



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

MAIN CAMPUS
OFFICE OF ENROLMENT
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

Passport name (Passport Name is optional but highly recommended):

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

Unmarried ___ Married ___ e-mail address ___ @ ___

Telephone number _____

PART II - FINANCIAL SUPPORT

1. STOP AND READ *THE FINANCIAL REQUIREMENTS FOR INTERNATIONAL STUDENTS' INFORMATION 2016-2017 SHEET* (SEE PAGE 9 IN THE BOOKLET "PASSPORT TO ESSEX")

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 ESSEX" 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 2016-2017."

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: Sponsor's 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 \$ 16,896

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

1. What is your CBP Admission Number (Form I-94)? : _____

(You can find information regarding your Form I-94 by accessing Customer and Border Protection arrival/departure web page at: <https://i94.cbp.dhs.gov/i94/request.html>). CBP will still issue a paper form I-94 at land border ports of entry.)

2. What is your Immigration status?

_____ **F-1** (attach copies of visa page from your passport)

_____ **Another status** **Which one?** _____

B1/B2 visa does not permit you to enroll in college in the U.S.

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****

* Your I-20 will be issued only after we have met with you

**If you are in F-1 status, you will receive transfer or other instructions from the International Student Advisor

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.
- Bank 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. Citizenship and Immigration Services 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.)

Table with columns: NAME, RELATIONSHIP, AGE

MY DOCUMENTARY EVIDENCE OF FINANCIAL ABILITY IS ATTACHED: 1. Letter from my employer... 2. Letter from an officer of a bank... 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 OF 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 _____, 20 _____ Signature of Notary

Affix seal here

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 or 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. Citizenship and Immigration Services 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-2s 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 OF 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 _____, 20
Signature of Notary _____

Affix seal here