

# HOW TO GET YOUR I-20

Certificate of Eligibility for F-1 Student Status

The information in this booklet explains how to get your I-20 Certificate.

**Please read it completely.**

## The ESL School of NYFA International Student Office

### LOS ANGELES

Tel: 818.333.3558

[LAinternational@eslnyfa.edu](mailto:LAinternational@eslnyfa.edu)

3300 Riverside Dr., Burbank, CA 91505

### NEW YORK

Tel: 212.674.4300

[NYinternational@eslnyfa.edu](mailto:NYinternational@eslnyfa.edu)

17 Battery Place, New York, NY 10004

## **BEFORE CONTINUING, PLEASE READ THE FOLLOWING OPTIONS TO DETERMINE IF YOU NEED TO FILL OUT THE FOLLOWING MATERIALS.**

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Complete the below application if you are...

- Outside the U.S.
- Currently in the U.S., but will be returning to your home country before attending the ESL School at NYFA

Contact us at the appropriate International Office location if you are...

- Currently in the U.S. in student status and attending another school
  - In the U.S. in another visa status and need to change status
  - In another visa status that allows for study
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**WHAT TO PROVIDE:** The following is a list of financial and other documents you need to provide before we can issue your I-20 Certificate. You will also need to bring the financial documents to the visa interview and carry them with you when you enter the U.S.

*Note: "It is U.S. government law that the ESL School of NYFA receives documents that prove that the student or sponsor has available funds for tuition and living expenses before we can issue the I-20 certificate. These documents are kept on file and may be reviewed by the U.S. Department of Homeland Security."*

### **REQUIRED DOCUMENTS**

*In order to issue your I-20 Certificate, you will need to provide the following documents.*

**1. I-20 Questionnaire:** Please complete the I-20 Questionnaire and you can either fax or email the completed questionnaire to one of the addresses at the bottom of this page.

**2. Financial Documents:** You must show that you (or whoever is paying) have sufficient funds to pay the tuition and living expenses for the entire program.

**Financial documents can be one of (or a combination of) the following:**

- A current bank statement (issued by the bank)
- A letter from a bank official certifying an amount on deposit
- Loan approval documents
- Proof of income from your sponsor
- Other financial evidence

If the financial documents are not in English then you must provide a translation.

If the financial amount shown is not in U.S. dollars, then you must state the conversion of the currency and the source you used to convert it, such as: <http://finance.yahoo.com/currency?>

**3. Sponsor Certification Form:** Please complete the Sponsor Certification Form if funds are from a sponsor and you can either fax or email the completed document to one of the addresses at the bottom of this page.

**4. Passport Copy:** Please provide a copy of the page of your passport with your photo and birthdate.

### **FEEES**

The \$350 SEVIS I-901 fee is required by the U.S. Government to be paid for all I-20s. You can only pay this fee AFTER you have received your I-20. We will give you instructions on how you will pay this fee and get the receipt when your I-20 is sent to you.

### **HOW TO SUBMIT YOUR I-20 APPLICATION**

*Once you have completed the forms and gathered all required documents, please scan and email or fax the documents to the following addresses.*

If you are applying to our Los Angeles campus» Email: [LAinternational@eslntyfa.edu](mailto:LAinternational@eslntyfa.edu) Fax: 818.333.3557

If you are applying to our New York campus» Email: [NYinternational@eslntyfa.edu](mailto:NYinternational@eslntyfa.edu) Fax: 212.344.4434

# I-20 QUESTIONNAIRE



Intensive English Program (IEP)  
English as a Second Language Program

**Please complete this form on your computer. If you must handwrite, please print as clearly and completely as possible.**

Name \_\_\_\_\_

Last name (Surname)

\_\_\_\_\_  
First name (Given name) / Middle name

Date of birth \_\_\_\_\_ Gender  M  F  
Month Day Year

Country of birth \_\_\_\_\_

Country of citizenship \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

List the start date of the program you will be attending

\_\_\_\_\_  
Start date ( Month / Year )

Which ESL School of NYFA location will you be attending:

Los Angeles  New York

Address in your home country (the address where you live)

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

\_\_\_\_\_  
City Province / Territory

\_\_\_\_\_  
Postal code Country

**If there is a different mailing address to send your I-20 to, please list here:**

Note: Mailing address must not be a P.O. Box so the courier can deliver. Also please give a telephone number associated with this address to help assure correct delivery.

\_\_\_\_\_  
Name Company (if applicable) Telephone

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

\_\_\_\_\_  
Province / Territory Postal code Country

**U.S. Address** (only answer this if you are currently in USA and will be remaining here while applying for a change of status)

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

\_\_\_\_\_  
City State Postal code

## Proof of tuition and living expenses

\$1900 per month is the minimum estimated amount for living expenses (rent, food, basic needs). You will have to prove that you have this amount available along with the tuition amount.

**Do you expect to spend less than \$1900 per month?**

Yes  No If yes, please state why your expenses are less (if you are residing with friends or family). You must also provide a signed letter from your hosts confirming the arrangement and their address.

**Do you have any dependents (spouse/children) who will be accompanying you and need to apply for a dependent visa?**

Yes  No If so, please include a copy of each dependent's passport. You will also need to show additional proof of funds for living expenses for each dependent. Please contact the International Student Office with any questions.

**Will you be in the U.S. on another visa immediately before you start your program?**

Yes  No Please note: if you enter as a TOURIST, you will have to depart and then re-enter with your student visa within 30 days of the program start date.

**Have you already made a visa interview appointment?**  Yes  No **If so, what is the date?** \_\_\_\_\_  
Month Day Year

If you have made it too soon then you may need to reschedule. Once we have received all the necessary documents from you, we will prepare and send you the I-20 certificate via express courier (UPS - United Parcel Service or Fed Ex). The time it takes to prepare and send your I-20 varies and we will inform you of the time frame.

## Where to submit the forms/app?

**LA International Student Office**» Email: [LAinternational@eslnyfa.edu](mailto:LAinternational@eslnyfa.edu)  
**NY International Student Office**» Email: [NYinternational@eslnyfa.edu](mailto:NYinternational@eslnyfa.edu)

Tel: 818.333.3558  
Tel: 212.674.4300

Fax: 818.333.3557  
Fax: 212.344.4434

## SPONSOR'S CERTIFICATION OF FINANCIAL SUPPORT

This section must be completed and signed by the sponsor.

NAME OF SPONSOR \_\_\_\_\_

ADDRESS OF SPONSOR \_\_\_\_\_  
Street Address

City Province / Territory

Postal code Country

SPONSOR'S RELATIONSHIP TO STUDENT \_\_\_\_\_

### Sponsor's Certification and Signature

I, \_\_\_\_\_ guarantee the sum of (US dollars) \$\_\_\_\_\_ will be available for  
(name of student) \_\_\_\_\_ for the duration of his/her studies at the ESL School at NYFA.

SPONSOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### Where to submit the forms/app?

**LA International Student Office**» Email: [LAinternational@eslnyfa.edu](mailto:LAinternational@eslnyfa.edu)  
**NY International Student Office**» Email: [NYinternational@eslnyfa.edu](mailto:NYinternational@eslnyfa.edu)

Tel: 818.333.3558  
Tel: 212.674.4300

Fax: 818.333.3557  
Fax: 212.344.4434

## **AFTER YOU HAVE SUBMITTED YOUR COMPLETE I-20 APPLICATION**

We will process and send out your I-20 via express courier within one week (provided you have been officially accepted).

We will send you an email to confirm the I-20 has been sent and this email will include the SEVIS ID # and instructions on how to pay the SEVIS I-901 fee. Be sure to pay the SEVIS I-901 fee at least 3 days before the visa interview date.

## **VISA APPLICATION PROCESS**

Once you have the SEVIS ID# you can complete the DS-160 Visa Application and make an interview appointment for an F1 student visa. You will need the original I-20 certificate with you at the visa interview.

Visit this website where you will find instructions on making an appointment for a visa interview, instructions on the DS-160 visa application process, and necessary documents for the visa interview: <http://travel.state.gov/content/visas/english/study-exchange/student.html>

## **TIPS FOR YOUR VISA INTERVIEW**

- The Consular official will assess your application and they have the sole power to grant or deny your visa. The Consular's job is to try to only give a student visa to a qualified applicant who is not planning to stay in the U.S. after he or she completes his or her studies.
- The interview itself will usually only be only a few minutes long, so be prepared to be concise and have all your documents ready to present in an organized way.
- You must speak English during the interview.
- It's important to be truthful as Consular officials are trained to look for signs of applicants being untruthful. So be prepared and be sincere.
- Dress as though you are going for a job interview.
- Be patient and friendly, even though sometimes the employees you will deal with may be impatient or short with you.
- Have all your documents with you including: I-20 Certificate (be sure you sign it), I-901 SEVIS fee receipt, financial documents, transcripts or diplomas of prior schools attended, and any documents showing ties to your country (letters of employment, property documents). Check the website of the Embassy as they may have a list of specific documents and procedures.
- Be prepared to explain what you will do with your education upon your return. You must have plans to return home after completion of studies. Any mention of intent to live or work in the U.S. can disqualify you getting a visa. Of course, sometimes plans change but when you are interviewing, you must be expecting to return home, so think about what your next steps will be—whether seeking work or continuing your education.

### **Subjects that may come up during your visa interview:**

- Any previous travel to the U.S.
- Your close relatives (parents, siblings) and their travel to the U.S.
- Any other schools you applied to
- Financial questions: Who is your sponsor; What is your parent's salary; Do you have any loans; How will you pay for each year of study; Explain any recent deposits of a large amount of money into your account
- Why do you want to study in the U.S. and what you expect to do upon your return home?

## **VISA INTERVIEW OUTCOMES**

***If your visa is approved*** – You may get the visa stamp immediately or they may hold your passport and send it to you several days later.

As soon as you get the visa, review it for accuracy. Make sure it is an F1 visa and that your name is spelled properly. Occasionally they will make errors, so it's important to check and have them corrected before you travel.

**Please scan and email a copy of your visa to the appropriate International Student Office:**

- LA Students: [LAinternational@eslmyfa.edu](mailto:LAinternational@eslmyfa.edu)
- NY Students: [NYinternational@eslmyfa.edu](mailto:NYinternational@eslmyfa.edu)

***If your visa is denied*** – Request something in writing giving the reason for denial and contact the appropriate International Office right away for advice. The vast majority of students are successful in obtaining a visa.

**Please notify the appropriate International Student Office after visa appointment!**