



# ESSEX COUNTY COLLEGE

## APPLICATION FOR A CERTIFICATE OF ELIGIBILITY FOR NONIMMIGRANT (F-1) STUDENT STATUS (FORM I-20)

MAIN CAMPUS  
OFFICE OF RECRUITMENT AND MARKETING  
303 UNIVERSITY AVENUE  
NEWARK, NJ 07102  
(973) 877-3154

VISIT OUR WEBSITE  
<http://www.essex.edu>

WEST ESSEX CAMPUS  
ENROLLMENT SERVICES OFFICE  
730 BLOOMFIELD AVENUE  
WEST CALDWELL, NJ 07006  
(973) 877-4350

### PART I - PERSONAL INFORMATION

**Name**

\_\_\_\_\_  
Last (Surname)

\_\_\_\_\_  
First (Given)

\_\_\_\_\_  
Middle Initial

**Address in your country of citizenship:**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Apt.

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip code

\_\_\_\_\_  
Country

**Date of Birth:** Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_ **Male** \_\_\_\_ **Female** \_\_\_\_

**Country of Birth:** \_\_\_\_\_ **Country of Citizenship:** \_\_\_\_\_

Please complete the following information about dependent spouse and children who will be with you, if any:

Name (Last)	(first)	date of birth	country of birth	Relationship to you
_____ Name (Last)	_____ (first)	_____ date of birth	_____ country of birth	_____ Relationship to you

_____ Name (Last)	_____ (first)	_____ date of birth	_____ country of birth	_____ Relationship to you
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**Unmarried** \_\_\_\_ **Married** \_\_\_\_ **e-mail address** \_\_\_\_\_

**Telephone number** \_\_\_\_\_ **Fax number** \_\_\_\_\_

### PART II - FINANCIAL SUPPORT

1. STOP AND READ *THE FINANCIAL REQUIREMENTS FOR INTERNATIONAL STUDENTS' INFORMATION 2010-2011 SHEET*.

2. WHAT IS YOUR ACADEMIC MAJOR? \_\_\_\_\_

3. WHAT ARE YOUR MINIMUM ANNUAL FINANCIAL REQUIREMENTS? SEE WORK BOX ON PAGE 7 IN THE BOOKLET PASSPORT TO ECC AND ENTER THAT AMOUNT HERE.

MY MINIMUM ANNUAL FINANCIAL REQUIREMENTS ARE: \$ \_\_\_\_\_

4. HOW WILL YOU SUPPORT THESE EXPENSES? REFER TO "FINANCIAL REQUIREMENTS FOR INTERNATIONAL STUDENTS ACADEMIC YEAR 2008-2009." Attach documents that prove each amount entered below. *Your total must be equal to or greater than the amount you put in number 3 above.*

**PERSONAL FUNDS** (ENCLOSE: Bank letter in your name.) \$ \_\_\_\_\_

**FUNDS FROM SPONSOR** (ENCLOSE: Sponsors Affidavit of Financial Support and relevant documents)

Name: \_\_\_\_\_ \$ \_\_\_\_\_

**LOCAL SPONSOR GIVING FREE ROOM & BOARD:**

ENCLOSE: Sponsor's Affidavit of Free Room and Board and relevant documents. (Deed, lease agreement, phone bill, utilities bill)

Name: \_\_\_\_\_ \$ \_\_\_\_\_

**SCHOLARSHIP:**

ENCLOSE: Award letter. \$ \_\_\_\_\_

**MY TOTAL ANNUAL FINANCIAL SUPPORT IS:** \$ \_\_\_\_\_

The total amount must equal or exceed \$ 16,220.00

(If student applied for Nursing or any Allied Health Program the total amount must equal or exceed \$17,180)

**PART III - COMPLETE THIS PART ONLY IF YOU ARE IN THE UNITED STATES.**

1. **What is your INS Admission Number** \_\_\_\_\_ This number is found on your Form I-94 Departure Record (the white card) stapled in your passport opposite your visa.

2. **What is your Immigration status?** *You may attend ECC regardless of your immigration status.*

\_\_\_\_\_ **F-1** If you are changing from another school to Essex County College, you must complete a "School Transfer" procedure. This procedure can be completed either by traveling outside the U.S. before school begins and returning with your new ECC I-20 or after school begins through our office.

\_\_\_\_\_ **Another status.** Which one? \_\_\_\_\_

Please make an appointment with the International Student Advisor for help with an application to extend your stay or change to F-1 status. **Your I-20 will be issued only after we have met with you.**

3. **Do you plan to travel outside the U.S. before classes begin?**

\_\_\_\_\_ **Yes.** Tell us how you would like to get your I-20 by completing Part IV.

\_\_\_\_\_ **No.** If you are in F-1 status, you will receive transfer or other instructions from the Admissions Office. If you are in another status, you will receive your I-20 after meeting with the Admissions Office to change to F-1 status.

**PART IV - HOW DO YOU WANT TO GET YOUR I-20?**

\_\_\_\_\_ **BY MAIL:** Your Form I-20 will be sent airmail as you instruct in the address box. **NOTE:** Due to volume and expense, it cannot be express mailed. If you need express delivery, you should request someone in the U.S. to pick it up and send it to you.

**PRINT YOUR NAME AND ADDRESS IN ENGLISH EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Country

\_\_\_\_\_ **HOLD FOR PICK-UP by:** Name \_\_\_\_\_ Telephone #: \_\_\_\_\_

# SPONSOR'S AFFIDAVIT OF ANNUAL FINANCIAL SUPPORT

## INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT:

- Fill out the Sponsor's Affidavit of Annual Financial Support completely.
- Indicate only the amount you intend and are able to provide to the student.
- Sign the affidavit in the presence of a notary public in the U.S. or other licensed official in your country. **The notary public or official must sign and affix the official seal on the affidavit.**
- Attach documents that prove your ability to provide this level of support.
- **Documents must be in English, must be less than two months old and must be quoted in U.S. dollars. Original documents will be returned to the student with the Form I-20 because the student will need the originals when applying for a visa.**

## PROVING FINANCIAL SUPPORT:

### PROVE YOUR ABILITY TO SUPPORT THE STUDENT BY SENDING THE FOLLOWING DOCUMENTS:

- An account statement from a bank or other financial institution stating the date the account was opened, average annual balance, and present balance. **ALL LETTERS MUST BE IN ENGLISH, LESS THAN TWO MONTH OLD, AND ACCOUNT BALANCES MUST BE IN U.S. DOLLARS.**

**Bank letters saying that "enough" or "sufficient" funds are available to support a student are NOT ACCEPTED. Bank letters from a sponsor's business will NOT be accepted! Self-employed individuals who wish to act as a student sponsor must submit PERSONAL bank letters.**

- Letter from your employer on business stationery stating your annual salary, in U.S. dollars, AND
- Income tax returns or U.S. Forms W-2.

### DO NOT SEND:

- Information about non-liquid funds or property. It is assumed income from investments will appear in other accounts.
- Retirement account information.
- **Banks letters or tax returns that are not in your name.**

## YOUR COMMITMENT AS A SPONSOR TO A STUDENT:

When you complete the Sponsor's Affidavit of Financial Support, you are certifying to Essex County College and the United States (U.S.) government that you can and will provide a student with a specific amount of financial support **for every year of study at Essex County College**. It is assumed that you have carefully considered the real costs of supporting the student while living and studying in the New York Metropolitan Area and do not expect that he/she will be able to find employment or other support after beginning school. Employment is strictly controlled by the U.S. Immigration Service and is extremely difficult to get. **Sponsors who fail to meet their stated commitment jeopardize the student's education and legal status in the U.S.**



# SPONSOR'S AFFIDAVIT OF ANNUAL FINANCIAL SUPPORT

(PLEASE PRINT OR TYPE)

I hereby attest that I am willing and able and will provide no less than U.S. \$\_\_\_\_\_ in cash to the student named below for EVERY YEAR OF STUDY at Essex County College.

NAME OF STUDENT \_\_\_\_\_  
Last (Surname) first middle initial

My relationship to the student is \_\_\_\_\_ My telephone # is \_\_\_\_\_

My address is: \_\_\_\_\_  
NUMBER AND STREET APARTMENT

\_\_\_\_\_  
CITY STATE ZIP CODE COUNTRY

The following persons are dependent upon me for their housing, food, or financial support. (Do not list any adult members of your family who are supporting themselves. Do not include the student named above.)

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>AGE</u>

**MY DOCUMENTARY EVIDENCE OF FINANCIAL ABILITY IS ATTACHED:**

1. Letter from my employer on business stationery stating my annual salary in **U.S. DOLLARS**;
2. Letter from an officer of a bank or other financial institution stating the date my account was opened, average annual balance, present balance in **ENGLISH and quoted in U.S. DOLLARS**; **AND**
3. Income tax returns or Form(s) W-2;

NOTE: You must sign below in the presence of a notary public or official licensed in your country. The notary public must sign and affix the official seal on the affidavit. Both the sponsor and notary must sign any erasures or changes.

### AFFIRMATION OR OATH

I hereby affirm or swear that the information I have given above is true and correct:

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Printed Name of Sponsor

SWORN AND SUBSCRIBED

BEFORE ME THIS \_\_\_\_\_

DAY OF \_\_\_\_\_, 2008

Signature of Notary \_\_\_\_\_

\_\_\_\_\_  
Affix seal here

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# SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD

## INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT:

- This affidavit is to be completed by a sponsor who owns, leases or rents the student's proposed living quarters in the United States.
- Fill out the Sponsor's Affidavit of Free Room and Board completely.
- Sign the affidavit in the presence of a notary public in the U.S. or other licensed official in your country. The notary public or official must sign and affix the official seal on the affidavit.
- The affidavit must be in **English**.
- The affidavit will be accepted only if it is clear that there is enough space for the student and the location is not too far from Essex County College.

## PROVING FINANCIAL ABILITY:

PROVE YOUR ABILITY TO SUPPORT YOUR COMMITMENT FOR FREE ROOM AND BOARD BY SENDING THE FOLLOWING DOCUMENTS:

- Attach a photocopy of a lease, deed, utility bill in **your name** and the **address of the house or apartment in which the student will reside**.
- Photocopy of your tax returns or W-2's or a letter from your employer stating your salary.

## YOUR COMMITMENT AS A SPONSOR TO A STUDENT:

When you complete the Sponsor's Affidavit of Free Room and Board, you are certifying to Essex County College and the United States (U.S.) government that you can and will provide a student with a specific accommodation and meals for every year of study at Essex County College. It is assumed that you have carefully considered the real costs of providing the student with a free room and all meals while living and studying in the New York Metropolitan Area and do not expect that he/she will be able to find employment or other support after beginning school. Employment is strictly controlled by the U.S. Immigration Service and is extremely difficult to get. **Sponsors who fail to meet their stated commitment jeopardize the student's education and legal status in the U.S.**



**SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD**  
(PLEASE PRINT OR TYPE)

I hereby certify that I am willing and able and will provide

NAME OF STUDENT \_\_\_\_\_  
*Last (Surname) first middle initial*

with a free room and all meals for every year of study at Essex County College.

My relationship to the student is \_\_\_\_\_

My telephone # is \_\_\_\_\_

Address of room or apartment offered to student:

\_\_\_\_\_  
Number and street Apartment number

\_\_\_\_\_  
City State Zip Code

How many rooms are in the house or apartment? \_\_\_\_\_

How much space will be reserved for the exclusive use of the student? \_\_\_\_\_

Do you live at the address listed above? \_\_\_\_\_

Do you \_\_\_\_\_ own or \_\_\_\_\_ rent the property?

- Attach a photocopy of a lease, deed, utilities bill in your name showing the address of the house or apartment, AND
- Photocopy of your tax returns or W-2's or a letter from your employer stating your salary.

NOTE: You must sign below in the presence of a notary public or official licensed in your country. The notary public must sign and affix the official seal on the affidavit. Both the sponsor and notary must sign any erasures or changes.

**AFFIRMATION OR OATH**

I hereby affirm or swear that the information I have given above is true and correct:

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Printed Name of Sponsor

SWORN AND SUBSCRIBED

BEFORE ME THIS \_\_\_\_\_

Affix seal here

DAY OF \_\_\_\_\_, 2008

Signature of Notary \_\_\_\_\_