



Delaware State University
Making our mark on the world

OFFICE OF INTERNATIONAL STUDENT SERVICES



HOW DO I GET A FORM I-20?

Certificate of Eligibility for F-1 Student Status

IMPORTANT: *The information in the following packet carefully explains how to get your Form I-20. Please read the entire packet and follow the directions completely to avoid delays in getting your I-20.*

Delaware State University
Office of International Student Services
Grossley Hall, Room 115A

Greetings from the Office of International Student Services!

Enclosed is the I-20 Application packet containing information regarding your interest in studying in the United States at Delaware State University. Read the entire packet thoroughly before submitting the required documents.

The student interested in studying at Delaware State University (DSU) must complete, sign and submit the Application for I-20, the Student Financial Statement (or scholarship/award letter) and the Affidavit for Room & Board (if applicable). If these forms are not submitted, the I-20 process will NOT continue.

A Form I-20 A-B Certificate of Eligibility for Nonimmigrant (F-1) Students is an official government document issued from the academic institution in the United States certifying to the U.S. Government that a student is eligible to be a F-1 student according to law. Please submit a written application to the Office of Admissions.

The I-20 will not be issued until the Office of International Affairs receives the following:

- A copy of the DSU acceptance letter, an Application for I-20, and a copy of your passport;
- F-1 Student Seeking Financial Statement with the required attachments or an approved/signed copy of an award letter, scholarship, or contract;
- and if residing with a friend or relative, an Affidavit of Support for Room and Board with the required attachments.

FUNDS FROM DSU are a scholarship, assistantship, or fellowship. Not all University support covers the entire program of study or all expenses, so you may need additional support to meet your minimum annual costs. Please submit a COPY OF YOUR AWARD LETTER, SCHOLARSHIP, OR CONTRACT stating exactly how much money you will be receiving and for how long. Neglecting to send the requested documents or submitting erroneous documents will cause delays in issuing your I-20.

If you will reside in one of our on campus dormitories, please note that during university vacations the dormitories and the cafeterias are closed. You must vacate the dormitory during noted vacation periods and you must make arrangements to stay with a friend or relative if you cannot return to your home country. DSU does not provide temporary living arrangements nor do we provide funds for meals, personal needs etc while on school vacations.

If you plan to live off campus (graduate students must live off-campus) I have listed a website to visit however; please visit as many websites as you like to select the apartment which will suit your living style/budget. <http://www.apartmenthomeliving.com/Dover-Delaware-Apartments>

DSU requires **international students and their dependents on an F-2 visa** to have medical insurance in effect that covers repatriation, sickness or accident during the period of time that the student is enrolled at Delaware State University. Undergraduate F-1 students will automatically be charged for the international insurance plan (**cost is \$390 per semester**). Graduate F-1 students must enroll for the insurance upon his/her arrival to the university.

Please mail or email (preferred) only the requested documents, the rest of the information is for your use. **Mail or email all requested documents directly to: Candace Alphonso-Moore, Delaware State University, 1200 N. DuPont Hwy, International Student Services, Dover, De 19901 or cmoore@desu.edu. Please note that the I-20 process will NOT move forward until all I-20 application documents are received in our office.**

All of our forms can be found at: <https://www.desu.edu/academics/international-programs/resources-forms>.

When you receive your I-20 you must pay the I-901 visa fee at: <https://www.ice.gov/sevis/i901> and apply for your F1 student visa with your local embassy. When you arrive to our campus all students pay a one time \$300 Administration Fee.

If you have any questions or concerns, please contact our office (302-857-6474) (fax: 302-857-6567).

Sincerely,
Candace Alphonso-Moore
Director

**INTERNATIONAL STUDENT SERVICES
APPLICATION FOR A FORM I-20**

PART I: Personal Information

Name in passport: You must attach a photocopy of your passport's identification pages to this application

Family (Surname) _____ First (given) _____

Foreign Address _____

(I-20 CANNOT BE PROCESSED WITHOUT YOUR HOME FOREIGN ADDRESS, do not list your university, PO Box, business or church address)

U.S. Address (if applicable) _____
Number and Street

City _____ State _____ Zip Code _____

Date of Birth: Month _____ Day _____ Year _____ **Country of Birth** _____

Gender: Male Female Single Married Children

Country of birth _____ **Country of Citizenship** _____ **City of birth** _____

Telephone _____ **Email** _____

Please complete the below information about your spouse and/or child(dren) only if they will come with you to the U.S.)

Name (family, first) _____ Date of birth _____ Country of birth _____ Relationship to you _____

Name (family, first) _____ Date of birth _____ Country of birth _____ Relationship to you _____

If you are married/have dependents, and will they accompany you to the U.S., be sure to submit a copy of your marriage license and copies of your spouse/dependents passport.

Have you been notified of your admission to our school? Yes No

Please note that your Form I-20 cannot be issued until you are accepted to DSU.

PART II: If you studied in the US on an F-1 Visa, complete this section. If, not, move to Part III.

What is your SEVIS ID Number? _____ Check one of the following that indicates your status:

- If you are transferring from a US school to DSU what is the last date of your attendance at your transferring school? _____
- If you are transferring from another US school, did you graduate? Yes No
- Are you a current DSU student and changing your educational level at DSU?
- If you are transferring you MUST COMPLETE THE International Student Transfer Form (visit our website)

Do you plan to travel outside the U.S. before school starts in August or January?

- Yes No Tell us how you would like to get your I-20 in Part III.

Are you in the US on another status? Yes No **Which one?** _____ Before we issue your Form I-20, we want to advise You. Please make an appointment to see the Director of OISS at 302-857-6474 or cmoore@desu.edu.

Please note, if you attended a U.S. school last term and are transferring to DSU for the next academic term, **YOU MUST** have your SEVIS record transferred to us before your Form I-20 may be issued. Please contact your international student advisor at your previous school immediately for instructions on how to have your SEVIS Record transferred to DSU. If you have graduated, you must have your SEVIS record transferred within 60 days from your end of program date on your I-20.

PART III: How should we send your I-20 to you?

HOLD FOR PICK-UP FOR, the name listed below will pick up the I-20 for me:

Name	Phone	Email
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MAIL

Your Form I-20 will be sent standard airmail to the name and address you indicate in the address box. Please note, our office DOES NOT have control over the mail, we address the envelope with the address you list below. ***If you need express delivery service, you should request someone in the U.S. to pick it up and send it to you. Our office does not have the funds to send your I-20 express/overnight/etc. PRINT YOUR NAME AND ADDRESS IN ENGLISH, EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE.***



Name	
Number/Street	
City	
State	Zip Code

PART IV: YOUR STATEMENT OF FINANCIAL SUPPORT

What level of education will you be pursuing? _____
(DO NOT LEAVE BLANK) Bachelor's, Master's, Doctorate, etc.

Your major _____
(DO NOT LEAVE BLANK)

If you are coming to DSU on an Athletic Scholarship, what sport do you plan? _____

Will you reside on ___ or off ___ campus? (If residing on campus please contact housing@desu.edu or 302-857-6326 or visit Housing online at: <https://www.desu.edu/student-life/housing-dining/apply-housing> you must complete an application and make a housing deposit) (I-20 WILL NOT BE PROCESSED IF NOT COMPLETED)



Complete this part and PLEASE SUBMIT ALL ITEMS YOU CHECK BELOW

I-20 Check List - The following documents are enclosed:

- Signed I-20 Application (Parts I-IV)
- Copy of Passport Identification Page**
- Copy of Award Letter, Scholarship or F-1 Student Financial Statement
- Proof of Funding (Bank statement in US Dollars or Letter from financial institution in US Dollars)

Signature: I have carefully read the information supplied in this application and certify it to be correct. I understand that if ALL of the required documents are not properly submitted or completed accurately, there will be a delay in the issuing of my I-20.

PLEASE SIGN AND SUBMIT THE ENTIRE APPLICATION FOR A FORM I-20 (PARTS I-IV) and the required attachments. *Application will not be process without your signature.

*Signature of Applicant _____ Date _____

Delaware State University
International Student Services
ATTN: Candace Alphonso-Moore
1200 North DuPont Highway
Dover, DE 19901

Office Of International Student Services
Delaware State University
1200 North Dupont Highway, Dover, DE 19901
Phone: 302-857-6474; Fax: 302-857-6567

F-1 STUDENT FINANCIAL STATEMENT – Degree-Seeking F-1 Students

WHAT DOES THIS FINANCIAL STATEMENT MEAN?

By completing this affidavit, you are swearing to the U.S. government that you will provide this student with a specific amount of money from your own financial resources *for every year* he or she is going to study at Delaware State University and live in the United States. You are also proving that you can afford the support you are promising with the documents you have attached.

Before signing, you must understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by United States Citizenship and Immigration and Services and very limited.

Please keep in mind that the sponsors financial documentation must show that sufficient funds exist at least for the student's first year of study and that barring unforeseen circumstances, adequate funding will be available from the same or equally dependable sources for subsequent years.

HOW TO COMPLETE THIS FORM:

- Fill this form out completely in English. **Promise only the amount of money you are able to give.** The most common reason we reject affidavits is that we do not believe a sponsor can afford to give as much as promised.
- Attach the documentary evidence of support explained below.
- **Return the form to the above address only.**

PROVE THAT YOU ARE FINANCIALLY CAPABLE OF PROVIDING THIS CASH SUPPORT FOR EVERY YEAR OF THE STUDENT'S PROGRAM BY ATTACHING ALL OF THE FOLLOWING DOCUMENTS (1-2) If items 1 and 2 are not attached, your support will not be considered and your I-20 will not be issued). Documents must be current (less than two months old), and in **English.**

1. A letter from your employer on business stationery stating your current salary and your position, or a copy of a recent pay stub from your place of employment or a copy of your income tax returns. If you are self employed, submit a signed letter from a private accountant or financial institution with an estimate of your salary. The income of a company will not be accepted as proof of income.
2. A letter from the bank on official letterhead in the sponsor's name, which state the date the account was opened, current balance in U.S. dollars and the statements or letter **must be in English and no less than 2 months old of the date you submit your package.** We cannot accept statements/letters that do not specify balances. If another person's name appears on your bank statement, that person must complete a separate affidavit or submit a notarized statement permitting those funds to be considered as financial support for the student. There are not exceptions to this condition.

Numbers 1 and 2 must accompany this application. No action will be taken on incomplete forms.

Office Of International Student Services
Delaware State University
1200 North Dupont Highway, Dover, DE 19901
Phone: 302-857-6474; Fax: 302-857-6567

FINANCIAL STATEMENT (If you are receiving a FULL Scholarship from DSU you do not have to complete this form)

Section I

STUDENT INFORMATION:

Family Name

Given Name

Middle Name

Date of Birth (MM/DD/YYYY)

email Address

Home Country Phone #

DEPENDENT INFORMATION:

Will family (spouse/children under 21) enter the U.S. with you? No Yes

If yes, attach a copy of the marriage certificate and passport ID page of those who will accompany you.

I certify that the information I have provided is correct and shows financial support for one year. I understand that if these funds are not available, DSU is under no obligation to support me and it is likely that I will be unable to continue my education in the U.S. I understand that as a F-1 student, I must enroll in full-time studies, and I am not permitted to work off-campus without written approval from USCIS. ****If student will use his/her personal funds without funds from a sponsor, please check the box below, sign and Skip Section II.**

* *Student's Personal Funds \$ _____ (USD) Please attach proof

Student's Signature _____

Date _____

Section II SPONSOR INFORMATION(Complete this section if you have a sponsor who will provide your academic funding)

I, _____, promise that I can and will give
Sponsor's name (Please Print)

_____ no less than USD \$ _____
Full name of student (Please Print)

in cash (include annual cost of living increases in this amount) for EVERY YEAR of the student's program of study at Delaware State University. (Must attach proof)

My relationship to the student is _____.

Parent, spouse, brother/sister, friend

My Address is: _____

Phone _____ Fax _____ Email _____

The following persons are fully or partially dependent upon me for their support. (Do not include the student's named above).

Name Relationship to me Age

Name Relationship to me Age

Name of my employer _____

Annual salary \$ _____ (US Dollar) Other Income \$ _____ (US Dollar)

My proof of employment and or financial documents are attached: Yes No

Sponsor's Signature _____

Date _____

Delaware State University
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1200 North Dupont Highway, Dover, DE 19901
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SPONSOR'S AFFIDAVIT FOR FREE ROOM AND BOARD (If you are residing in on-campus housing you do not complete this form, this is only if you will reside off-campus)

Section A-By completing this affidavit, you are swearing to the U.S. government that this student will live with you free of any charge for room and food *for every year* he or she is studying and living in the United States. **(The student cannot be required to provide you with any services such as, babysitting, cleaning, etc., in exchange for the room and board, as that is *employment*.)** You are also proving that you are the person who owns or rents the property and can afford the support you are promising with the documents you have attached.

Before signing it, you must understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by the Immigration Service and is very limited. **You do not complete this form if you will reside in one of the on-campus dormitories.**

Section B is to be completed by the student who will live in his/her own apartment/house and pay for his/her own rent.

HOW TO COMPLETE THIS FORM:

- Fill this form out completely in English.
- Attach the documentary evidence of support as explained below.
- Sign the affidavit in front of a notary public or other licensed official in your country.

**PROVE THAT YOU ARE FINANCIALLY CAPABLE OF PROVIDING THIS SUPPORT FOR *EVERY YEAR* OF THE STUDENT'S PROGRAM BY ATTACHING ALL OF THE FOLLOWING DOCUMENTS (1-2) If items 1 and 2 are not attached, your residence support will not be considered). Documents must be:
✍ *Current* (less than two months old) ✍ *In English* (*I-20s will not be issued without proof of financial capability*).**

1. **A letter from your employer on business stationary** or your income estimated by a bank or private accountant if you are self-employed. The income of a company will not be accepted as proof of income. **The employer's letter must provide an official statement of the salary paid to you, date and nature of employment, and whether the position is temporary or permanent.**
2. **PHOTOCOPY OF THE DEED or LEASE** to prove that you are the person who owns or rents the property **and it must show the amount you pay for your home/apartment.**

SECTION A, Numbers 1 and 2 must accompany this application to be considered for an I-20.

SECTION B, Number 2 must be submitted once you have confirmed your rental agreement in the US.

Delaware State University
Office of International Student Services
Phone-1-302-857-6474/Fax: 1-302-857-6567
Email: cmoore@desu.edu

SPONSOR'S AFFIDAVIT FOR FREE ROOM AND BOARD

SECTION A

THIS IS MY SWORN PROMISE OF FREE ROOM AND BOARD

If the student will live off-campus in his/her own apartment/house, please proceed to SECTION B

I, _____ promise that for each year

Sponsor's Name

Of his/her program of study, _____

Full name of student

will live free of any charge with me in my residence at:

Number, Street

Apt#

City, State

Telephone Number(s)

Email _____ (please print clearly)

I own rent this property.

If presently in the U.S., does the student currently live with you? _____

I will not require any type of service to be performed in exchange for this benefit.

My relationship to the student is _____.

Parent, spouse, brother/sister, friend

My letter from employer and deed or lease are attached: Yes No

SECTION B

I _____ (student's Name) will live off-campus in an apartment/house and finances will be provided by Sponsor Personal funds (MUST PROVIDE PROOF OF PERSONAL FUNDS and/or sponsor must provide proof of funds for the apartment that he/she will pay).

SECTION C

My deed or lease is attached: Yes No