



International Students and Scholars Office (ISSO)  
65-30 Kissena Blvd., King Hall 207, Flushing, NY 11367  
Phone: (718) 997-4440 Fax: (718) 997-4429  
E-mail: [iss@qc.cuny.edu](mailto:iss@qc.cuny.edu) Website: [www.qc.cuny.edu/isso](http://www.qc.cuny.edu/isso)

Dear Graduate 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 in this application package that you must complete:

- 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 issued, we will send it to you via email 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 [iss@qc.cuny.edu](mailto: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, DSO*

Director, International Students and Scholars Office

**APPLICATION FOR THE CERTIFICATE OF ELIGIBILITY (FORM I-20) FOR GRADUATE 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. You must attach a copy of the passport pages with the passport number, expiration date of passport, and the U.S. visa stamp.

<b>CUNY ID #</b>	
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<b>1</b>	<b>NAME</b> as in the passport				Male	<input type="checkbox"/>	
					Female	<input type="checkbox"/>	
		Surname	First Name	Second given, or middle name	Sex		
<b>2</b>	<b>PERMANENT OVERSEAS ADDRESS</b> (Required by U.S. Government Regulations)						
		Number and Street	City, State	Country	Postal Code		
<b>3</b>	<b>CONTACT INFORMATION</b>	Telephone		Email			
<b>4</b>	<b>DATE OF BIRTH</b>	Month/Day/Year		<b>PLACE OF BIRTH</b>	City & Country		
<b>5</b>	<b>COUNTRY</b>	Country(ies) of Citizenship			Country of Residence		
<b>6</b>	<b>U.S.A ADDRESS</b> (Required by U.S. Government Regulations)						
		Number and Street	City, State	Country	Postal Code		
<b>7</b>	<b>MAILING ADDRESS IN U.S.A. (if known)</b>						
		Number and Street	City, State	Country	Postal Code		
<b>8</b>	<b>EXPECTED SEMESTER OF ENROLLMENT</b>	Fall <input type="checkbox"/>	<b>9</b>	<b>DEGREE PROGRAM</b>	Master <input type="checkbox"/>	<b>10</b>	<b>ACADEMIC MAJOR</b>
		Spring <input type="checkbox"/>			Advance Certificate <input type="checkbox"/>		
<b>11</b>	<b>ARE YOU CURRENTLY STUDYING AT A U.S. INSTITUTION OR COLLEGE?</b>	Yes <input type="checkbox"/>	<b>12</b>	<b>DO YOU CURRENTLY HOLD F-1 STATUS?</b>	Yes <input type="checkbox"/>		
		No <input type="checkbox"/>			No <input type="checkbox"/>		

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

Students currently in the US transferring to Queens College from another US school and students who are changing their educational level/program at Queens College must get their new I-20 through our International Student and Scholars office ISS by the immigration deadline.

Below are the steps to transfer your I-20:

- Complete and email the I-20 application form section (page 2)
- Complete and submit the Declaration & Certification of Finances with the supporting financial documents (page 4 & 5)
- Complete the [Transfer-In Student Form](#) (to be completed by the student)
- Email the [Transfer- In Advisor Release Form](#) (this link) to your previous advisor or international student office)
- Email your Queens College Admission letter to your previous advisor or international student office)
- Copy of your passport with the passport number, expiration date
- Copy of the US visa stamp
- Copy of both sides of [Form I-94](#) for yourself and accompanying family members
- Attach copies of ALL your previously issued I-20 forms
- Complete the section below

**Transfer Student only:**

13	F-1 IMMIGRATION STATUS	Yes <input type="checkbox"/>	No <input type="checkbox"/>	I-94 ADMISSION #		I-94 EXPIRED	Yes <input type="checkbox"/>	No <input type="checkbox"/>	D/S <input type="checkbox"/>
	F-1 STATUS FROM THE UNIVERSITY THAT ISSUED MOST RECENT FORM I-20 IF ANY	Active <input type="checkbox"/>	Terminated <input type="checkbox"/>				OPT <input type="checkbox"/>	SEVIS #	
15	CURRENT U.S. SCHOOL								
		Name	Address: Number and Street		City	State	Zip Code		

## Declaration & Certification of Finances

Please indicate the source and amount of your financial support for the two years of your graduate degree. Queens College requires documentation of guaranteed support for the first year and projected support for second year. Note that costs may rise 7-10% annually. Total amounts must meet or exceed the estimate of expenses (see table below).

U.S. immigration authorities require colleges to receive satisfactory financial certifications from prospective students before issuing a Form I-20. Please refer to the “**Explanation of Sponsor and Financial 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.

**SCANNED/EMAILED DOCUMENTS FOR EACH SOURCE OF FINANCIAL SUPPORT ARE ACCEPTABLE. FINANCIAL DOCUMENTS CAN NOT BE OLDER THAN 3 MONTHS**

Estimate of Expenses for Graduate International Students Attending Queens College, the City University of New York	
Tuition and fees per academic year Master’s Program -----	\$15,787.00
<b>Student Living Expenses</b>	
Books and supplies -----	\$ 1,500.00
Transportation -----	\$ 1,584.00
Personal Expenses -----	\$ 3,690.00
Housing -----	\$ 23,904.00
Meals -----	\$ 5,776.00
<b>Total Student Living Expenses -----</b>	<b>\$ 36,454.00</b>
<hr style="border: 1px solid black;"/>	
<b>Total First Year Expenses ----- Master’s Program -----</b>	<b>\$52,241.00</b>
<small>*Tuition and Fees for Graduate Students (Master’s Program) are based on taking at least 9 credits per semester. The minimum number of credits required to be a full-time student (necessary to maintain lawful immigration status). Total tuition &amp; fees for graduate students registered for 9 credits = 9 credits x855 per credit = 7695*2 per semester+ \$198*2 (fees per semester), total of \$15,787</small>	

**SOURCES OF FINANCIAL SUPPORT**  
 (Amount in U.S. Dollars)

If you are a self-sponsor student, the amount in your bank account will be divided by the number of years of your program.

				Guaranteed Support 1st Year	Projected Support 2nd Year	
<b>A</b>	<b>STUDENT (If Self- Sponsor)</b>					
					\$	\$
	Name (as in passport)					
	Name of bank (if self-sponsor)		Location	City	Country	
The student must provide the following document in English: 1) Bank statement in your name indicating your ending balance						
<b>B</b>	<b>PARENTS, AND/OR OTHER INDIVIDUAL SPONSORS</b>					
					\$	\$
	Name		Relationship to Student			
					\$	\$
Name		Relationship to Student				
<b>C</b>	<b>GOVERNMENT, UNIVERSITY, OR OTHER SPONSOR</b>					
					\$	\$
	Source					
					\$	\$
Source						
(Attach current signed official copy of the terms of sponsorship, including amount of support in U.S. dollars and period covered)						
<b>GRAND TOTALS</b>						
(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  
 Queens College of The City University of New York.

Student's Signature:		Date (Month/ Day/ Year)	
Please Print Name (Last-name, First-name)			ID #:

## Explanation of Sponsor and Financial Supporting Evidence

**Sponsor-** Can be a parent, relative, friend or/and organization. A student can have one or more sponsors and/or a combination of type sponsors as needed to meet the financial requirements. Also, a student can finance his own education and be his/her own sponsor.

There are three types of sponsorships:

**Financial Sponsor-** Provides support in the form of money. You can have a sponsor from your country or from inside of the US. This sponsor must show financial evidence to demonstrate that the student has the financial resources to pay for his/her education and that the student will not become a public charge (receive federal or state low income benefits or services) while in the United States. The financial sponsor must complete and submit the following documents

- Complete and signed the Affidavit of Support Form
- Provide evidence of Financial Capacity: Bank statement or any financial document with the equivalent minimum amount of 52,241 USD. See financial documents requirements
- Proof of income is not required but strongly recommended

**Room and Board Sponsor-** Provides free off-campus accommodations for the duration of your educational program at Queens College valued at 23,904 USD which it will be credited/applied to the financial requirements. This sponsor must complete and submit the following documents.

- Complete and sign the Sponsor's Promise of Free Room and Board Form (page 8)
- Proof of housing: submit one of the following
  - lease,
  - mortgage statement
  - house deed.

**Self-Sponsored** – The student must provide financial documents (bank statement or certificate of deposit) with enough funding for the whole program (2 years).

**Financial Document** – A document issue by a bank such as a bank statement, certificate of deposit or any type of liquid assets such as bonds with the equivalent minimum amount of 52,241 USD. The requirements for the financial documents must be the following:

- A single page showing the account holder name and number, ending balance, date, and currency
- You can use more than one bank account or a combination of a bank accounts and a liquid asset
- Recent financial documents (no older than three months) from the time you submit your application
- Submit an affidavit of support for each account holder (bank accounts with multiple bank holders)

**Proof of Income** – recommended but not required, this can be one of the following:

- A salary confirmation statement written by the employer
- A verification of annual income for self-employed or retired people
- Income tax
- W2s
- Recent pay stub

## Affidavit of Support Form

If your financial documents include an account that is not in the student's name, please have the account holder (sponsor) complete the following information and submit to our office. The estimated cost for an average student for one academic year (9 months) of study based on the current year tuition rates is indicated on the *Estimate of Expenses Table* (page 4)

### Sponsor's Promise of Support

I \_\_\_\_\_ hereby certify that I am willing, able and do promise to provide

*Sponsor Name*

the amount of US \$ \_\_\_\_\_ per year for the educational expenses incurred by,

\_\_\_\_\_ at Queens College during the length of the student's studies to

*Name of Student*

which his/her application pertains.

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

I have authorized the release of my supporting financial documents to verify that the promises financial resources are available to me. I affirm that I know and understand the contents of this affidavit signed by me and that the statements are true and correct.

Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

## Sponsor's Promise of Free Room and Board

If a family member or sponsor will be providing you with free off-campus accommodations for the duration of your educational program at Queens College, must complete this form and submit ***one of the following a lease, mortgage statement or house deed that proves residency or ownership of the property.*** The accommodations must be within reasonable travel distance from the Queens College campus.

### Sponsor's Promise of Free Room and Board

I hereby certify that \_\_\_\_\_ I am willing, able and do promise to

***Name of Sponsor***

provide free room and board for \_\_\_\_\_.

***Name of the Student***

For the duration of the student's educational program at Queens College

From \_\_\_\_\_ To \_\_\_\_\_

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

My supporting proof of residency accompanies this form. I affirm that I know and understand the contents of this form signed by me and that the statements are true and correct.

Address of the accommodations that will be provided to the student:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_





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## International Students and Scholars Office (ISSO)

### HOW TO REACH US:

**E-MAIL:** [Iss@qc.cuny.edu](mailto:Iss@qc.cuny.edu)

**WEBSITE:** [www.qc.cuny.edu/isso](http://www.qc.cuny.edu/isso)

**The application package and supporting documents must be emailed to us in a PDF format.**

**If you have questions or would like to request a virtual meeting with an advisor via zoom or google meet, email us at [iss@qc.cuny.edu](mailto:iss@qc.cuny.edu).**