



# Certificate of Finances Instructions

## International Undergraduate Students 2017 – 2018



### **Section I. Personal Information**

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*(All sections must be completed, unless exempt from items listed below)*

***In what subject area do you plan to study/major?*** This information is required and will appear on your I-20. As well, consular officials may ask you about your course of study, so be sure that this area accurately reflects your academic interests (i.e., Biology, Mathematics, Environmental Science, etc.).

***If you are currently in the U.S., what is your visa status?*** Please indicate whether this is an F-1, H-4, R-2 or any other type of non-immigrant visa.

\*Students studying in the U.S. must submit photocopies of their current I-20 and I-94 documents with their application form.

### **Section II. Address Information**

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***Permanent Address.*** Your permanent address must be a **non-U.S.** address in order for an I-20 to be issued to you. If you are currently living in the U.S., you must provide the address of a relative or friend abroad who will be able to retrieve your documents if necessary.

***Mailing address.*** Only complete this if you want your documents to be sent to an address other than your permanent address.

***Issuance of documents.*** All documents will be mailed **first-class air mail**. If you prefer to have your documents mailed via courier service (DHL, UPS, FedEx, etc.), you must request special handling from the Office of Undergraduate Admissions via e-mail at: [admissions@saintleo.edu](mailto:admissions@saintleo.edu). You must also provide billing information as you are solely responsible for all fees associated with this service.

### **Section III. Source & Amount of Funding**

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According to USCIS regulations, the international student advisor is required to receive and evaluate evidence of financial support to verify that students will be able to sufficiently cover the costs of their education. As a result, original documents or certified copies/letters must be provided by banks, sponsoring agencies, etc., as necessary to confirm funding sources. The amounts provided must be equal to or greater than the estimated total cost of attendance for 2017-2018 (\$37,500).

***Source of Funds for 2017-2021.*** You must provide exact amounts for the year 2017-2018. For each of the subsequent years (2018-2019, 2019-2020, and 2020-2021), you can provide an estimate of the projected funds you plan to receive. Therefore, if you anticipate the amount of financial aid, family income, etc. to remain relatively the same, you may duplicate those amounts in the appropriate columns.

***Saint Leo University Financial Aid.*** You must provide a copy of your Saint Leo University Financial Aid award letter.

***Your Personal Funds.*** You must provide a bank statement or certified letter (with an English translation, as necessary) for any income earned from employment, etc. that will be applied to the costs of your education. While it is likely that the bank statement will fluctuate, please provide as accurate information as possible. For example, if you intend to provide \$3,000 and your bank statement indicates a balance of \$1,000, that is to be expected. We need to ensure that there is a pattern of assets being set aside for the purpose of funding your education. The amount that you provide on this form should be the amount you plan to have available at the time you travel to the U.S. to pursue your studies. A pay stub may also be submitted for additional verification purposes.

***Family/Relative Funds.*** You must provide a bank statement or certified letter indicating the amount of funds that your family members plan to apply to the costs of your education. While it is likely that the bank statement will fluctuate, please provide as accurate information as possible. For example, if you intend to provide \$3,000 and your bank statement indicates a balance of \$1,000, that is to be expected. We need to ensure that there is a pattern of assets being set aside for the purpose of funding your education. The amount that you provide on this form should be the amount you plan to have available at the time you travel to the U.S. to pursue your studies. A pay stub may also be submitted for additional verification purposes.

***Government or Sponsoring Agency.*** If you will receive any monies (scholarships, grants, etc.) in addition to or in place of the funding sources listed above, you must provide the official letter of support/award, along with the amount.

***Other.*** Any other funds being provided that do not apply to any of the previous sections should be listed here (stocks, etc.)

### **Sections IV & V. Verification & Student Signature**

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Signatures are required for any person(s) providing funds as well as for the student submitting the application.



# Certificate of Finances

## International Undergraduate Students 2017 – 2018



**Please complete this form carefully.** In order to receive a Certificate of Eligibility (Form I-20) which is required for you to apply for an F-1 student visa stamp at a U.S. Embassy or Consulate, you must complete all sections of this form and provide the appropriate documentation to verify that you are able to cover the minimum expenses required for study at Saint Leo University (see chart at right). Saint Leo must confirm that sufficient funds will be available to you throughout your course of study. Any lack of documentation or incomplete information will delay the issuance of your Certificate of Eligibility. All information will be kept confidential. Therefore, please complete and return this form at your earliest convenience.

<b>Undergraduate Expenses 2017-2018</b> (single student, not including dependents)	
Total estimated cost of attendance of \$37,500 is based on tuition and fees as well as estimated books, personal living expenses, travel and insurance for one academic term or nine (9) months. The total is calculated based upon the following figures:	
Tuition and Fees	\$ 22,530
Room and Board	\$ 10,570
Books (estimated)	\$ 700
Personal Expenses & Travel (estimated)	\$ 2,500
Insurance (estimated)	\$ 1,200
<b>TOTAL ESTIMATED COST OF ATTENDANCE</b>	<b>\$ 37,500</b>

**Return this form (along with the necessary documentation) to:**  
**Office of Undergraduate Admissions**  
**Attn: International Student Recruitment**  
**Saint Leo University**  
**P.O. Box 6665, MC2008**  
**Saint Leo, Florida 33574-6665**

### Section I. Personal Information

Please complete the sections below. Type or print clearly. Your name must be consistent with all of your immigration documents.

Circle one:      Male                  Female

Name (as on passport): \_\_\_\_\_  
(Family/Last Name)                      (Given/First Name)                      (Middle)

Date of Birth Month/Day/Year	City and Country of Birth	Country of Citizenship	Country of Permanent Legal Residence

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Country Code   City Code      Number                      Country Code   City Code      Number

In what subject area do you plan to study/major? (This information will appear on your I-20) \_\_\_\_\_

**For students currently studying at another U.S. institution\*:**  
 If you are **currently** in the U.S., what is your **visa status (i.e., F1, H4, etc.)**? \_\_\_\_\_  
 \*Students already studying in the U.S. must also submit photocopies of their current I-20 and I-94 documents with this form.

### Section II. Address Information

In order to be issued a Certificate of Eligibility (Form I-20), you must provide a **non-U.S.** address. However, you may provide a different mailing address if you want your documents to be sent to another location. **ALL DOCUMENTS WILL BE SENT VIA UPS.**

**PERMANENT ADDRESS** (Required – this may **not** be a U.S. address):

House number and Street	Apt. # (if any)	City
State/Province	Country	Postal Code (if any)

**MAILING ADDRESS** (complete this only if you intend to have your I-20 sent to this address):

House number and Street	Apt. # (if any)	City
State/Province	Country	Postal Code (if any)

### ***Section III. Source & Amount of Funding***

Please complete all of the sections below and attach the required documentation. All students are required to demonstrate the financial ability to pay for at least one year of academic and living expenses before being issued an immigration document by Saint Leo University. All supporting financial documents must be in English or accompanied by a notarized English translation showing available liquid funds. The financial documents cannot be older than six months at the time of submission to Saint Leo University in order to be considered valid.

Source of Funds	Amount 2017-2018	Amount 2018-2019 (projected)	Amount 2019-2020 (projected)	Amount 2020-2021 (projected)	Documentation Needed
<b>Saint Leo University Financial Aid</b>	\$	\$	\$	\$	<b>Required:</b> Copy of your Saint Leo University Financial Aid award letter.
<b>Your Personal Funds</b> Name of Bank: _____	\$	\$	\$	\$	<b>Original</b> bank statement. Provide an English translation, as necessary.
<b>Family/Relative Funds</b> Name: _____ Relationship to you: _____ Occupation: _____ Employer: _____ Education: _____  Name: _____ Relationship to you: _____ Occupation: _____ Employer: _____ Education: _____	\$	\$	\$	\$	<b>Original</b> bank statement and signature (see Section IV, below). Provide an English translation, as necessary.
<b>Government or Sponsoring Agency</b> Source: _____	\$	\$	\$	\$	Official letter of support from the government or sponsoring agency.
<b>Other</b> Source: _____	\$	\$	\$	\$	Describe the source of funds and attach the appropriate documentation.
<b>TOTAL</b>	\$	\$	\$	\$	This amount should be equal to or greater than the amount that is required to study for one academic year or nine (9) months (\$37,500).

### ***Section IV. Verification***

**Sponsor's statement:**

This is to certify that I / we the undersigned have agreed to provide the funds indicated above to the applicant for the purpose of full-time study at Saint Leo University, and that I am / we are submitting bank statements indicating the availability of these funds.

Sponsor's Signature	Printed Name	/	/	Date	Relationship to Applicant
Sponsor's Signature	Printed Name	/	/	Date	Relationship to Applicant

### ***Section V. Student Signature***

**Student's statement:**

This is to certify that the information given on this form is complete and accurate to the best of my knowledge.

Student's Signature	Printed Name	/	/	Date
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**Immigration documents will be mailed within two weeks following the receipt of this form provided that you have completed and returned the appropriate paperwork. Should you have any questions, please contact:**

**Office of Admissions – International Student Recruitment**  
Telephone: (352) 588-8283 • E-mail: [intladmission@saintleo.edu](mailto:intladmission@saintleo.edu)