

Office of International Programs

400 South Orange Ave., South Orange, NJ 07079; Phone: (973) 761-9072; Fax: (973) 275-2383; Email: oiip@shu.edu

I-20 APPLICATION

Below is a checklist to help guide you through the process of applying for Form I-20. Once students have completed the I-20 Application, the Office of International Programs (OIP) will send an electronic Form I-20 to students via their email. Form I-20 allows international students to study at Seton Hall and apply for the F-1 visa (if applicable). **ESL students must be tested by the ESL department before the I-20 is created.** Please upload your documents to our portal [here](#).

**I-20 Application
Checklist**

All students applying for an I-20 must submit the following:

1. **I-20 Application** (page 2,3)
2. **Passport copy** - biographical page only
3. **Financial documents** - Please refer to page 4 for details on acceptable documents
4. **Housing Support Documents** (if applicable)
 - Housing Support Form (page 6)
 - Proof of Address

Transfer students must submit the following:

- **Transfer Visa Sponsorship Form** (signed by DSO at current school)
- **Most Recent I-20**
- **Most Recent I-94**
- **Most Recent F-1 Student Visa**

Change of status students must additionally submit copies of the following:

- **Most Recent Visa**
- **Most Recent I-94**
- **Copies of DS-2019** (for J-1 visas only)

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I-20 APPLICATION

All fields are mandatory, unless noted as optional

PART 1: STUDENT INFORMATION

Write the name EXACTLY as it appears on your PASSPORT		
Surname/Last Name:		
Primary/First Name: (please add any middle names)		
Gender: MALE FEMALE	Date of Birth: (Month____/Day____/Year____)	
Phone Number:	Email Address: (mandatory)	
Country of Birth:	City of Birth:	Country of Citizenship:
Will you be traveling with a spouse or child(ren)? ____ Yes (you will be required to apply for the F2 visa) ____ No		

PART 2: ADDRESS INFORMATION

Home Country Address: (required for I-20)			
Street Address:			Apartment/Unit #:
City:	Province:	Postal Code:	Country:
U.S. Address: (only mandatory for students already in the U.S.)			
Street Address:			Apartment/Unit #:
City:	State:		Zip Code:

PART 3: ACADEMIC INFORMATION

Please choose the degree you are applying for: (online degrees and some certificates not eligible for I-20)						
English as a Second Language	Undergraduate	Graduate	Law	Ph.D.	Certificate	
Choose the semester you applied for:	Fall	Spring	Summer			
If applying for summer, which summer session will you attend? ____ May Intersession ____ Summer I (June) ____ Summer II (July)						
What major will you be studying?						

I-20 APPLICATION - Continued

PART 4: F1 VISA HISTORY

Are you currently on an F-1 visa status (including high school students)? YES (fill out below and then go to Part 6) NO (go to Part 5)		
SEVIS ID Number: N00	Current School Name:	Last Date Attended/Attending: (Month____/Day____/Year____)
OPT End Date: (if applicable) (Month____/Day____/Year____)	*If current status is terminated/completed , you must make an appointment with our office first before transferring your record.	

PART 5: U.S. VISA HISTORY

Are you here on another U.S. visa status (such as B2 or F2)? YES NO (move onto Part 6)	
Current visa status:	Current status end date (found on your I-94 record, not visa in passport) (Month____/Day____/Year____)
Will you file for change of status in the United States? You must make an appointment with our office YES (please submit copy of current visa, next steps will be sent by email) NO	

PART 6: ANNUAL COST WORKSHEET

Please complete the fields that apply to you below and demonstrate how you will support yourself each year during your study at Seton Hall University.	
Source of my support per academic year – not all fields below may apply to your situation	Annual Amount
1. Please enter the total from the “Cost of Education” sheet located on page 8 of this application for your program (for example, an undergraduate would write \$73,403 in the box to the right):	\$
2. <u>Personal Funds</u> :	\$
3. <u>Funds from Sponsor 1</u> : Sponsor’s Name _____	\$
4. <u>Funds from Sponsor 2</u> : Sponsor’s Name _____	\$
5. <u>Housing Support from Sponsor</u> : Sponsor’s Name _____ Please enter the value of housing from page 8	\$
6. Other: Please indicate the type of award you are receiving each year (scholarship, assistantship, loan, etc): _____	\$
Please add lines 2 – 6 and write the amount in the space to the right. This number must be EQUAL or GREATER THAN the cost of education written in box 1:	

DISCLAIMER AND E-SIGNATURE

By signing below, I agree to the terms and conditions of this application. I certify that my answers are true and complete to the best of my knowledge. If my request for an I-20 is granted, I understand that false or misleading information in my application may result in termination.			
E-Signature	By typing your name, you electronically sign this application	Date (month/day/year)	

FINANCIAL DOCUMENTS CHECKLIST

Please refer to the chart below for the acceptable financial documents to complete your I-20 Application:

Accepted Documents

All submitted documents must be in English

Students may submit any combination of the following types of funding:

- Personal funds
- Sponsor funds
- Loans
- Scholarships – Seton Hall, government, etc.

Personal Funds – *If using personal funds, student does not need to submit a Financial Support Form*

Students may submit a copy of their own bank statement.

Financial Sponsor Funds:

Each sponsor must submit all 3 documents:

- Financial Support Form – promising an amount for 1 year of study
- Bank Statement – showing the amount promised for 1 year
- Proof of Income (if unemployed, amount promised will be divided by number of years in the program)

Loans

Please submit an approval / conditional approval letter. The *date* of the letter must be within 6 months.

Scholarships

Please submit scholarship award letter from Seton Hall or funder/program

Eligibility Criteria: Bank Statement/Letter

- Less than 6 months old from date of submission
- In English (or translated into English)
- Name of account holder clearly stated
- Must indicate closing or final balance
- Must indicate the type of account (savings/checking) and currency

Eligibility Criteria: Proof of Income

1. Pay Stub
2. Letter from current employer or offer letter with company's letterhead.
3. Tax return
4. For self-employed individuals: Please follow the job letter template on page 6 of the this I-20 Application

NOT ACCEPTABLE - FINANCIAL DOCUMENTS INCLUDE:

Company bank statements	Investment accounts	College Board Form
Screen shots	Documents not in English	Documents in Word/Excel format

FINANCIAL SUPPORT FORM

Each sponsor must complete and sign this form. Our Office reserves the right to request additional financial documents or verification of submitted documents.

PART 1: SPONSOR PROMISE

I promise that I will give the student _____, no less than U.S. \$ _____
(including annual tuition cost increase) for EVERY YEAR of the student's program of study at Seton Hall University.

PART 2: SPONSOR INFORMATION

My relationship to the student is: Parent(s) Sibling(s) Relative(s) Friend(s)

Surname/Last Name:

Primary/First Name:

Sponsor's Address:

Street Address:

Apartment/Unit #:

City:

Province:

Postal Code:

Country:

Phone:

Email:

PART 3: SPONSOR EMPLOYMENT INFORMATION – (Submit one of the income documents below)

Name of my employer:

Annual Salary (U.S.D.):

Other Income (U.S.D.):

I have attached one of the following required documents:

Pay Stub

Employment Letter (on letterhead)

Tax Return

Self-employment Letter

PART 4: FINANCIAL SUPPORT

I promise that for each year of his/her program of study, I will provide the finances written on this form.

Sponsor 1: By checking this box, I agree to the terms and conditions of this application.

E-Signature of
Sponsor 1

By typing your name, you electronically sign this application

Date
(month/day/year)

Sponsor 2: By checking this box, I agree to the terms and conditions of this application.

Signature of 2nd sponsor only needed when the bank account submitted is a joint account.

E-Signature of
Sponsor 2

By typing your name, you electronically sign this application

Date
(month/day/year)

[Company Logo]

Date

I _____ (sponsor name), owner of the company _____ (company name), promise to give the student _____ (student name) the financial support amount of _____ (amount on Financial Support Form) per year.

My company is in the _____ industry and has been active for a minimum of 2 years.

[in this section, briefly explain company activities and business processes].

By signing this letter, I promise to support the above student with his/her education expenses at Seton Hall University, including annual tuition cost increases.

Thank you,

[Signature]

HOUSING SUPPORT FORM

The Housing Support Form should only be completed if the student will be living with someone in the United States for free. Please research your residence’s distance from Seton Hall University. Any addresses that have more than 1.5 hours away from campus will not be accepted.

F1 students that fail classes because of excessive absences will be in violation of their F1 status and will be terminated. Please ensure that your commute is comfortable and accessible for you to be a successful student at Seton Hall.

Please provide a copy of one of the following documents:

Lease or Deed Document Utility Bill Property Tax Bill Driver’s License Bank Statement

PART 1: SPONSOR INFORMATION		
Surname/Last Name:	Primary/First Name:	
My relationship to the student is:		
Student’s Name:		
Phone:	Email:	
The address where the student will be living:		
Street Address:		Apartment/Unit #:
City:	State:	Zip Code:

PART 2: SIGNATURE			
I promise that for each year of his/her program of study, I will provide housing to the student.			
Sponsor 1: By checking this box, I agree to the terms and conditions of this application.			
E-Signature of Sponsor 1	By typing your name, you electronically sign this application	Date (month/day/year)	
Sponsor 2: By checking this box, I agree to the terms and conditions of this application. Signature of 2nd sponsor only needed when the bank account submitted is a joint account.			
E-Signature of Sponsor 2	By typing your name, you electronically sign this application	Date (month/day/year)	



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Main Campus (South Orange NJ) - SEVIS School Code: NEW214F00185000

Law School Campus - SEVIS School Code: NEW214F00185001

Interprofessional Health Sciences - SEVIS School Code NEW214F00185002

TRANSFER OF VISA SPONSORSHIP FORM

PART 1: STUDENT INFORMATION (To be completed by the student)			
Surname/Last Name:		Primary/First Name:	
Gender: MALE FEMALE		Date of Birth: (Month)____/(Day)____/(Year)_____	
U.S. Phone Number:		Email Address:	
Do you intend to travel outside the United States before beginning your studies at Seton Hall University? Yes No			Date you will depart the U.S.: (Month)____/(Day)____/(Year)_
If you answered yes above, will you need to apply for a renewal of your F-1 visa to return to the U.S.? Yes No			
Are you on OPT and still working? Yes No If yes, please keep in mind you cannot work once your SEVIS record has been transferred to us. Date you will stop working (Month)____/(Day)____/(Year)_____			
Please indicate the Seton Hall campus where you will study: _____ South Orange _____ Law School _____ Interprofessional Health Sciences			
E-Signature	By typing your name, you electronically sign this application		Date (month/day/year)

PART 2: SEVIS INFORMATION (To be completed by the Student Advisor or Designated School Official only)			
SEVIS ID Number: N00_____		SEVIS Release Date:	School's Approved SEVIS Code:
Level of study pursued at your school: High School Language Training Undergraduate Masters Ph.D. Other -			
Was the student pursuing a full course of study? Yes No		Last date of attendance:	
Did the student transfer to your school? Yes No		If yes, from what school?	
Please list any periods of approved curriculum or optional practical training (CPT/OPT):			
Please list and explain any authorized reduced course loads (Medical/Academic):			
Please comment on any particular academic, financial, social or cultural circumstances that you believe might affect the student's education:			

PART 3: INTERNATIONAL STUDENT ADVISOR OR DESIGNATED SCHOOL OFFICIAL INFORMATION (To be completed by the Student Advisor or Designated School Official only)			
Last Name:		First Name:	Title:
Phone Number:		Email Address:	
School Name:			
School Address:			
By checking this box, I agree the information about the student named above is accurate and true.			
E-Signature	By typing your name above, you electronically sign this application		Date (month/day/year)

**Estimated Cost of Education for International Students for 2023-2024
Academic Year**

*All rates are an estimate and subject to annual tuition increases
International students are required to be full-time and to purchase the University insurance*

Undergraduate	Amount	English as a Second Language (ESL)	Amount
Tuition (Flat Rate Tuition between 12-18 credits per semester)	\$48,670	Tuition (\$575 per course – 4 courses/per semester)	\$4,600
New Student Fee (one-time fee):	\$340	International Student Fee (one-time fee)	\$400
University Fee, Full-time (\$575 per semester)	\$1,150	<i>Recreation Center Fee –Optional</i>	<i>\$100</i>
Mobile Computing Fee, Full-time (\$315 per semester)	\$630		
International Student Fee (one-time fee)	\$400		
Total Tuition & Fees:	\$51,190	Total Tuition & Fees:	\$5,100
On-campus Housing (\$11,850) and Meal Plan U-300 (\$5,860):	\$17,710	On-campus Housing (\$11,850) and Meal Plan U-300 (\$5,860):	\$17,710
Books & Supplies	\$400	Books & Supplies	\$400
Personal Expenses	\$1,700	Personal Expenses	\$1,700
Medical Insurance*	\$2,403	Medical Insurance*	\$2,403
Total Other Expenses:	\$4,503	Total Other Expenses:	\$4,503
<u>Total Annual Cost for Undergraduate:</u>	<u>\$73,403</u>	<u>Total Annual Cost for ESL:</u>	<u>\$27,313</u>
Law School	Amount	Graduate Programs (Rates range from \$1,405-1,520)	Amount
Full-Time Tuition Rate	\$65,020	Tuition (Based on \$1,405/credit and 9 credits/semester)	\$25,290
International Student Fee (one-time fee)	\$400	International Student Fee (one-time fee)	\$400
University Fee, Full-Time (\$420 per semester)	\$840	University Graduate Fee, Full-Time (\$200 per semester)	\$400
Technological Fee (\$460 per semester)	\$920	Technological Fee (\$275 per semester)	\$550
Total Tuition & Fees:	\$67,180	Total Tuition & Fees:	\$26,640
Room and Board	\$17,280	Ora Manor Housing (double room and Meal plan 2)	\$15,262
Books & Supplies	\$1,400	Books & Supplies	\$400
Personal Expenses	\$7,094	Personal Expenses	\$1,700
Medical Insurance*	\$5,567	Medical Insurance*	\$5,567
Total Other Expenses:	\$14,061	Total Other Expenses:	\$7,667
<u>Total Annual Cost for Graduate Program:</u>	<u>\$98,527</u>	<u>Total Annual Cost for Graduate Programs:</u>	<u>\$49,569</u>

Other Important Notes:

Medical Insurance – All international students are required to enroll in the University’s medical insurance plan. Students enrolled in insurance through their government scholarship (i.e., SACM), or their parents’/spouse’s employment in the U.S. may be permitted to waive the University’s insurance plan. **No other exceptions will be made.**

Graduate Certificate Programs – The only certificates eligible for an I-20: Graduate Business, UN Studies or Global Health Certificates

F2 Dependents -

If you are bringing any dependents, you must complete the [F-2 Dependent Application](#) and show additional financial information:

- **For Spouse: \$5,000**
- **For Children: \$4,000 per child**