

## I-20 Request Form and Proof of Finances Instructions

Please read the instructions and requirements carefully before submitting your financial documents.

### What is a Form I-20?

- The Certificate of Eligibility Form I-20 is a U.S. government form that EFSC uses to certify that you are eligible for F-1 status. You need an I-20 to obtain an F-1 student visa and to keep lawful F-1 status when transferring or changing schools in the U.S.

### What financial proof do I need to submit to get an I-20?

- Bank statement or bank letter showing a minimum of \$22,426.00 USD
- I-20 Request Form

### What are the Financial Support Document Requirements?

#### Acceptable Documents

- Bank Statement *OR*
- Bank Letter on letterhead
- Dated within last 30 days
- Balance shows a specific dollar amount

#### NOT Accepted

- Employer letters, stocks or bonds, personal statements, asset appraisals, investment accounts, etc.
- Balance listed as “enough” or “sufficient funds”

### Can I have a sponsor?

- Yes, if the bank statement is from someone else’s account, then they are your sponsor
- All sponsors must complete the *Sponsor Section* of the I-20 Request Form
- You may have more than one sponsor

### What if I have an Athletic Scholarship?

- If you are receiving an athletic scholarship, write “LOI” as the scholarship name
- All athletes must submit a bank statement of \$1,000 USD for mandatory health insurance and emergency fee purposes
- If your scholarship does not include books and/or room and board, you are required to show proof of finances for each item not included

### What is the deadline to apply to EFSC?

Where do you live?	Fall (August)	Spring (January)	Summer (May)
Apply outside the U.S.	June 15	October 15	February 15
Transfer inside the U.S.	July 15	November 15	March 15

#### International Student Services

1519 Clearlake Road, Building 11, Second Floor, Cocoa, Florida 32922  
Phone: 321-433-7341 – Email: [iss@easternflorida.edu](mailto:iss@easternflorida.edu)

## Sample Bank Letter

You may choose to submit a copy of your bank statement or a letter from the bank similar to the one shown below.

### BANK LETTERHEAD

Date

Eastern Florida State College  
1519 Clearlake Rd.  
Cocoa, FL 32922

RE: Student's Name

Dear Sir/Madam:

At the request of our customer STUDENT/SPONSOR NAME, whose local address is STUDENT/SPONSOR ADDRESS, it is our pleasure to inform you of their banking relationship with our bank.

STUDENT/SPONSOR NAME has an active account with our bank and maintains this account in good standing. The account currently has a minimum balance equivalent to \$23,000.00 USD.

This letter is provided on behalf of our customer and without liability to the bank and its staff.

Sincerely,

BANK OFFICIAL'S SIGNATURE

Official seal



# I-20 Request Form

Please type **(DO NOT HANDWRITE this form)** and complete ALL applicable fields. Send supporting documents with this form to the International Student Services Office (ISS): [iss@easternflorida.edu](mailto:iss@easternflorida.edu).

### Student Information

Name: \_\_\_\_\_  
Last (Surname) First (Given) Middle

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: \_\_\_\_ Male \_\_\_\_ Female  
Month Day Year

Country of Birth: \_\_\_\_\_ City of Birth \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

International Address: \_\_\_\_\_  
Number and Street City State/Province/Territory Country Postal Code

International Phone Number: (\_\_\_\_\_) \_\_\_\_\_  
Area code Phone Number

U.S. Address: *only for those currently residing in the U.S.* \_\_\_\_\_  
Number and Street / Apartment # City State Zip Code

Email Address: \_\_\_\_\_ U.S. Phone Number: \_\_\_\_\_

### Purpose:

\_\_\_\_ Initial Attendance \_\_\_\_ Defer Attendance \_\_\_\_ Transfer in U.S. \_\_\_\_ Change of Status \_\_\_\_ Change of Program

### Program of Study:

\_\_\_\_ Associate in Arts (AA/General)  
\_\_\_\_ Associate in Science (AS) *specify program* \_\_\_\_\_

### Dependent(s) Accompanying you:

\_\_\_\_ No \_\_\_\_ Yes (Contact ISS for additional documents)

### Starting Term:

\_\_\_\_ Fall (August) \_\_\_\_ Spring (January) \_\_\_\_ Summer (May)

### Immigration Information

*Choose the option that best fits your situation.*

\_\_\_\_ I am currently outside of the U.S., hold no immigration status and will apply for a student visa at a U.S. Embassy or consulate before entering the U.S.

\_\_\_\_ I am enrolled in a U.S. high school or college and would like to transfer my current F-1 visa status to EFSC (*requires additional documentation*).

\_\_\_\_ I am in the U.S. and enrolled at EFSC. I would like to change my program level.

\_\_\_\_ I am in the U.S. in the following visa status (Not F-1): \_\_\_\_\_

\_\_\_\_ I will depart the U.S. and apply for an F-1 visa for re-entry

\_\_\_\_ I will apply to change my visa status to F-1 from inside the U.S.

### How do you want to receive your I-20?

\_\_\_\_ By Mail: *Upon acceptance you will receive directions on how to pay for the shipping of your I-20.*

\_\_\_\_ Hold for pick up: *You consent to the release of your educational records to the person below.*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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## Estimated Annual Full Time Tuition, Fees and Living Expenses

\*The figures below are estimates only. Your total overall program cost may be more than the amount listed.

Academic Expenses		Living Expenses	
Tuition (\$405.76/credit hour)	\$9,738.00	Room & Board (Off-Campus)	\$5,760.00
Books	\$1,200.00	Personal Expenses	\$2,763.00
<b>SUBTOTAL</b>	<b>\$10,938.00</b>	Health Insurance	\$850.00
—	—	Transportation	\$2,115.00
—	—	<b>SUBTOTAL</b>	<b>\$11,488.00</b>
<b>TOTAL ESTIMATED ANNUAL COSTS: \$22,426.00</b>			

### Your Financial Requirement

Your minimum annual financial requirement	<b>\$22,426.00</b>
(Dependents: Add \$3,000.00 for spouse and \$1,000.00 per child)	+
<b>YOUR TOTAL</b>	<b>\$</b>

### How will you support your expenses? (amounts should match total above)

Personal funds (only if bank statement is in student's name)	\$
Scholarship Name (athletes write LOI in box and include proof of health insurance \$1,000)	\$
Funds from sponsor (sponsor must fill out and sign section below)	\$

### Sponsor Information (if applicable)

Sponsor Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Sponsor Address: \_\_\_\_\_  
Number and Street                      City                      State/Province/Territory                      Country                      Postal Code

Sponsor Email: \_\_\_\_\_ Sponsor Phone: \_\_\_\_\_

*I hereby certify that I will be financially responsible for the expenses of the above named student during his/her stay at Eastern Florida State College. I am able to provide the amount indicated above for one academic year.*

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month      Day      Year

### Student Signature

*I hereby certify that the information provided in this application is complete, accurate, and true. I understand the information will be provided by the U.S. Department of Homeland Security through the SEVIS system to issue the form I-20. Furthermore, I understand that all changes requested must be submitted in writing to International Student Services. I authorize International Student Services to access my I-94 arrival and departure records for immigration and on-campus employment purposes.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Required                      Month      Day      Year