Dear Undergraduate International Student:

Thank you for your interest in Queens College of the City University of New York. As an international student, you will need the Form I-20 to apply for an F-1 student visa at the American Consulate/Embassy or for F-1 student status in the U.S.

Before we can give you the Form I-20, you must show us that you can support yourself financially in the United States. There are three forms that you must complete. Enclosed are the:

- Application for the Certificate of Eligibility (Form I-20)
- Declaration & Certificate of Finances, and
- Affidavit of Support

You must submit these forms with supporting evidence to the International Students and Scholars Office ONLY AFTER BEING ACCEPTED TO THE COLLEGE.

Once the Form I-20 is prepared, we will send it to you along with information about applying for a student visa and about being an international student. If you are already in the United States in valid F-1 status and plan to transfer, you will receive information to complete the process. If you will be bringing your spouse and/or dependent children, please request additional forms and information from our office. For further questions or help, contact us directly at (718) 997-4440 or via e-mail at iss@qc.cuny.edu.

Upon your arrival in New York City, and before you register for classes, you must come to the International Students and Scholars Office. Please bring with you Passport, I-94 Card, and all original I-20’s.

Once again, thank you for considering Queens College. We hope you choose our campus for your studies.

Sincerely,
Patrick O’Connell,
Director, International Students and Scholars Office
APPLICATION FOR THE CERTIFICATE OF ELIGIBILITY (FORM I-20)  
(FOR UNDERGRADUATE STUDENTS ONLY)

International students who are admitted into a degree program at CUNY will need to obtain a Certificate of Eligibility (Form I-20), in order to enter and/or remain in the U.S. as an F-1 student. This requirement applies whether you are a new student, a transfer student from another U.S. university, or a student transferring between CUNY colleges.  

(Please print clearly)

1. Name ____________________________ Sex (check one) □ Male □ Female  
   (Family name as in passport) (Given name as in passport) (Second given, or middle name, if any, as in passport)

2. Present Mailing Address  
   (Number and street) ____________________________ (City, State) ________
   (Country) ____________________________ (postal code) ________

3. Telephone Number ____________________________ Fax Number ____________________________ Email ____________________________

4. Date of Birth ____________________________ Place of Birth  
   (Month/Day/Year) ____________________________ (City and Country) ________

5. Country(ies) of Citizenship ____________________________ Country of Residence ____________________________

6. Permanent Overseas Address  
   (Required by U.S. Government Regulations) ____________________________ (City, State) ________
   (Country) ____________________________ (postal code) ________

7. Address in U.S.A. (if known)  
   (Number and street) ____________________________ (City) ________
   (State) ____________________________ (Zip code) ________

8. Expected Semester of Enrollment: Fall 20_______ Spring 20_______

9. Degree Program: Bachelor's _______ 10. Academic Major ____________________________

11. Are you currently studying at a U.S. institution or college? ______

12. Do you currently hold F-1 status? ______

TO BE COMPLETED BY APPLICANTS ALREADY IN THE U.S.

If you are currently in the U.S., please indicate your immigration status. Attach a copy of the passport pages with the passport number, expiration date of passport, and the U.S. visa stamp. Include copies of both sides of Form I-94 for yourself and accompanying family members.

13. Immigration Status _______ I-94 Admission # ____________________________ I-94 Expires on: ____________________________

   (month/day/year)

   (Attach copies of ALL your previously issued Forms I-20)

14. If you hold F-1 Status, University that issued most recent Form I-20 ____________________________ SEVIS # N ____________________________

15. Current U.S. school: Name: ____________________________  
   Address: ____________________________
   (Number and street) ____________________________ (City) ____________________________ (State) ____________________________ (Zip code) ____________________________
Please indicate the source and amount of your financial support for the first four years of study for Bachelor’s degree candidates. Queens College requires documentation of guaranteed support for the first year and projected support for future years. Note that costs may rise 7-10% annually. Total amounts must meet or exceed the estimate of expenses (see “Sponsor Supporting Evidence” page).

U.S. immigration authorities require colleges to receive satisfactory financial certifications from prospective students before issuing a Form I-20. Therefore, you must attach original documents for each source of financial support you indicate. Please refer to the “Sponsor Supporting Evidence” page for a list of acceptable supporting documents. Be sure to have an additional set of original documents for your appointment at the U.S. Consulate/Embassy overseas.

**ONLY ORIGINAL DOCUMENTS FOR EACH SOURCE OF FINANCIAL SUPPORT ARE ACCEPTABLE.**

**FINANCIAL DOCUMENTS CAN NOT BE OLDER THAN 3 MONTHS.**

**SOURCES OF FINANCIAL SUPPORT**

(Amount in U.S. Dollars)

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<thead>
<tr>
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<tbody>
<tr>
<td>1st Year</td>
<td>2nd Year</td>
<td>3rd Year</td>
<td>4th Year</td>
</tr>
</tbody>
</table>

A. Student (self sponsored)

<table>
<thead>
<tr>
<th>Name</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
</table>

Name of Bank __________________________ Location __________________________

(City) (Country)

The student must provide the following documents in English:
1) Bank account verification letter.
2) Stock brokerage account statements, if any.

B. Parents, and/or other Individual sponsors

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to student</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to student</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
</table>

C. Government, University, or Other Sponsor

<table>
<thead>
<tr>
<th>Source</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
</table>

Source __________________________

(Attach current signed official copy of the terms of sponsorship, including amount of support in U.S. Dollars and period covered.)

**Grand Totals**

<table>
<thead>
<tr>
<th>Source</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
</table>

(Each total must equal the estimate of expenses for one year.)

The College cannot issue a Form I-20 until you meet all requirements for financial documentation.

By signing my name to this form, I certify that the information above is a correct statement of my arrangements for financing my studies at Queens College of The City University of New York.

(Student’s signature) __________________________ (Date) __________________________

(Please print name) __________________________ (ID #) __________________________
This form is for individuals using their own income and/or savings to support a student. It must be completed by the person who will provide the student with full or partial financial support and/or room and board during the student’s course of study at The City University of New York. Sponsors providing financial support must complete items 1-6; sponsors providing room and/or board must complete Items 1 and 7.

SPONSOR INFORMATION

1) I , ____________________________, citizen of ____________________________,
(Name of sponsor) (Country)
and residing at ____________________________,
(Street) (City/State) (Country) (Postal code) (Telephone)
certify the following:
2) I am employed with ____________________________,
(Name of employer)
located at ____________________________,
(Street) (City/State) (Country) (Postal code) (Telephone)
I receive an annual income of $ ____________________________ (U.S.) from this employment. Attach a current salary confirmation statement written by that employer, or verification of annual income for self-employed or retired individuals. The employer statement or verification of annual income must be written in English or come with a certified translation.
3) I have $ ____________________________ (U.S.) on deposit with
Name of Bank: ____________________________
Address of Bank: ____________________________
(Number and street) (City) (State) (Zip code)
Attach bank statement of account history.

4a) I currently support ____________________________ persons (including myself). Our total annual income is $ ____________________________ (U.S.).
Our total family expenses are $ ____________________________ (U.S.)
4b) I sponsor ____________________________ (number) individuals for immigration in addition to this affidavit.

STUDENT SUPPORT INFORMATION

5) This affidavit is executed on behalf of ____________________________, who was born on ____________________________
(Name of Student) (Month Day Year)
She/he is my ____________________________
(Relationship to Sponsor)

6) I hereby certify that I am willing, able, and do commit to provide ____________________________ with the annual amount of $ ____________________________ (U.S.) for her/his tuition, fees, and/or living expenses each year during the entire program of study at The City University of New York until ____________________________ (give a date when the sponsorship is expected to terminate).

ROOM AND BOARD SUPPORT INFORMATION (To be completed if student will live in the sponsor’s home in the U.S.).

7) I hereby certify that I will provide ____________________________ with (check one):

□ Full room and board in my home as indicated above (valued at $10,386) during each year that she/he follows a program of study at CUNY.
Note that this value cannot be included in any amount of support being provided in #6, above. Attach a copy of your lease or deed or copy of a statement from your landlord.

By signing my name to this affidavit, I certify that the information above is a correct statement of my agreement to sponsor the student herein named.

SIGNATURE This Affidavit must be signed.

(Signature of sponsor) ____________________________ (Date)
(Please print name) ____________________________ (Date)
SPONSOR SUPPORTING EVIDENCE

A SPONSOR MUST SHOW SUFFICIENT INCOME AND/OR FINANCIAL RESOURCES TO ASSURE THAT THE STUDENT BEING SPONSORED WILL NOT BECOME A PUBLIC CHARGE (RECEIVE FEDERAL OR STATE LOW INCOME BENEFITS OR SERVICES) WHILE IN THE UNITED STATES.

ONLY ORIGINAL DOCUMENTS OF ANY OR ALL OF THE FOLLOWING DOCUMENTS LISTED BELOW ARE ACCEPTED. FAILURE TO PROVIDE EVIDENCE OF SUFFICIENT INCOME AND/OR FINANCIAL RESOURCES MAY RESULT IN THE DENIAL OF THE STUDENT’S APPLICATION FOR A VISA OR HIS OR HER REMOVAL FROM THE UNITED STATES. IT IS ADVISABLE THAT ALL FUNDING SUPPORTING DOCUMENTS BE NOTARIZED.

The sponsor must submit evidence of income and resources, as appropriate:
Financial Documents can not be older than 3 months

A. Written statement from an officer of the bank or other financial institution or brokerage where the sponsor has accounts, giving the following details regarding the account:
   1. Date account opened
   2. Present balance

   AND

B. Statement of your employer on business stationery showing:
   1. Date and nature of employment and salary paid.
   or
   2. Copy of last income tax return filed.

C. Proof of legal immigration status if sponsor is not born in the US.

Estimate of Expenses for Undergraduate International Students Attending Queens College, the City University of New York

<table>
<thead>
<tr>
<th>Tuition and Fees per academic year</th>
<th>Bachelor’s Program</th>
<th>$13,368.00*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Supplies</td>
<td></td>
<td>$1,248.00</td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td>$1,020.00</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td></td>
<td>$4,036.00</td>
</tr>
<tr>
<td>Housing</td>
<td></td>
<td>$10,386.00</td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td>$2,693.00</td>
</tr>
<tr>
<td><strong>Total Student Living Expenses</strong></td>
<td></td>
<td><strong>$19,383.00</strong></td>
</tr>
<tr>
<td><strong>Total First Year Expenses</strong></td>
<td>Bachelor’s Program</td>
<td><strong>$32,751.00</strong></td>
</tr>
</tbody>
</table>

- Tuition and Fees for Undergraduate Students (Bachelor’s Program) are based on taking at least 12 credits per semester. This is the minimum number of credits required to be a full-time student (necessary to maintain lawful immigration status). Total tuition & fees for undergraduate students registered for 12 credits = 12 credits x 535 per credit + $263.85 in fees = total of $6,683.85 per semester.
SENDING YOUR DOCUMENTS BY EXPRESS MAIL

Queens College’s International Students and Scholars Office is pleased to make available DHL and FedEx Express mailing of application for the I-20, supporting materials, and financial documents to our College.

You must use the web site provided below - do not go through the DHL or FedEx web site directly.

Sending your documents for the I-20 through express mail is at YOUR expense and your credit card will be charged upon requesting the service. The DHL and FedEx Express mailing must be paid by credit card (Visa, MasterCard or Discover cards only).

To use express mail, go to the following secure website: https://study.eshipglobal.com (works best with Internet Explorer & Mozilla Firefox browsers)

To send a shipment, you will need to follow the steps below:

1. Visit the eShipGlobal website (viewed best with Internet Explorer & Mozilla Firefox browsers).

Complete the registration form. You will be required to create your own user name and password in order to create an account.

1. After registering, you will receive an email requesting that you activate your account. This is required for you to begin using the account.
2. Follow the instruction in the email you receive to activate your account. Once the activation process is complete, you will receive another email confirming this fact.
3. Prepare the shipping label: for this step you must have already activated your account. Select ‘Receive a Package From Universities,’ then “New York” from the map of the United States, next “Queens College” and finally “International Student & Scholars Office” This will ensure your shipping label is received by our office. Once you get to this step, you will need to have your mailing address (U.S. or foreign), phone number and email address. Note that a QUEENS COLLEGE ID is NOT required to submit your request. At the end of the screen, you should select “ship/quote.” You will receive a quote and have the option to choose your carrier – FedEx or DHL. At this stage, you will also be able to select your method of payment (i.e. credit card or wire transfer).
4. The final email you receive from eShipGlobal will be confirmation of your order. This email will provide you with detailed information about your shipment (i.e. payment amount, tracking number, mailing address, etc.). ISSO will receive a copy of this email at the same time as you, so there is no need to forward us the information.

If you experience any difficulty in registering and processing the shipment, please use the “Help” link in the site for step-by-step instructions. If you have additional questions about how to use this service, please e-mail support@eshipglobal.com. For all other inquiries related to your immigration, please email iss@qc.cuny.edu.
SEVIS I-20 RELEASE FORM

For F-1 Students Transferring to Queens College from a U.S. Institution

QUEENS COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
INTERNATIONAL STUDENTS AND SCHOLARS OFFICE

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Last</th>
<th>First</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEVIS ID #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
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</tbody>
</table>

Student’s Signature

USCIS-DSO Section: To be completed by student’s current USCIS-DSO/International Student Advisor. Upon completion, please forward this page to: Queens College, City University of New York, International Students & Scholars Office, Student Union, Room 327, 65-30 Kissena Blvd., Flushing, NY 11367; phone: (718) 997-4440; fax: (718) 997-4429; e-mail: iss@qc.cuny.edu

CHECK ITEM(S) LISTED BELOW. THE STUDENT:

- ____ is ____was taking a full course of study through the _____________________________ semester.
- ____ is ____was not maintaining F-1 visa/immigration status. Explain in COMMENTS area below.
- ____ completed the course of study on (date)_______________________________________________.
- ____ is ____was engaged in Curricular Practical Training from _________________ to _____________.
- ____ is ____was engaged in Optional Practical Training from__________________to_______________.

COMMENTS:

**Attention DSO:** Queens College is located in SEVIS under The City University of New York. There are 2 listings for Queens College. Select the first one. School Code: NYC214F00812015. [Do not select Queens College (ELI).]

SEVIS RELEASE DATE:

<table>
<thead>
<tr>
<th>USCIS-DSO Name</th>
<th>USCIS-DSO Signature</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
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</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
<th>E-Mail</th>
</tr>
</thead>
</table>
International Students and Scholars Office (ISSO)

HOW TO REACH US:

WALK IN SERVICE HOURS:

Monday - Friday    9:30 am - 4:00 pm

MAIL:    Queens College
          International Student Services Office
          Student Union, Room 327
          65-30 Kissena Blvd.
          Flushing, NY 11367

PHONE:   (718) 997- 4440
          Monday - Friday from 9:00 am to 4:00 pm.

FAX:     (718) 997- 4429

E-MAIL:  Iss@qc.cuny.edu

WEBSITE: http://sl.qc.cuny.edu/isson/

BRING ALL VISA/IMMIGRATION DOCUMENTS WITH YOU WHEN YOU COME TO THE OFFICE INCLUDING PASSPORT, I-20, I-94, DS 2019 FORMS.