified international students, available only to applicants entering in September. Criteria are available from the Office of Admissions or www.emmanuel.edu. Recipients must maintain a minimum grade point average to renew their scholarships. If the student is unable to maintain the required grade point average, they will need to use alternate funding. Thus, all international F-1 scholarship students must submit their I-20 Application Package (including all financial documentation) by the scholarship deadline of January 30, 2009 in order to be considered for any scholarship. There are a limited number of smaller, competitive scholarships which all continuing students with strong Emmanuel grades may apply for after their first year.

SEVIS TRANSFER FORM AND PROCESS (FORM WILL BE SENT UPON ACCEPTANCE AND DEPOSIT)

The SEVIS Transfer Form is not included in this packet, since it is only sent after you are accepted and have completed the enrollment deposit process. However, to help with your planning, here is how the process works. The SEVIS Transfer Form and Process must be completed **only** by students currently attending another U.S. college, high school, or language school, whose last date of attendance is within five months of your anticipated first day of classes at Emmanuel. This includes those who will be leaving and re-entering the U.S. for a short time, between attending the two schools. If you leave the U.S. for over five months, then you would start over with a brand-new entry, with a new Emmanuel I-20 and visa. Process:

1. After you have been accepted to Emmanuel AND have completed the enrollment deposit process, indicating your definite intention to attend Emmanuel, we will send you the SEVIS Transfer Form.
2. Complete the top portion of the SEVIS Transfer Form, and be sure to sign the form (your signature gives your previous school permission to give us information on your status at their school).
3. Submit the SEVIS Transfer Form to the international advisor at your previous institution:
 - a. Ask them to fax the form to (617) 735-9801 when they have completed the advisor portion, and
 - b. Ask them to "Transfer" your SEVIS record to "Emmanuel College" in Boston, code BOS214F00129000.
4. The Transfer Process is not complete until we receive the completed form signed by the previous advisor, and until we have electronic SEVIS access to your record. At that point, assuming your financial documentation is complete, we can issue you an I-20.

Note: You CANNOT use the previous school's I-20 to re-enter and then attend Emmanuel, even if your previous I-20 has not expired, and even if you did not graduate from your previous school. You must use the I-20 of the school you wish to attend.



OBTAINING AN F-1 STUDENT VISA AND ENTERING THE UNITED STATES

Once you have your Emmanuel I-20, you can apply for an F-1 visa at a U.S. embassy in your country. **If you will be a student, you cannot enter the U.S. on a visa that does not allow study (such as B-2, F-2, Visa Waiver Program, etc.).** If you plan to enter the U.S. on a visa other than F-1 (such as J-2, H-4, etc.), you are advised to contact the Office of International Programs (OIP) and make sure it allows study.

OBTAINING A VISA

1. If you do not have a passport, you must obtain one from your government. Your passport must always be valid at least six months into the future. It is your responsibility to be aware of the expiration date and to renew it when appropriate.
2. **We recommend that you schedule an appointment at the nearest U.S. embassy or consulate as soon as possible.** Processing times for visa issuance vary and may require additional time due to security checks. For information on visa processing, required materials, and to find the website of the U.S. embassy/consulate nearest you, go to the U.S. State Department at <http://usembassy.state.gov/>.
3. In addition to the standard visa application fee, new F-1 students with no previous I-20/F-1 visa must pay an additional **\$200 SEVIS fee prior to applying for a visa** (go to www.fmjfee.com for payment options). Certain students with a past I-20 and F-1 visa will also have to pay this fee (contact the OIP with questions).
4. Read all information on the I-20 carefully. Pay special attention to page 2, where your legal responsibilities as an F-1 student in the United States are explained. Sign page 1 of form I-20, and provide the information requested if under 18.
5. With your passport, Form I-20, acceptance letter from Emmanuel College, and proof of financial support and “ties to the home country” (see below), apply to the nearest U.S. embassy/consulate. Again, consult the above link for local procedures. If your visa is approved, “Emmanuel College” will be typed on your visa. Please note: if you have received a Form I-20 from more than one school, you should only apply for a visa and enter on the I-20 from the school you intend to attend. If your documents do not match, you may have problems at the border as well as after entry.

Important Note

When you apply for a non-immigrant visa, the interviewing officer is allowed to presume that you plan to permanently stay in the U.S., unless you prove otherwise by demonstrating “ties to the home country” (below). Although they have recently been encouraged to consider that students do not often have the typical “ties” such as property or deeds, you will still have to gather enough evidence showing that you have these ties, usually through your family. You are likely to be denied if the Consular Officer believes you intend to stay in the U.S. after your studies. To demonstrate that you will return to your home country, you should show that:

- a) You have **sufficient funds** to cover expenses for the duration of your stay in the U.S. Emmanuel requires proof of one year of funding, but you are advised to provide proof of as much funding is possible, including additional proof that the funds will be available throughout your studies (through salary statements and employer letters, etc.). Be sure to include any scholarship award letters from Emmanuel or an outside agency.
- b) You are **likely to return home when you finish your program**, by showing “ties to the home country.” Possible documentation might be the property and deeds of your family; proof that all or most of your family is not already in the U.S.; letters indicating that you will have a job or good job prospects in your country after getting your degree; etc. Contact the OIP if you feel students in your country with similar situations have had difficulty getting student visas, for guidance based on your specific situation.

Please note again that proving the second point above may be easier through documents which Emmanuel cannot accept for the purpose of certifying finances for the I-20 (such as property deeds, salary statements, and investments).

If you cannot prove these points to the Consular Officer, you may be denied a visa. If you are denied a visa, contact the OIP **immediately** (enroll@emmanuel.edu, phone (617) 735-9838, fax (617) 735-9801). For more information on what consuls look for, review the website for your country’s/region’s U.S. embassy, and contact the OIP if you have concerns or questions.



ENTERING THE UNITED STATES

1. F-1 students can enter the U.S. **no SOONER than 30 days before the start date** listed in #5 on your I-20, unless you attended another U.S. school in spring. In that case you can re-enter earlier in the summer, but you must use the new Emmanuel I-20 to do so.

If you anticipate a problem arriving by the I-20 start date, you must contact the Office of International Programs immediately, as this may jeopardize your ability to start classes on time. Students arriving late may not be able to attend Emmanuel that semester and may need to return home until the next semester. You **MUST** contact the OIP if you foresee any arrival-date problems.

2. When you arrive in the U.S., you will be required to present your passport with a valid F-1 visa, financial documents and your form I-20 to a U.S. immigration inspector, BEFORE you are allowed to claim your bags – thus **DO NOT pack documents in suitcases that are checked into the baggage compartment.** If you arrive by air, you will show your documents in the airport at the point of entry into the U.S.

Important Note: You may be interviewed twice; once at the U.S. embassy/consulate to apply for a visa, and then again at your port of entry to the U.S. Be prepared BOTH times, **or you may be denied entry to the U.S.**

3. The immigration inspector will review your papers and then give you Form I-94, “Arrival/ Departure Record,” a small white card they will staple into your passport. It should read F-1 – D/S,” indicating that you have an F-1 student visa and have been granted duration of status (“D/S.”)

“Duration of status” means that as long as you are maintaining lawful F-1 status in the U.S. (i.e. following all F-1 regulations), you may legally remain in the U.S. Your I-20 should also have an annotation from the officer indicating “F-1 – D/S.” This mark is found on the upper, right hand corner box of the I-20 that says “Immigration Official Use.” You should keep both your I-94 and I-20 in your passport at all times while at Emmanuel.

Important Note: Look at your documents as the border office is stamping them. If they stamp your I-20 or I-94 with something OTHER than “F-1 – D/S,” politely remind them that you are an F-1 student. If you end up with an I-20 or I-94 with a stamp OTHER than “F-1 – D/S”, let the OIP know as soon as you arrive.

AFTER ARRIVAL AT EMMANUEL COLLEGE

You should check in with the Office of International Programs (Administration Building Room 120) as soon as possible after arriving at Emmanuel. Further, you are legally required to register your immigration documents (passport, I-20, and I-94) with the OIP during the International Student Orientation and Immigration Workshop. During this Orientation, critical information will be provided to you about how to succeed at Emmanuel, both in terms of immigration as well as special academic tips for international students.

We know that you will be extremely busy when you arrive, **but you must attend the International Student Orientation and Immigration Workshop session so that you may learn about your responsibilities while on your F-1 student visa.** We will discuss important topics including employment, travel, and how to maintain your visa status while you are a student at Emmanuel College.

The OIP will help you with all immigration-related matters during your studies at Emmanuel, but it is your responsibility to maintain your F-1 visa status by following all F-1 visa regulations.



I-20 Application Form 1of 2

STUDENT INFORMATION

Family name (as it appears on your passport) Given name Middle name Date of birth: ___/___/___ Month Date Year

Country of birth Country of citizenship

Tel 1: ___ country code ___ city code ___ number Tel 2: ___ country code ___ city code ___ number

E-mail: ___ (please print clearly) Fax: ___ country code ___ city code ___ number

Foreign Address:

Address line 1: _____

Address line 2: _____

City: _____ Province/Territory: _____ Post Code: _____ Country: _____

Should we send the I-20 to the foreign address above? Yes () No () If no, indicate I-20 mailing address below:

Address line 1: _____

Address line 2: _____

City: _____ Province/Territory: _____ Post Code: _____ Country: _____

By what date do you need to receive your I-20? Month, Date, Year: ___/___/___

Will you be using this I-20 to obtain/renew an F-1 visa at a U.S. embassy? Yes () No ()

Desired major (choose one of the following Emmanuel majors, for your I-20): _____

American Studies – Art (Graphic Design/Tech.) – Art (Studio) – Art (Art Therapy) – Biology – Biostatistics – Chemistry – Elementary Education (Liberal Studies) – English (Communications) – English (Literature) – English (Writing/Literature) – Environmental Sci. – Global Studies – History – Management – Mathematics – Political Sci. – Psychology (General/Experimental) – Psychology (Developmental) – Psychology (Counseling/Health) – Psychology (Neuroscience) – Sociology – Spanish.....Please note you can always change your major. We also offer many minors, concentrations, and other programs you can add to your major above.

STUDENT STATEMENT OF FINANCIAL SUPPORT

“I certify that I, _____ (student name), have read and understood the I-20 Application Package “Financial Information” section. I understand that while I must only certify one nine-month academic year of estimated expenses, it is my responsibility to ensure funding throughout my studies. My sources of funding are (check one or more):

- I will be fully or partially funding my studies at Emmanuel through my personal funds. Amount: _____
o Attach an acceptable bank document in your name for the amount specified.
I will be fully or partially funded by an individual family or other sponsor. Amount: _____
o Attach an original “Sponsor’s Statement,” signed by your sponsor.
o Attach an acceptable bank document in the sponsor’s name for the amount specified.
I will be fully or partially funded by an agency, company, or governmental office. Amount: _____
o Attach EITHER an original award letter specifying funding amount or types, OR
o Attach BOTH - an acceptable bank document in the funder’s name for the amount specified AND
- an original “Sponsor’s Statement,” signed by the funder.

TOTAL MUST BE AT LEAST \$45,625

Finally, I understand that I take all responsibility should my source(s) of funding, as specified above, be interrupted.”

Printed name: _____ Signature: _____ Date _____



SPONSOR'S STATEMENT OF FINANCIAL SUPPORT

To the Sponsoring Person or Organization:

The student named below has stated that it is your intention to financially support their studies. Please complete this form to declare that this is your true intention, and attach an acceptable bank document as indicated below. Please note that the sponsor cannot be another F-1 student or J-1 scholar/student.

The current estimate of expenses for one academic year of studies at Emmanuel College is \$45,625, including all College fees, room and board, and an estimate of other typical expenses (books, supplies, personal spending), but not including international travel costs and expenses during vacation and summer periods.

Acceptable bank accounts and documentation, for the purpose of certifying funds prior to issuing an I-20:

- All funding must be in liquid accounts readily accessible to cover costs in the U.S. (checking, savings, etc.).
We cannot accept investment, certificate of deposit, or other accounts that fluctuate or are long-term or restricted.
We cannot accept statements of property value or other deeds, or salary statements/employer letters.
Documentation must be an original bank statement or letter, on bank letterhead, dated within the last three months.
Letters do not need to specify "Emmanuel College" but must include a contact person, signature, and phone number.
Letters must either include an exact balance, or the words "balance exceeds \$45,625 (or whatever sponsorship amount is listed below)" - it cannot simply say "balance will cover educational expenses."

Please note that original documentation will also be needed to apply for a U.S. visa and/or at the U.S. border. Emmanuel must retain the originals submitted for the I-20; thus you are advised to request at least two sets of originals. The visa application may be strengthened through different documentation than what is allowed for the I-20, including home country salary statements, property deeds, and investments. Contact us at any time for advice on strengthening visa applications.

Student information: Family name, Given name, Birthdate: Month / Date / Year

Sponsor's Statement:

"I, (name of sponsor) hereby declare that I am willing and able to financially support (name of student) in their study at Emmanuel College, in the amount of for their first year of study. I understand that while certification for future years is not required, it is expected that I am willing and able to continue funding this student through their studies. Here is my contact information:

Relationship to applicant:

If sponsor is a company or organization, please list contact person's name here:

Current address:

Permanent address, if different:

Tel 1: country code city code number E-mail:

This statement is made by me for the purpose of assuring the College that the above-named student will have sufficient funds to cover tuition, fees, and expenses during his/her course of study at Emmanuel College, in Boston, Massachusetts."

Signature: Date: