

**Office of International Programs**

400 South Orange Ave., South Orange, NJ 07079; Phone: (973) 761-9072; Fax: (973) 275-2383; Email: oip@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, Office of International Programs (OIP) will send an electronic Form I-20 to students. 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 <b>EXACTLY</b> as it appears on your <b>PASSPORT</b>		
Surname/Last Name:		
Primary/First Name: (please add any middle names)		
Gender:    MALE        FEMALE	Date of Birth: (Month____/Day____/Year____)	
Phone Number:	Email Address: ( <b>mandatory</b> )	
Country of Birth:	City of Birth:	Country of Citizenship:
Will you be traveling with a spouse or child(ren)?    ____ Yes ( <b>you will be required to apply for the F2 visa</b> )    ____ No		

**PART 2: ADDRESS INFORMATION**

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

**PART 3: ACADEMIC INFORMATION**

<b>Please choose the degree you are applying for: (online degrees and some certificates not eligible for I-20)</b>						
English as a Second Language	Undergraduate	Graduate	Law	Ph.D.	Certificate	
<b>Choose the semester you applied for:</b>	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**

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

**PART 5: U.S. VISA HISTORY**

<b>Are you here on another U.S. visa status (such as B2 or F2)?</b> 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 <b>must</b> make an <b>appointment</b> 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 \$69,812 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. <u>Other</u> : 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**  
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 approval / conditional approval letter. Date of letter must be within 6 months.

**Scholarships**  
Please submit scholarship award letter

**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 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 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 2022-2023**  
**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)	\$46,380	Tuition (\$57 per course – 4 courses/per semester)	\$4,600
New Student Fee (one-time fee):	\$325	International Student Fee (one-time fee)	\$400
University Fee, Full-time (\$545 per semester)	\$1,090	<i>Recreation Center Fee –Optional</i>	\$100
Mobile Computing Fee, Full-time (\$300 per semester)	\$600		
International Student Fee (one-time fee)	\$400		
<b>Total Tuition &amp; Fees:</b>	<b>\$48,795</b>	<b>Total Tuition &amp; Fees:</b>	<b>\$5,100</b>
<b>On-campus Housing</b> (\$11,288) and Meal Plan U-300 (\$5,586):	<b>\$16,874</b>	<b>On-campus Housing</b> (\$11,288) and Meal Plan U-300 (\$5,586):	<b>\$16,874</b>
Books & Supplies	\$400	Books & Supplies	\$400
Personal Expenses	\$1,700	Personal Expenses	\$1,700
Medical Insurance*	\$2,243	Medical Insurance*	\$2,243
<b>Total Other Expenses:</b>	<b>\$4,343</b>	<b>Total Other Expenses:</b>	<b>\$4,343</b>
<b><u>Total Annual Cost for Undergraduate:</u></b>	<b><u>\$70,012</u></b>	<b><u>Total Annual Cost for ESL:</u></b>	<b><u>\$26,317</u></b>
Law School	Amount	Graduate Programs (Rates range from \$1,378-1,517)	Amount
Full-Time Tuition Rate	\$61,980	<u>Tuition</u> (Based on \$1,378/credit and 9 credits/semester)	\$24,804
International Student Fee (one-time fee)	\$400	International Student Fee (one-time fee)	\$400
University Fee, Full-Time (\$400 per semester)	\$800	University Graduate Fee, Full-Time (\$140 per semester)	\$280
Technological Fee (\$440 per semester)	\$880	Technological Fee (\$260 per semester)	\$520
<b>Total Tuition &amp; Fees:</b>	<b>\$64,060</b>	<b>Total Tuition &amp; Fees:</b>	<b>\$26,004</b>
<b>Room and Board</b>	<b>\$14,220</b>	<b>Ora Manor Housing</b> (double room and meal plan)	<b>\$14,544</b>
Books & Supplies	\$1,400	Books & Supplies	\$400
Personal Expenses	\$7,200	Personal Expenses	\$1,700
Medical Insurance*	\$5,120	Medical Insurance*	\$5,120
<b>Total Other Expenses:</b>	<b>\$13,720</b>	<b>Total Other Expenses:</b>	<b>\$7,220</b>
<b><u>Total Annual Cost for Graduate Program:</u></b>	<b><u>\$92,000</u></b>	<b><u>Total Annual Cost for Graduate Programs:</u></b>	<b><u>\$47,768</u></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 [F-2 Dependent Application](#) and show additional financial information:

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