



## INTERNATIONAL STUDENT APPLICATION

**All F-1 visa students must obtain an I-20 (Certificate of Eligibility) form prior to beginning classes.** To receive an I-20 (which you will need to get an F-1 visa), complete and return this application, along with the other required documents that are outlined in the **Check List** below. If you have any questions, please contact Karen Maguire at [kjmac@sfsu.edu](mailto:kjmac@sfsu.edu) /415.817.4228, Robert Martin at [robertm@sfsu.edu](mailto:robertm@sfsu.edu) /415.817.4270 or the Program Coordinator for your Certificate Program (see page 3).

### APPLICATIONS DEADLINES

Term	Semester Begins	Deadline to Submit Certificate Application for International Students	Deadline to Submit International Student Application
<b>Spring 2010</b>	January 25, 2010	Nov. 2, 2009	Nov. 16, 2009
<b>Fall 2010</b>	Aug. 23, 2010	June 14, 2010	July 5, 2010

#### Mail Your Application to:

SF State Downtown Campus, College of Extended Learning, International Student Application,  
Attn: Karen Maguire, 835 Market St., 6<sup>th</sup> Floor, San Francisco, CA 94103, USA

### Check List

Make sure you have completed or included the following items for this application. See the CEL web site for more information: <http://www.cel.sfsu.edu/international/>

- 1. **Letter of Acceptance** from the program which you are applying. You must apply to a certificate program by submitting a **Certificate Application for International Students** and receive a letter of acceptance **before** you can submit this **International Student Application**.
- 2. **Original TOEFL Score Report**  
Have the Education Testing Service (ETS) or Internet English Language Testing System (IELTS) mail your official TOEFL Score Report to SF State on your behalf. (The TOEFL Code Number is 4721). **SFSU does not accept Institutional TOEFL scores.** The one exception is that Institutional TOEFL scores from the American Language Institute (ALI) at San Francisco State University are accepted.  
For the TOEFL test, a minimum score of 500 (paper-based test), 173 (computer-based test), or 61 (internet-based test) is required. For the IELTS test, a minimum score of 6 (for undergraduates) and 7.0 for graduates) is required. Original copies **only** will be accepted, no faxes or photocopies.
- 3. **Proof of Finances**  
Include a letter from your bank (page 3), or have your bank official certify your funds where indicated on page 6 of this application. Financial Statement Guidelines are on page 4.
- 4. **Health Insurance**  
Read and sign the Agreement to Purchase Medical Health Insurance (page 6 of this application).
- 5. **U.S. Immigration Service Documents**  
If you are currently enrolled at another school, include a copy of your passport, I-94 card, I-20 (Certificate of Eligibility), and EAD card from your current U.S. School (if any).
- 6. **Fees**  
Include a check or money order, payable to *SFSU-CEL* in the amount of \$550 for the non-refundable **International Student Application** fee. See the **Step-by-Step Check List** and **Student Fees** for more information. You may download these two documents from <http://www.cel.sfsu.edu/international/>.

## I. GENERAL INFORMATION

Please type or print clearly when you complete this form.

Name (as it appears on passport): \_\_\_\_\_  
family/surname first/given name middle name

City and Country of Birth: \_\_\_\_\_  
City Country

Country of Citizenship: \_\_\_\_\_

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

SEVIS ID Number: \_\_\_\_\_  
*If known to you already*

Certificate Program \_\_\_\_\_ at the *College of Extended Learning to which you are applying (must be from the list of Certificate Programs on page 3)*

Current Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**The I-20 (Certificate of Eligibility) form will be mailed to this address.**

**Permanent Address** \_\_\_\_\_

**In Home Country:** \_\_\_\_\_

[mandatory] \_\_\_\_\_

Phone number in U.S.A. \_\_\_\_\_

Fax Number \_\_\_\_\_

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

Semester your instruction begins  Spring 20\_\_\_\_  Fall 20\_\_\_\_  
*Select the semester you would like to start and fill in the year.*

Are you currently in the U.S. studying at another school or pursuing post-completion practical training?  
 Yes  No If yes, please provide a photocopy of your current SEVIS I-20 form. If you are on PCPT, please provide photocopy of your EAD (Employment Authorization Document).

If you are currently in the U.S. please indicate your current visa status: (e.g. F-1, H1-B, etc) \_\_\_\_\_

## II. FINANCIAL STATEMENT

The US Immigration Service requires F-1 visa students to have proof of minimum funding for the first year as estimated using the "Expense Chart" below. Using the costs for the certificate program in which you will be enrolled, you must *either* attach a letter from your bank or financial institution, printed on bank letterhead, showing Proof of Finances (see page 4) or have your bank official sign where indicated on this document (page 6). If you are submitting Proof of Finances from a sponsor, then your sponsor's signature is also required or a letter from your sponsor stating that they will be responsible for these expenses for you. The letter must be the original copy; we do not accept faxes or scanned copies.

### ESTIMATED Annual Expense Chart

Certificate Programs	Tuition*	App Fees**	Living Expenses	TOTAL FEES	CEL Program Coordinator
<b>Hospitality &amp; Tourism Management</b>	\$7,080	\$600	\$19,250	<b>\$26,930</b>	<b>Karen Maguire</b> kjmac@sfsu.edu; (415) 817-4228
<b>International Business</b>	\$7,920	\$650**	\$19,250	<b>\$27,820</b>	<b>Yim-Yu Wong</b> yywong@sfsu.edu or <b>Karen Maguire</b> kjmac@sfsu.edu; (415) 817-4228
<b>Paralegal Studies</b>	\$6,500	\$600**	\$19,250	<b>\$26,350</b>	<b>Baseemah Rahman</b> brahman@sfsu.edu; (415) 817-4223
<b>Digital Video Intensive***</b>	\$9,995	\$600***	\$19,250	<b>\$29,845</b>	<b>Carmen Gonazlez</b> cgonz@sfsu.edu; (415) 817-4229

\* **Please note:** Since Tuition is subject to change without notice, please visit our Web site [<http://www.cel.sfsu.edu>] for current course fees or contact the CEL Program Coordinator.

\*\* \$50 with the **Certificate Program Application (Certificate Program Application fee for International Business is \$100)** and \$550 with the **International Student Application**.

\*\*\***Reminder: This is not an academic credit certificate program. It is a CEU credit program.** Please also complete the **Digital Video Intensive Program Application** with a \$50 application fee and mail with the **International Student Application** and documentation.

### Sample Letter

Letter from your bank must be dated within the past 6 months and contain the following information:

This is to certify that Mr./Mrs./Ms. \_\_\_\_\_ has U.S. \$ \_\_\_\_\_ on deposit in \_\_\_\_\_ (name of bank) \_\_\_\_\_ bank/financial institution, being held on behalf of \_\_\_\_\_ (name of student) \_\_\_\_\_ for educational purposes.

Account Number \_\_\_\_\_

Type of Account \_\_\_\_\_

Bank Officer/official signature \_\_\_\_\_ Date \_\_\_\_\_

**DEPENDENTS**

If your spouse and/or children will accompany you to the U.S. in F-2 status (as dependents), please complete the information below and submit the following documents.

1. An original (or certified true copy) of your marriage certificate in both your native language and officially translated into English.
2. An original (or certified true copy) of your child/children’s birth certificate(s) in both your native language and officially translated into English.
3. Verification that you or your sponsor have sufficient funds to cover the estimated one-year living expenses in the amount of \$5,000 for your spouse and \$5,000 for each child, *in addition* to the amount that you (or your sponsor) must certify for yourself.

NAME(S): Family	First	Middle	Date of Birth	Sex M or F	City of Birth	Country of Birth	Country of Citizenship	Relationship to Student
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**PROOF OF FINANCES**

The following information is required for issuance of the I-20 (Certificate of Eligibility) form. Please complete all details regarding the source(s) of funding.

Student’s personal funds: \$ \_\_\_\_\_

Funds from Sponsor: \$ \_\_\_\_\_

Funds from Other Sources: \$ \_\_\_\_\_ Specify Source \_\_\_\_\_

**Total** \$ \_\_\_\_\_

I certify that the amount of money indicated above is available to me for my first year of study in the United States

_____	_____	_____
Student’s Name (please print)	Student’s Signature	Date

_____	_____	_____
Sponsor’s Name (please print)	Sponsor’s Signature	Date

\_\_\_\_\_  
Sponsor’s Relationship to Student (father, mother, etc.)

**Bank Certification**

I have read this form and certify the correctness of the amounts of funds available as shown above:

_____	_____	_____
Signature of Bank Officer/Official	Title	Date

_____	_____
Name of Bank	Address of Bank

**Official Bank Seal or Stamp:**

## **FINANCIAL STATEMENT GUIDELINES**

(Effective August 2009)

### **1. Types of Acceptable Financial Statement Documents:**

- Undergraduate Admissions, Graduate Studies and ALI will accept original Financial Statement forms. We will also accept copies of original Financial Statement forms submitted by fax or as email attachments. This will allow students to keep original copies for the purpose of their visa interviews with the US Embassy/Consulate.
- Financial Statements must be on the bank/financial institution's letterhead, show contact information, financial institution official's name, title and signature. Applicants may retain the original for their visa interview.
- Financial Statements must be in English. Translations from a translation agency or an appropriate campus authority are acceptable.
- Monthly statements from financial institutions are acceptable as long as said document has the institution's name, address and contact information.
- Documentation of other liquid assets (stocks, bonds, mutual funds, IRA accounts, etc.) are acceptable, applying the same standards used for monthly financial institution statements.
- The Financial Statement can estimate funds in (e.g. "low seven figure amount") in US or non-US currency as long as it meets our financial requirement amounts.
- Scholarship or government loan funds letters that are term-specific may be used only for specified terms, regardless of date of issue. "For Admissions Purpose" Forms from the Saudi Scholarship Funds are acceptable.

### **2. Dates on Financial Statement Form:**

Financial Statements must be current and dated no earlier than 12 months/ 1 year prior to the start of the application term.

- Fall application term starts in August – Financial Statements (FS) must be dated no earlier than August of previous year.  
*Example: Fall 2010 application term – FS must be dated no earlier than Aug. 2009.*
- Spring application term starts in January – Financial Statements must be dated no earlier than January of previous year.  
*Example: Spring 2010 application term –FS must be dated no earlier than Jan. 2009.*

### **3. Sponsors:**

- Sponsors must sign the *Sponsor Agreement* (included in Financial Statement form) or submit a letter which includes the student's full name and semester of enrollment promising to provide financial support along with a bank letter from the sponsor's financial institution verifying adequate funding. Sponsor's signature may be in the native language.

If a sponsor is providing room & board, these costs can be subtracted from the amount shown on the financial statement. The letter must be signed and dated by the person providing the room & board.

### III. MEDICAL INSURANCE AGREEMENT

San Francisco State University requires all international students to possess health and medical insurance. You may purchase insurance from the Student Health Center, or use the insurance that you currently have (as long as it meets the minimum requirements). By signing the statement below, you agree to accept the University's health and medical insurance requirements as stated by Student Health services. Please see the Student Health Services Web site for conditions and other information:

**[http://www.sfsu.edu/~shs/Health\\_Insurance/International\\_Students\\_Insurance\\_Requirements.html](http://www.sfsu.edu/~shs/Health_Insurance/International_Students_Insurance_Requirements.html)**. Before you can register for classes, you must have shown proof to the appropriate office of your medical insurance and Measles, Mumps & Rubella (MMR) immunization.

(print name as appears on passport) \_\_\_\_\_ agrees to obtain and maintain insurance for health, medical evacuation and repatriation while enrolled at SF State.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### IV. CERTIFICATION

#### Read and sign below:

I certify under penalty of perjury, or after first being duly sworn, that I have provided complete and accurate responses to the items on this application. I further certify (swear) all official documents submitted in support of this application are authentic and unaltered records that pertain to me. I authorize release of any information submitted by me in connection with my application to any person, firm, corporation, association or government agency, but only to verify or explain the information, obtain pertinent records, or in connection with perjury proceedings. My signature certifies the accuracy and completeness of the information provided. I understand that any misrepresentation may be cause for denial or cancellation of admission or enrollment.

\_\_\_\_\_  
Signed at (City/County/Country)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### For Your Information

San Francisco State University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on the campus, in certain off-campus buildings or property owned or controlled by San Francisco State University and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report by contacting the University Police Department or by accessing the following Web site: <http://www.sfsu.edu/~upd/>.

**Thank you for choosing San Francisco State University.**

#### FOR OFFICE USE ONLY

Name of Program of Admittance: \_\_\_\_\_

Approved Program Dates: \_\_\_\_\_

Approved for "Certificate of Eligibility" by: \_\_\_\_\_  
Signature/Title

NOT Approved for "Certificate of Eligibility" by: \_\_\_\_\_  
Signature/Title

Reason(s) for non-approval: