



**Office of International Programs**

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

**Change of Level Form – Degree Students**

**Important notes. Please read**

- Change of Level form should be submitted with necessary financial documents **at least 30 days before the program End Date on the I-20**
- If the Change of Level is not processed and completed in SEVIS **by 60 days after your program end date**, your F1 status will be completed and you will be required to leave the US.

**PART I: STUDENT INFORMATION**

ID Number: _____ - _____		Date: (Month _____ Day _____ Year _____)	
First Name: _____		Last Name: _____	
Current U.S. Address: _____			
City: _____	State: _____	Zip Code: _____	
Telephone Number: _____		Email Address: _____	

**PART 2: FINANCIAL SUPPORT:** Please submit Financial Support Form along with supporting financial documents.

<input type="checkbox"/> Financial Support Form <input type="checkbox"/> Proof of Sponsor's Employment (job letter/pay stub) <input type="checkbox"/> Financial documents: <ul style="list-style-type: none"><li>➤ Less than 6 months old</li><li>➤ In English</li><li>➤ Minimum funding needed for change of level period.</li></ul>	<input type="checkbox"/> Copy of biographical page of passport <input type="checkbox"/> Copy of F1 Visa Stamp in passport
---	--

**PART 3: NEW DEGREE INFORMATION:**

<b><u>Please submit the admission letter /email for your new program.</u></b>	
Current Degree Level: _____	Current Major: _____
Semester that Current Degree Requirements Will be Completed: _____	
New Degree Level: _____	New Major: _____
Semester New Degree Begins: _____	
Are your current and new degree part of a dual degree program? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## **FINANCIAL DOCUMENTS CHECKLIST**

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

<u>Accepted Documents</u>
<b><u>*All submitted documents must be in English*</u></b>
<p><b>Students may submit any combination of the following types of funding:</b></p> <ul style="list-style-type: none"> <li>Personal funds</li> <li>Sponsor funds</li> <li>Loans</li> <li>Scholarships – Seton Hall, government, etc.</li> </ul> <p><b><u>Personal Funds</u></b> – <i>If using personal funds, student does not need to submit a Financial Support Form</i>            Students may submit a copy of their own bank statement.</p> <p><b><u>Financial Sponsor Funds:</u></b>            Each sponsor must submit all 3 documents:</p> <ul style="list-style-type: none"> <li>Financial Support Form – promising an amount for 1 year of study</li> <li>Bank Statement – showing the amount promised for 1 year</li> <li>Proof of Income (if unemployed, amount promised will be divided by number of years in the program)</li> </ul> <p><b><u>Loans</u></b>            Please submit an approval / conditional approval letter. The <i>date</i> of the letter must be within 6 months.</p> <p><b><u>Scholarships</u></b>            Please submit scholarship award letter from Seton Hall or funder/program</p> <p><b><u>Eligibility Criteria: Bank Statement/Letter</u></b></p> <ul style="list-style-type: none"> <li>- Less than 6 months old from date of submission</li> <li>- In English (or translated into English)</li> <li>- Name of account holder clearly stated</li> <li>- Must indicate closing or final balance</li> <li>- Must indicate the type of account (savings/checking) and currency</li> </ul> <p><b><u>Eligibility Criteria: Proof of Income</u></b></p> <ol style="list-style-type: none"> <li>1. Pay Stub</li> <li>2. Letter from current employer or offer letter with company's letterhead.</li> <li>3. Tax return</li> <li>4. <u>For self-employed individuals:</u> Please follow the job letter template on page 6 of the this I-20 Application</li> </ol>

**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 2<sup>nd</sup> 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**

<b>PART 1: SPONSOR INFORMATION</b>		
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:

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

**Estimated Cost of Education for International Students  
for 2024-2025 Academic Year**

*All tuition and fees listed are only an estimate and are subject to change at any time.  
Please visit [Tuition and Fees page](#) for the most updated published fees.*

Undergraduate	Amount	English as Second Language Tuition	Amount
Tuition (Flat Rate Tuition between 12-18 credits per semester)	\$50,380	(\$625 per course – 4 courses/per semester)	\$5,000
New Student Fee (one-time fee):	\$350	International Student Fee (one-time fee)	\$400
University Fee, Full-time (\$595 per semester)	\$1,190	<i>Recreation Center Fee –Optional</i>	<i>\$100</i>
Mobile Computing Fee, Full-time (\$325 per semester)	\$650		
Technology Fee, Full-Time (\$475 per semester)	\$950		
International Student Fee (one-time fee)	\$400	<b>Total Tuition &amp; Fees:</b>	<b>\$5,500</b>
<b>Total Tuition &amp; Fees:</b>	<b>\$53,920</b>	<b>On-campus Housing</b> (\$12,270) and Meal Plan U-300 (\$6,066):	<b>\$18,336</b>
<b>On-campus Housing</b> (\$12,270) and Meal Plan U-300 (\$6,066):	<b>\$18,336</b>	Books & Supplies	\$1,000
Books & Supplies	\$1,000	Personal Expenses	\$3,000
Personal Expenses	\$3,000	<b>Medical Insurance</b>	\$2,332
<b>Medical Insurance</b>	\$2,332	<b>Total Other Expenses:</b>	<b>\$6,332</b>
<b>Total Other Expenses:</b>	<b>\$6,332</b>	<b>Total Annual Cost for ESL</b>	<b>\$30,168</b>
<b>Total Annual Cost for Undergraduate:</b>	<b>\$78,588</b>		
Law School (Plus LLM)	Amount	Graduate Programs (Rates range from \$1,470-1,520)	Amount
Full-Time Tuition Rate (LLM = \$53,820)	\$67,300	Tuition (Based on \$1,470/credit and 9 credits/semester)	\$26,460
International Student Fee (one-time fee)	\$400	International Student Fee (one-time fee)	\$400
University Fee, Full-Time (\$435 per semester)	\$870	University Graduate Fee, Full-Time (\$210 per semester)	\$420
Technology Fee (\$475 per semester)	\$950	Technology Fee (\$285 per semester)	\$570
<b>Total Tuition &amp; Fees: (LLM = \$56,040)</b>	<b>\$69,520</b>	<b>Total Tuition &amp; Fees:</b>	<b>\$27,850</b>
<b>Room and Board: (This includes LLM)</b>	<b>\$19,710</b>	<b>Ora Manor Housing</b> (double room and Meal plan 2)	<b>\$15,800</b>
Books & Supplies	\$1,600	Books & Supplies	\$1,000
Personal Expenses	\$6,876	Personal Expenses	\$3,000
<b>Medical Insurance</b>	\$4,559	<b>Medical Insurance</b>	\$4,559
<b>Total Other Expenses: (This includes LLM)</b>	<b>\$13,035</b>	<b>Total Other Expenses:</b>	<b>\$8,559</b>
<b>Total Annual Cost for Program: (LLM= \$88,78 )</b>	<b>\$102,265</b>	<b>Total Annual Cost for Graduate Programs:</b>	<b>\$52,209</b>

**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 F2 Dependent Application for a Form I-20 (Page 11) and show additional financial information of **\$7,500** per dependent (spouse or child(ren)).