



I-20 Application Form (F-1 Visa)- Instructions

Congratulations on your admission to Bennett College. The Center for Global Studies (CGS) department provides immigration-related support to all international students. The I-20

Application form provides information to the International Student Advisor who will be creating a SEVIS record for you and this document needs to be completed by all international students requiring an I-20 for F-1 student status. CGS will also need to receive additional supporting documentation. The U.S. government requires MIIS to obtain evidence that applicants have adequate funds to pay for their educational and living expenses while studying in the United States. In order to receive the I-20 document for your F-1 visa interview, you will need to complete the I-20 Application form and submit the following documents to the CGS:

Application Check List

Copy of informational page(s) of your passport - showing your name, date of birth and passport expiration date. While most passports have this on one page, there are some cases where you may need to submit multiple pages of your passport; Bank Letter/Statement – this document should be in English, be issued no earlier than 6 months prior to your program start date and contain the following information:

- Name of the Bank – *On the financial institution's letterhead, and/or stamped by bank personal*
- Name of the Account Holder
- Type of Account – *funds need to be immediately available to the student, such as in a checking/savings account. Funds that are invested (mutual funds, or tied up in assets) cannot be used to show financial support;*
- Funds Available – *balance of the account(s) from where your support will come. Please note that for any Certificate of Deposit, the funds will need to mature and be available to you by the first day of classes.*
- Currency of Funds – *preferably in USD, if your bank cannot issue the statement with a currency conversion, the document must clearly state the currency of funds listed;*

If your financial institute is unable to issue a statement in English, a certified translated copy can be submitted with the original document.

Sponsor Letter – *If you will have a financial sponsor (parent, relative, and/or private) then they must fill out and sign the Sponsor Letter. This template can be found in the I-20 application.*

Dependents – *For any dependent that will accompany you, a copy of their passport information page will be required and additional financial support will need to be shown*

Applicants Who Are In the U.S.

If you are currently in the U.S. please also send copies of the following documents:

- From I-94, Nonimmigrant Arrival-Departure Document –this information can be retrieved at the CBP website: www.cbp.gov/i94
- Current U.S. Visa
- Current I-20 (if in F-1 status) or other immigration document(s)

Please note that if you are current in the U.S., but not in a status that allows for study, you may need to make plans to travel before your intended start date. If you have any concerns about your current status, and whether it allows for study, please email kmallari@bennett.edu to discuss your situation.



Submitting Documents

Once you complete the I-20 Application Form and have your supporting documentation, documents should be submitted to the CGS by one of the following methods:

- Mail:

Center for Global Studies
Bennett College
Greensboro, NC 27401
United States of America

- Scan and Email: kmallari@bennett.edu

Documents only need to be submitted once. If a document is difficult to read, the CGS may request a new document be submitted. Any original financial document submitted by mail will be returned to the student with the I-20 document.

You should keep copies of all financial and related documents submitted to Bennett College with this application. Similar information will be requested by the U.S. Embassy/Consulate when you apply for your visa and in some cases by the Department of Homeland Security when you enter the United States.

If you have any questions or concerns about the I-20 Application Form or the supporting documentation, please contact the CGS by one of the following methods:

Phone: 336-517-2179

Email: kmallari@bennett.edu

Thank you,

Kelly Mallari

Director, Center for Global Studies

Bennett College
Greensboro, NC 27401
United States of America
336.517.2179

kmallari@bennett.edu

bennett.edu/academics/global-studies



I-20 Application Form

Name _____

Last Name

First Name

Middle Name

Country of Birth

Country of Citizenship

Date of Birth (MM/DD/YYYY)

The following documents must be submitted with this request form. Please indicate which documents are attached. If documents are not attached with the I-20 Application form, they will need to be submitted separately.

Original bank statement or other financial support documents (see page two)

- Copy of passport information page
- Copy of spouse's passport (if married and requesting F2 status)
- Copy of children's passport (if requesting F2 for children under 21)
- Copy of current I-20 and both sides of your I-94 (if currently attending an institution in the U.S.)

I am requesting (please choose all that apply):

- I-20 for F-1 student visa.
- I-20 for F-2 dependent. *Please note that dependent is spouse or child under 21.*

Current Status in the U.S. (please check one):

Not in the U.S. ___ F-1 ___ F-2 ___ H-1b ___ H-4 ___ J-1 ___ J-2 Other _____

If you are currently in the U.S. in F-1 or J-1 status at another institution, please complete the Transfer-In Form.

Dependents:

List all the dependents who will be accompanying you to the U.S. Each of your dependents will be issued his/her own I-20 for the visa application. Your dependent is considered your spouse as well as any children under the age of 21.

<i>Spouse /Dependent Name (as it appears on their passport)</i>	<i>Birth Date (MM/DD/YYYY)</i>	<i>Country of Birth & Country of Citizenship</i>	<i>Gender (M or F)</i>



ESTIMATED EXPENSES FOR ACADEMIC YEAR AT BENNETT COLLEGE

Please note, this is merely an estimated and does not reflect dependent costs

<i>Type of Expense</i>	<i>Cost</i>
Tuition	\$15,964
Housing and Meal Plan (including campus fees)	\$13,695
Total Expenses for One Academic Year	\$29,659

Please note: all amounts above are estimates only and may vary according to your program and standard of living. If you will bring dependents with you, please contact kmallari@bennett.edu for funding estimates.

Please provide information on your funding sources: *indicate types of funding in U.S. dollars*

- a. Personal funds (including parents)..... \$ _____
(Enclose bank statement signed by bank official)

- b. Sponsor funds \$ _____
(Sponsor needs to complete the Financial Support Letter on page 6 and attach bank statement)

- c. Salary while on leave of absence \$ _____
(Enclose a letter from employer)

- d. Financial aid from sponsoring organization, firm, or government \$ _____
 _____ *(Enclose the original form or official copy of your award as evidence of financial support. The statement of financial support must be in English and specify the academic term(s), billing address, and level and field of study for which it is valid. It must also specify the USD amount you will receive and how the funds will be paid.)*

Total Amount of Funding from All Sources..... \$ _____

Please note: this amount must match the cost of your program plus any additional amounts for dependents



I-20 Mailing Instructions (*please choose one*):

_____ I would like to have my I-20 sent by regular first class mail. *No additional fee is required for this option.*

I understand that documents sent by regular first class mail cannot be tracked once sent.

Please provide mailing address:

Street Address (*including street numbers*)

City

State / Province

Country

Zip Code / Postal Code

OR

_____ I would like to have my I-20 sent by express mail and will register at eShipGlobal.com

CGS uses an express mail service that will allow you to receive your I-20 through DHL or FedEx. Requesting your immigration documents through express mail is at **YOUR** expense, and does allow a student to track the location of their documents. To request express mailing of your documents, go to the following website (works best with Internet Explorer & Mozilla Firefox browsers). <https://study.eshipglobal.com>

Important note: you must use this website – do not go through the DHL or FedEx website directly, all communication will go through the eShipGlobal service, who will notify us that you are requesting your I-20 to be sent by express mail.

Applicant Verification:

I certify that the information on this form and accompanying documents are accurate and true. I also understand that I am giving the Center for Global Studies (CGS) permission to obtain documentation related to my visa status.

Signature of Applicant

Date



Letter of Financial Support

This letter needs to be completed by the person providing financial support for your program. If you will financially be supporting your program, please fill this out with your information.

Date: _____

I, _____ born in _____ on
Print Name *City/Country*

_____ certify that I will provide the applicant _____ born in
Date of Birth *Print Name*

_____ on _____ who is my son/daughter/_____ with funds in
City / Country *Date of Birth* *Relationship*

the amount of US\$ _____ per year and that the applicant intends to pursue his/her education by
US Dollars

attending Bennett College in Greensboro, North Carolina from ____/____/____ to ____/____/____;
MM DD YYYY MM DD YYYY

that I have full time employment as a _____ and that I have sufficient income/assets to
Profession

responsibly cover the applicant's expenses during his/her course of study in the U.S. as well as any and all other unforeseen expenses which the applicant may incur during his/her stay in the U.S.

I, the undersigned, will pay the visa applicant's expenses as outlined above.

Sponsor's signature: _____ Date: _____