Carnegie Mellon University Office of International Education

INSTRUCTIONS

The information requested on the International Student Information form is required from you to issue a Certificate of Eligibility (I-20 or DS-2019) for Carnegie Mellon University. International students must have a Certificate of Eligibility in order to legally enter and/or remain in the United States. Once you have accepted your department's offer of admission, complete this form accurately and mail it along with all required supporting documents to: *Carnegie Mellon University*

Office of International Education Warner Hall, Third Floor Pittsburgh, PA 15213

<u>Checklist</u>

Before mailing these forms, you should review all details carefully. Forms that are sent by email or fax will not be processed. Incomplete and illegible forms and/or packages will not be processed. Be sure to include **all** of the following as **one complete package**.

Completed International Student Information Form

- □ Completed Affidavit of Support (if required)
- Original financial documentation

□ Copy of the picture page of the passport (for student and dependent(s)

Keep a copy of these completed forms for your records.

Acceptable Sources of Funding

1) Personal Funds

Submit an **original** bank statement or **original** bank letter on official letterhead showing available funds in your name. Loans in your name are considered 'Personal Funds'.

2) Family or Individual Sponsor

Submit an **original** bank statement or **original** bank letter on official letterhead AND the completed Affidavit of Support Form.

3) Employer or Private Organization

Submit an **original** letter from sponsoring organization on official letterhead, addressed to Carnegie Mellon University, clearly stating the exact amount to be provided & period of funding.

4) Government Funding

Submit an **original** letter from sponsoring organization on official letterhead, addressed to Carnegie Mellon University, clearly stating the exact amount to be provided & period of funding.

5) Carnegie Mellon Support

Submit a **photocopy** of your Carnegie Mellon admission letter and/or award letter.

All financial documents must:

- o be in English (or an official translation)
- o be original documents (no copies, faxes or scans)
- o be dated less than 6 months from the date of submission
- o clearly state the name of the account holder and the available balance in the account
- Financial support must equal or exceed tuition and expenses for the first academic year. However, we must also consider how you will meet the expenses for the remainder of your program. Therefore, you or your sponsor must include additional financial statements or a letter explaining how the expenses will be paid.
- Life insurance policies, retirement accounts, Chartered Accountant statements, real estate and personal property are NOT acceptable.
- Internet bank accounts must clearly state the name of the account holder, account balance and date.
- You should obtain 3 sets of original financial documents. Submit one set with this application, keep one set for your visa application and carry one set with you to present to the immigration officials upon entry to the US.
- Notarized statements are not required.
- Foreign currency will be converted upon review of the file, if necessary.

<u>CARNEGIE MELLON UNIVERSITY</u> OFFICE OF INTERNATIONAL EDUCATION

INTERNATIONAL GRADUATE STUDENT INFORMATION FORM 2012

Type all data electronically, print & sign. You will not be able to save a completed copy of this form to your computer.

PERSONAL INFORMATION You <i>must</i> include a copy of the picture page of your passport to verify your birth date and the correct spelling of your name.							
Name: /		1					
Name:///	Given / First Name	Middle Na	ame				
Date of Birth: / / / Month / Day / Year		Male F	emale				
City of Birth:	Count	ry of Birth					
Country of Citizenship	Country of Legal Perr	manent Residence					
FOREIGN ADDRESS As a non-immigrant stu	dent you <i>must</i> provi	de your permanen	t, home country address.				
Street Address							
Street Address							
City Stat	e/Province	Country	Postal Code				
SHIPPING INFORMATION Your Certificate of Eligibility will be mailed to this address via UPS express delivery at the departments' expense. You will receive an automated email from ups.com when the package is shipped.							
Mailing Address:							
	Street Address						
	Street Address						
City State	e/Province	Country	Postal Code (REQUIRED for shipment)				
Telephone:	_ Email:						

NOTE: Due to the high volume of packages received in OIE we are unable to confirm the receipt of your forms. Phone and email inquiries will not be acknowledged. OIE will contact you via email if additional information is needed.

Your I-20 or DS-2019 Certificate of Eligibility will be sent to you within 3 weeks of receipt of all necessary documents <u>plus</u> verification of your admission from your academic department.

Packages containing incomplete information or insufficient funding will not be processed. You will receive arrival and orientation information with your I-20 or DS-2019.

Questions? Visit our web site at http://www.cmu.edu/oie; "FAQ's for new international students" or email the Office of International Education at oie@andrew.cmu.edu.

PROGRAM INFORMATION					
Carnegie Mellon School/Department:					
Level of Study: Certificate Masters Ph.D. Other:					
Semester Start Date: Summer (May) June/July Fall (August)	Spring (January)				
Estimated Program Length: months OR years					
Will you attend a summer preparatory program at Carnegie Mellon prior to following:	o the semester? If yes, provide the				
Name of program:Dates of program:	to				
If there is an additional expense for this program, include it with tuition be	ow.				
FUNDING INFORMATION Before OIE can issue your I-20 or DS-2019, we must receive proof of financial support for the first academic year of study at Carnegie Mellon as well as the potential for continued financial support for the remainder of your program. The minimum amount of funding you must provide shall equal or exceed the expenses noted below. If support will be provided for subsequent years, include financial documentation or attach a letter describing how the funding will be provided.					
12 Month Minimum Expenses for Academic N Tuition (refer to department information)	(ear 2012-2013 \$				
Living and miscellaneous expenses	<i>⊈</i> \$ 16,113				
Books / Supplies / Fees	\$ 2,212				
Health Insurance (individual) (estimate)*	\$ 1,147				
TOTAL	\$				
Dependent expenses**	\$				
TOTAL plus dependent expenses	\$				
* Estimate only based on 2011-2012 costs for student health insurance. Actual cost may vary. ** If applicable, include \$7,716 for spouse, \$4,464 for first child and \$3,828 for each additional child who will be with you in the U.S.					
Complete the following 'Source of Funds' section and provide required supporting financial documents. Refer to the INSTRUCTIONS under <u>Acceptable Sources of Funding</u> or www.cmu.edu/oie, "Foreign Students, Coming to Carnegie Mellon".					
SOURCE OF FUNDS Fill in the blanks that apply to your situation.					
 Personal Funds Submit an original bank statement or original bank letter showing available funds in your name. 					
 2) Family or Individual Sponsor Submit an original bank statement or bank letter PLUS the completed Affidavit of Support (See Page 4). NOTE: Life insurance policies, retirement accounts, Chartered Accountant statements, real estate and personal property are NOT acceptable. Notarized statements are not required. 					
3) Employer or Private Organization \$\$					
 4) Government Funding \$					
5) Carnegie Mellon Support \$ Submit a photocopy of your Carnegie Mellon admission or award letter.					
TOTAL \$					
Total amount should meet or exceed the 12-month minimum expenses calculated above.					
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STUDENTS WHO ARE IN THE U.S. PRIOR TO ATTENDING CARNEGIE MELLON

Answer the following questions <u>ONLY</u> if you are currently in the U.S. as a student. Those who will attend an ESL or other short-term academic program in the U.S. immediately before attending Carnegie Mellon should also answer these questions.

What is your immigration status? F1* J1* F2 J2 H1B Other:

*For F1 or J-1 status, please give the name of your current U.S. school:

IMPORTANT: If you currently attend a school in the U.S. you must complete a "Transfer In Form" and ask the foreign student advisor of your current school to release your SEVIS record to Carnegie Mellon. You may access the "Transfer In Form" on www.cmu.edu/oie "Coming to Carnegie Mellon from within the U.S." or send an email; Subject: Request the "Transfer In Form" to oie@andrew.cmu.edu . The I-20 for Carnegie Mellon will not be processed until OIE has receipt of the completed "Transfer In Form".

Will you travel outside the United States before coming to Carnegie Mellon? Yes No If you are currently a student in the U.S., be sure to provide the correct mailing address effective <u>after</u> the SEVIS release date under 'Shipping Information' on page one of this form.

DEPENDENT INFORMATION

1)

Complete the following information **only** if your spouse and/or children will accompany you to the United States and will apply for an F-2 or J-2 visa status. Include a copy of the picture page of the passport for each family member.

1)	FAMILY NAME, First Name	Date of Birth (month/day/year)		Country of Citizenship	Relationship to student (spouse, son, daughter)
2)	FAMILY NAME, First Name	Date of Birth (month/day/year)		Country of Citizenship	Relationship to student (son, daughter)
3)	FAMILY NAME, First Name	Date of Birth (month/day/year)	• •	Country of Citizenship	Relationship to student (son, daughter)
4)	FAMILY NAME, First Name	Date of Birth (month/day/year)	5	Country of Citizenship	Relationship to student (son, daughter)

By signing my name to this form I certify that: 1) I have read the instructions, completed all information accurately and the above information is true and correct to the best of my ability, and 2) the above is a true and correct statement of the arrangement for financing my studies at Carnegie Mellon University.

Print and sign.

Signature:

Date:

CARNEGIE MELLON UNIVERSITY2012AFFIDAVIT OF SUPPORT FOR FINANCIAL SPONSOR

This affidavit is required **ONLY** when the student is funded by a family member, personal sponsor, employer or government agency. Section A should be completed by student. Sections B and C are to be completed by the sponsor and submitted with original financial statement(s). This form may be photocopied if additional sponsors are necessary. Return the completed form(s) and supporting documents to:

Carnegie Mellon University Office of International Education Third Floor, Warner Hall Pittsburgh, PA 15213 USA

A. STUDENT INFORM	IATION (To be complete	d by studen	t.)				
Name: / / / / / / / / / / / / / / / / / / /							
FAMI	Y NAME	// IAME Given / First Name			dle Name		
Carnegie Mellon School/Department:							
Level of Study: Certil	of Study: Certificate Masters Ph.D. Other:						
Semester Start Date:	nester Start Date: Summer (May) June/July Fall (August)		t) Sp	Spring (January)			
Estimated Program Le	ngth: month	ns <mark>OR</mark>	years				
B. SPONSOR INFOR	MATION (To be complete	ed by spons	or.)				
Sponsor Name							
Sponsor Name:	Family	Name, Firs	t Name				
Sponsor Address:							
Email:		R	elationship to S	Student:			
	12 Month Min	imum Expe	enses for Acad	lemic Year	2012-2013	_	
	Tuition (refer to dep		,	\$		_	
		Living and miscellaneous expenses			16,113	-	
		Books / Supplies / Fees			2,212	-	
		Health Insurance (individual) (estimate)*			1,147	-	
		TOTAL Dependent expenses**				-	
	· · ·	TOTAL plus dependent expenses				-	
* Estimate only based on 2011-2012 costs for student health insurance. Actual cost may vary.							
	7.716 for spouse. \$4.464 fo				child who will b	e with you in the U.S.	
 C. <u>CERTIFICATION OF SUPPORT</u> (To be completed by sponsor.) Using the grid below, enter the amount of financial support you will provide this student during his or her program of study. To calculate future cost increases estimate a 10 percent increase per year. Attach original financial documents showing available funds for at least the first year's support. If support will be provided for subsequent years include financial documents must: 1) be in English, 2) be original documentation (no copies, faxes or scans), 3) be dated less than 6 months for date of submission, and 4) clearly state the name of the account holder and the amount of funding available in U.S. dollar equivalent. Foreign currency will be converted upon review of the forms, if necessary. NOTE: Life insurance policies, retirement accounts, Chartered Accountant statements, real estate and personal property are NOT acceptable. Notarized statements are not required. 							
1st Year	2nd Year	3rd Y	ear	4th Year		th Year	
\$	\$	\$		\$	\$		

I confirm I will provide financial support to the above-named student in the amount(s) listed above during his/her program of study at Carnegie Mellon University. Print and sign.

Signature:

Date: _____