

**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 the form I-20. The form I-20 is required to get the F1 student visa. The application checklist is separated into 3 columns. Please choose the column that fits your situation. These will be the documents you need to submit to complete your I-20 application. Please upload your documents [here](#).

<b>I-20 Application Checklist</b>		
<b>First Time Studying in the United States</b>	<b>Currently Studying in the United States on the F1 Student Visa</b>	<b>Currently in the United States on another visa category</b>
<b>Must complete items 1 and 2</b>	<b>Must complete items 1 – 6, (7 is optional)</b>	<b>Must complete items 1 – 4</b>
<b>Items 3 – 6 demonstrate how you plan to cover your educational and living expenses. Please submit any that apply to you.</b>	<b>Items 8 – 11 demonstrate how you plan to cover your educational and living expenses. Please submit any that apply to you.</b>	<b>Items 5 – 8 demonstrate how you plan to cover your educational and living expenses. Please submit any that apply to you.</b>
<ol style="list-style-type: none"> <li>1. I-20 Application (page 2,3)</li> <li>2. Copy of photo page of passport</li> <li>3. Financial documents (personal)               <ol style="list-style-type: none"> <li>a. Bank Statement (no older than 3 months)</li> </ol> </li> <li>4. Financial documents (sponsor) – <b>all required</b> <ol style="list-style-type: none"> <li>a. Financial Support Form (page 4)</li> <li>b. Bank Statement - (no older than 3 months)</li> <li>c. Proof of Income</li> </ol> </li> </ol> <p>*No company finances or investment finances are accepted, only personal bank statements</p> <ol style="list-style-type: none"> <li>5. Funds from Seton Hall University or government organizations               <ol style="list-style-type: none"> <li>a. Academic/Athletic Scholarship Award Letter</li> <li>b. Graduate, Teaching or Research Assistantship Letter</li> </ol> </li> <li>6. Housing Support Documents – <b>all required</b> <ol style="list-style-type: none"> <li>a. Housing Support Form (page 5)</li> <li>b. Proof of Address</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. I-20 Application (page 2,3)</li> <li>2. Copy of photo page of passport</li> <li>3. Transfer of Visa Sponsorship Form (page 6)</li> <li>4. Copy of most recent F1 student visa</li> <li>5. Copy of most recent I-20</li> <li>6. I-94</li> <li>7. EAD (only if currently on OPT)</li> <li>8. Financial documents (personal)               <ol style="list-style-type: none"> <li>a. Bank Statement (no older than 3 months)</li> </ol> </li> <li>9. Financial documents (sponsor) – <b>all required</b> <ol style="list-style-type: none"> <li>a. Financial Support Form (page 4)</li> <li>b. Bank Statement - (no older than 3 months)</li> <li>c. Proof of Income</li> </ol> </li> </ol> <p>*No company finances or investment finances are accepted, only personal bank statements</p> <ol style="list-style-type: none"> <li>10. Funds from Seton Hall University or government organizations               <ol style="list-style-type: none"> <li>a. Academic/Athletic Scholarship Award Letter</li> <li>b. Graduate, Teaching or Research Assistantship Letter</li> </ol> </li> <li>11. Housing Support Documents – <b>all required</b> <ol style="list-style-type: none"> <li>a. Housing Support Form (page 5)</li> <li>b. Proof of Address</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. I-20 Application (page 2,3)</li> <li>2. Copy of photo page of passport</li> <li>3. Copy of visa used to enter the United States</li> <li>4. I-94</li> <li>5. Financial documents (personal)               <ol style="list-style-type: none"> <li>a. Bank Statement (no older than 3 months)</li> </ol> </li> <li>6. Financial documents (sponsor) – <b>all required</b> <ol style="list-style-type: none"> <li>a. Financial Support Form (page 4)</li> <li>b. Bank Statement - (no older than 3 months)</li> <li>c. Proof of Income</li> </ol> </li> </ol> <p>*No company finances or investment finances are accepted, only personal bank statements</p> <ol style="list-style-type: none"> <li>7. Funds from Seton Hall University or government organizations               <ol style="list-style-type: none"> <li>a. Academic/Athletic Scholarship Award Letter</li> <li>b. Graduate, Teaching or Research Assistantship Letter</li> </ol> </li> <li>8. Housing Support Documents – <b>all required</b> <ol style="list-style-type: none"> <li>a. Housing Support Form (page 5)</li> <li>b. Proof of Address</li> </ol> </li> </ol>

**I-20 APPLICATION INSTRUCTIONS**

- You may submit document by uploading them to our [portal](#) or to our email – however the portal is the most secure method.
- Any documents submitted must be in English or come with an official translation.
- Please check page one for more information about the documents needed.

**PART 1: STUDENT INFORMATION**

Write the name <b>EXACTLY</b> as it appears on your <b>PASSPORT</b>		
Surname/Last Name:		
Primary/First Name: ( <b>please add any middle names</b> )		
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 if transfer student from U.S. institution)</b>			
Street Address:			Apartment/Unit #:
City:	State:		Zip Code:

**PART 3: ACADEMIC INFORMATION**

<b>Please choose the degree you are applying for: (online degree 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 <b>summer</b> , which summer session will you attend?    May Intersession    Summer I (June)    Summer II (July)			
What major will you be studying?			

**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: N00	Current School Name:	Last Date Attended/Attending: (Month____/Day____/Year____)
OPT End Date: (if applicable) (Month____/Day____/Year____)	*If current status is <b>terminated</b> , you <b>must</b> make an appointment 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: (Month____/Day____/Year____)		
Will you file for change of status in the United States?			
YES (please submit copy of current visa, next steps will be sent by email)		NO	

**PART6: MAILING/PICK-UP OF I-20**

Please select one of the following: Pick-up, Regular mail (US only) or Express <i>mail</i> . <b>Express is FedEx/DHL/UPS and may take 3-5 business days to arrive.</b>			
Pick up	Name:	Email:	Phone:
Regular Mail (US only)	Street Address:		Apartment/Unit #:
City:		State:	Postal Code:
Fed Ex. DHL/UPS	Students selecting this option <b>will receive an email with instructions</b> on how to order and pay for shipping.		

**PART 7: ANNUAL COST WORKSHEET**

Please complete the fields that apply to you below and demonstrate the means by which you will support yourself each year during your study at Seton Hall University.	
Source of my support per academic year	Annual Amount
1. Please enter the total from the "Cost of Education" sheet located on page 7 of this application for your program (for example, an undergraduate would write \$64,744 in the box to the right):	\$
2. <b>Personal Funds:</b> total amount shown must be divided by the number of years in your program (example: if your bank account shows \$10,000 and you are joining a graduate program which is 2 years, you would write \$5,000 in the space to the right)	\$
3. <b>Funds from Sponsor 1:</b> Sponsor's Name _____	\$
4. <b>Funds from Sponsor 2:</b> Sponsor's Name _____	\$
5. <b>Housing Support from Sponsor:</b> Sponsor's Name _____	\$
6. Please indicate the type of award you are receiving from Seton Hall University each year (scholarship, assistantship, other): _____ Please write the amount you will receive from Seton Hall for one year in the space to the right.	\$
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 checking this box, 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		Date (month/day/year)	
By typing your name, you electronically sign this application			

**FINANCIAL SUPPORT FORM**

Each sponsor must complete and electronically sign this form, as well as provide proof of the available funds indicated below (i.e. bank account) and proof of income. Our Office reserves the right to request additional financial documents or verification of submitted documents. The documents acceptable to prove your financial sponsorship must be:

- Less than 3 months old from date of submission
- In English (or translated into English)
- Name clearly stated
- Type of currency
- No company or investment finances permitted

**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 three 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

Letter from current employer (on letterhead)

Tax Return

**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)

**HOUSING SUPPORT FORM**

The purpose of this form is to verify that the student will not have any living expenses during their studies. The person(s) who owns or rents the property where the student will reside should sign this form. If more than one person is named on the documents you are submitting, please make sure both people sign below.

Please provide a copy of one of the following documents:

Lease or Deed Document      Bills      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)	

## Office of International Programs

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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

\*All students currently studying in the U.S. on an F-1 student visa must submit: **Copy of most recent I-20, visa and I-94**

<b>PART 1: STUDENT INFORMATION (To be completed by the student)</b>			
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? <span style="float: right;">Yes                          No</span>			Date you will depart the U.S.: (Month)____/(Day)____/(Year)_
If you answered <b>yes</b> 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)_____			
E-Signature	By checking this box, I agree to the terms and conditions of this application.		Date (month/day/year)
	By typing your name, you electronically sign this application		

<b>PART 2: SEVIS INFORMATION (To be completed by the Student Advisor or Designated School Official only)</b>			
The student above has recently informed us that he/she intends to transfer to Seton Hall University. In order to process this, please complete the following and submit transfer form <a href="#">here</a> , or mail/fax back to this office.			
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:			

<b>PART 3: INTERNATIONAL STUDENT ADVISOR OR DESIGNATED SCHOOL OFFICIAL INFORMATION (To be completed by the Student Advisor or Designated School Official only)</b>			
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)

## Cost of Education for International Students for 2020-2021 Academic Year

All rates are subject to change \* International students are required to be full-time

Undergraduate	Amount	English as a Second Language (ESL)	Amount
Tuition (Flat Rate Tuition between 12-18 credits per semester)	\$42,920	Tuition (\$550 for each 42-hour course (37 contact hours))	\$4,400
New Student Fee (one-time fee):	\$300	International Student Fee (one-time fee)	\$400
University Fee, Full-time (\$500 per semester)	\$1000	<i>Recreation Center Fee –Optional (For ESL students only)</i>	\$100
Mobile Computing Fee, Full-time (\$275 per semester)	\$550		
International Student Fee (one-time fee)	\$400		
<b>Total Tuition &amp; Fees:</b>	<b>\$45,170</b>	<b>Total Tuition &amp; Fees:</b>	<b>\$5,000</b>
<b>On-campus Housing</b> (\$10,498) and Meal Plan U-300 (\$5,176):	<b>\$15,674</b>	<b>On-campus Housing</b> (\$10,498) and Meal Plan U-300 (\$5,176):	<b>\$15,674</b>
Books & Supplies	\$400	Books & Supplies	\$400
Personal Expenses	\$1,500	Personal Expenses	\$1,500
Medical Insurance*	\$2,000	Medical Insurance*	\$2,000
<b>Total Other Expenses:</b>	<b>\$3,900</b>	<b>Total Other Expenses:</b>	<b>\$3,900</b>
<b>Total Annual Cost for Undergraduate:</b>	<b>\$64,744</b>	<b>Total Annual Cost for ESL:</b>	<b>\$24,574</b>

  

SHMS - OT, PT, PA, SLP	Amount	Graduate A & S and SHMS – all other	Amount
Tuition (\$1,416 per credit, based on 9 credits per semester)	\$25,488	Tuition (\$1,354 per credit, based on 9 credits per semester)	\$24,372
International Student Fee (one-time fee)	\$400	International Student Fee (one-time fee)	\$400
University Graduate Fee, Full-Time (\$140 per semester)	\$280	University Graduate Fee, Full-Time (\$140 per semester)	\$280
Technological Fee (\$260 per semester)	\$520	Technological Fee (\$260 per semester)	\$520
<b>Total Tuition &amp; Fees:</b>	<b>\$26,688</b>	<b>Total Tuition &amp; Fees:</b>	<b>\$25,572</b>
<b>Off-campus Housing</b> (\$12,000) and Meal (\$ 4,856)	<b>\$16,856</b>	<b>Off-campus Housing</b> (\$12,000) and Meal (\$ 4,856)	<b>\$16,856</b>
Books & Supplies	\$1,000	Books & Supplies	\$1,000
Personal Expenses	\$1,500	Personal Expenses	\$1,500
Medical Insurance*	\$3,786	Medical Insurance*	\$3,786
<b>Total Other Expenses:</b>	<b>\$6,286</b>	<b>Total Other Expenses:</b>	<b>\$6,286</b>
<b>Total Annual Cost for Graduate Program:</b>	<b>\$49,830</b>	<b>Total Annual Cost for Graduate Programs:</b>	<b>\$48,714</b>

  

Law School	Amount	Graduate Business	Amount
Full-Time Tuition Rate	\$56,494	Tuition (\$1,305 per credit, based on 9 credits per semester)	\$23,490
University Fee, Full-time (\$400 per semester)	\$800	International Student Fee (one-time fee)	\$400
Technological Fee (\$440 per semester)	\$880	University Graduate Fee, Full-Time (\$140 per semester)	\$280
International Student Fee (one-time fee)	\$400	Technological Fee (\$260 per semester)	\$520
<b>Total Tuition &amp; Fees:</b>	<b>\$58,574</b>	<b>Total Tuition &amp; Fees:</b>	<b>\$24,690</b>
<b>Off-campus Housing</b> (\$9,220) and Meal Plan #4 (\$4,856):	<b>\$14,076</b>	<b>Off-campus Housing</b> (\$12,000) and Meal (\$ 4,856)	<b>\$16,856</b>
Books & Supplies	\$1,000	Books & Supplies	\$1,000
Personal Expenses	\$2,500	Personal Expenses	\$1,500
Medical Insurance*	\$3,786	Medical Insurance*	\$3,786
<b>Total Other Expenses:</b>	<b>\$7,206</b>	<b>Total Other Expenses:</b>	<b>\$6,286</b>
<b>Total Annual Cost for Graduate Programs:</b>	<b>\$78,936</b>	<b>Total Annual Cost for Graduate Programs:</b>	<b>\$47,832</b>

  

Graduate Nursing	Amount	Graduate College of Comm/Diplomacy/Education	Amount
Tuition (\$1,336 based on 9 credits per semester)	\$24,048	Tuition (\$1,304 per credit, based on 9 credits per semester)	\$23,472
University Graduate Fee, Full-time (\$140 per semester)	\$280	International Student Fee (one-time fee)	\$400
Technological Fee (\$260 per semester)	\$520	University Graduate Fee, Full-Time (\$140 per semester)	\$280
International Student Fee (one-time fee)	\$400	Technological Fee (\$260 per semester)	\$520
<b>Total Tuition &amp; Fees:</b>	<b>\$25,248</b>	<b>Total Tuition &amp; Fees:</b>	<b>\$24,672</b>
<b>Off-campus Housing</b> (\$12,000) and Meal (\$ 4,856)	<b>\$16,856</b>	<b>Off-campus Housing</b> (\$12,000) and Meal (\$ 4,856)	<b>\$16,856</b>
Books & Supplies	\$1,000	Books & Supplies	\$1,000
Personal Expenses	\$2,500	Personal Expenses	\$1,500
Medical Insurance*	\$3,786	Medical Insurance*	\$3,786
<b>Total Other Expenses:</b>	<b>\$7,206</b>	<b>Total Other Expenses:</b>	<b>\$6,286</b>
<b>Total Annual Cost for Graduate Programs:</b>	<b>\$48,390</b>	<b>Total Annual Cost for Graduate Programs:</b>	<b>\$47,814</b>

<b>Graduate Business Certificate (16 credits)</b>		<b>Amount</b>	<b>Global Health Management Certificate (15 credits)</b>		<b>Amount</b>
Tuition (\$1,305 per credit, based on 16 credits)		\$20,880	Tuition (9 SHMS credits + 6 Diplomacy credits)		\$20,040
International Student Fee (one-time fee)		\$400	International Student Fee (one-time fee)		\$400
University Fee, (full-time \$140 + part-time \$115)		\$255	University Fee (full-time \$140 + part-time \$115)		\$255
Technological Fee (full-time \$260 + part-time \$130)		\$390	Technological Fee (full-time \$260 + part-time \$130)		\$390
<b>Total Tuition &amp; Fees:</b>		<b>\$21,925</b>	<b>Total Tuition &amp; Fees:</b>		<b>\$21,085</b>
<b>Off-campus Housing</b> (\$12,000) and Meal (\$4,856)		<b>\$16,856</b>	<b>Off-campus Housing</b> (\$12,000) and Meal (\$ 4,856)		<b>\$16,856</b>
Books & Supplies		\$1,000	Books & Supplies		\$1,000
Personal Expenses		\$1,500	Personal Expenses		\$1,500
Medical Insurance*		\$3,786	Medical Insurance*		\$3,786
<b>Total Other Expenses:</b>		<b>\$6,286</b>	<b>Total Other Expenses:</b>		<b>\$6,206</b>
<b><u>Total Annual Cost for Grad. Bus. Cert. Programs:</u></b>		<b>\$45,067</b>	<b><u>Total Annual Certificate Costs:</u></b>		<b>\$44,227</b>
<b>UN Studies Certificate (15 credits)</b>		<b>Amount</b>			
Tuition (\$1,309 per credit)		\$19,635			
International Student Fee (one-time fee)		\$400			
University Fee, (full-time \$140 + part-time \$115)		\$255			
Technological Fee (full-time \$260 + part-time \$130)		\$390			
<b>Total Tuition &amp; Fees:</b>		<b>\$20,680</b>			
<b>Off-campus Housing</b> (\$12,000) and Meal (\$4,856)		<b>\$16,856</b>			
Books & Supplies		\$1,000			
Personal Expenses		\$1,500			
Medical Insurance*		\$3,786			
<b>Total Other Expenses:</b>		<b>\$6,286</b>			
<b><u>Total Annual Cost for Grad. Bus. Cert. Programs:</u></b>		<b>\$43,822</b>			