

# SKIDMORE

C O L L E G E

Spring and Summer, 2020

Thank you for your interest in Skidmore College's summer programs.

As an international student planning to participate in our summer program, you will be expected to have a student visa that will allow you to study in the United States. Applying for a visa can be a somewhat time-consuming process. We, therefore, recommend that you begin this process as you are applying to the program and possibly awaiting acceptance.

Please review the following memo and follow the step-by-step instructions for completing the **Application for Certification of Eligibility** form. This is a two-part form comprised of a Biographical Data form and a Certificate of Finances form. Please complete both forms and return them to our office at the address, e-mail address or fax number indicated below with the requested documents, immediately after submitting your program application. If accepted into the program, we will begin to process and issue you an I-20 Certificate of Eligibility for Non-Immigrant (F-1) Student Visa, if you meet the eligibility requirements for issuing you one.

If your attendance in the Skidmore Summer Program is being supported by another person (parent, spouse, partner, etc.) that person will have to provide 1) a support letter (sample attached) and 2) a letter from their bank (sample attached) showing sufficient funds available to support your program attendance. If an organization or a government agency is providing you with support, please provide a copy of the support letter. All documents not in English must include an English translation. Please see below for a translator's certification.

After we have received all the documents stated above our office will then mail you a packet that includes an I-20 Certificate. Please read and follow the instructions provided. Again, this is a timely issue so please do not delay.

**Upon your arrival to campus, it will be your responsibility to provide our office with the following:**

- 1) Copy of your passport ID page;
- 2) Copy of the international student visa;
- 2) Copy of your I-20 form with your signature; and
- 3) Copy of your I-94 arrival and departure.

We look forward to meeting you at the start of the program. If you have further questions please call our office at (518) 580-5590, or email the Program Coordinator at your program Web site: **[www.skidmore.edu/summer](http://www.skidmore.edu/summer)**.

Office of Special Programs  
Skidmore College  
815 North Broadway  
Saratoga Springs, NY 12866  
Fax: (518) 580-5548  
E-mail address: Please e-mail your Program Coordinator

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TO: International Students

FROM: Office of Special Programs

RE: Application for Certificate of Eligibility (SEVIS I-20)

Congratulations on your pending acceptance to one of Skidmore College's Summer Special Programs, and welcome to the Skidmore College community. If you are not a US citizen, US resident or in a visa category that allows study in the US, you are required to apply for a student visa (i.e., F-1) in order to participate in any educational program in the United States. Colleges and universities are required by federal law to obtain several documents before we can issue a SEVIS I-20 (visa eligibility document). You will need the I-20 to apply for your F-1 student visa. **Note:** Canadian citizens do not need a visa, but they will still need to show their passports, SEVIS I-20 and other original documents at the Port of Entry to enter United States as an F-1 student. If you are already in the U.S. on a long-term visa, other than a B-1/B-2 visitor status, you may not need an I-20 or F-1 visa to attend a program in the U.S and maintain status. However, please provide us with copies of your passport and visa documents to us, so that we can verify if you need an I-20 and/or a student visa.

Please complete the attached, **Application for Certificate of Eligibility**, which includes a Biographical Data Form and a Certification of Finances Form.

## **Form Completion Instructions:**

### Biographical Data Form

- 1) Check to see that your name is spelled exactly as it appears on your passport.
- 2) If you have dual citizenship, note both countries and indicate which passport you plan to use when you enter the United States.
- 3) Please indicate your date of birth beginning with the MONTH, DAY, and then YEAR. (Please spell month, i.e., Jan, Feb, March, etc.)

## **Documentation:**

Please provide the following documents -

- 1) A photocopy of the identification page from your passport
- 2) Photocopies of official bank letter, statements or other appropriate official documents certifying available funds to cover the costs of your educational expenses (If you have already paid the program fees in part or full, please include receipts for program payments). If the documents are not in English, then a translation of the documents must be included. The translation must be by someone who is fluent in both the language on the document and English.
- 3) If you are currently in the United States, a photocopy of your US visa stamp, and I-94.
- 4) If you are currently studying in the United States in F-1 status, also attach a copy of your current SEVIS I-20.

## **Financial Data Form Information:**

Colleges are required by federal law to obtain documentation of available funds to cover your education or program expenses in the United States. In completing the Financial Data form you will need to estimate your costs for attending the program, and it would be best to err on the high side. Please refer to the website for specific program fees. The following is a list of charges to consider (*not all charges apply to every program*):

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Application Fee  
Tuition  
Room and Board\*  
Graduate Tuition  
Special Tutorials  
Books and Materials  
Activities Fee  
Lab Fee

Travel and Miscellaneous costs  
Health Insurance (short-term policy)

\*Even if you are not staying on campus or on the full-meal plan you will still have to show equivalent funds to show you have enough funds to cover your cost of living.

Please provide accompanying documented evidence to cover expenses for the cost of study including: letter from bank on bank letterhead, scholarship letters, receipts from Skidmore summer program, if paid in full and in advance. Signature of bank official must be original.

**Or**

If sponsored by a person other than yourself (e.g., a parent, grandparent, spouse or partner, etc.) please provide the individual's name and a sponsorship letter from the individual stating your relationship to the individual, and the amount of support the person will be providing you (sample attached) AND a letter from their bank on bank letterhead stating funds available.

**Or**

If sponsored by an organization, please note the name of organization and provide a signed sponsorship letter from the organization stating the amount of sponsorship.

**Or**

If sponsored by a government agency please name the agency and provide the documentation for the specific amount of funding.

**The total available funds should cover the approximate costs for your education in the United States.** Please acquire the appropriate signatures and forward the forms and accompanying documentation to the Office of Special Programs.

**Please attach the following documents:**

- 1) A photocopy of the identification page from your passport.**
- 2) Photocopies of official bank letters, statements, or other appropriate official documents certifying available funds to cover your expenses in the United States. (Note: you will need original documents for your U.S. consular interview to obtain your F-1 student visa). Canadian citizens will need to present the originals at the Port of Entry when they enter the United States.**
- 3) If applicable, a photocopy of your financial aid award letter from Skidmore College or organization providing funding.**
- 4) If applicable, letter of support from parent or person providing financial support.**

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- 5) If applicable, photocopy of sponsor's bank letter (parent or person providing financial support).
- 6) If you are in the U.S., a photocopy of your current U.S. visa stamp and I-94.
- 7) If you are in the U.S. as a F-1 international student, a photocopy of your current SEVIS I-20.
- 8) If you are in the U.S. as a J-1 exchange visitor, a photocopy of your current DS-2019.

**Note:** To avoid delays, please make sure that you provide us with clear and legible photocopies of documents.

The completed Application for Certification of Eligibility (Biographical Data Form and International Student Certificate of Finances Form) and appropriate documents may be faxed, mailed or e-mailed to your Program Coordinator.

The Office of Special Programs  
Skidmore College  
815 North Broadway  
Saratoga Springs, New York 12866-1632  
U.S.A.

**FAX:** (518) 580-5548  
**PHONE:** (518) 580-5590

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## Application for Certificate of Eligibility Biographical Data Form

Family Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
(as it appears on your passport)

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Date of Birth (Month, day, year) \_\_\_\_\_  
(Month - Jan, Feb, March, etc.)

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

City \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Mailing Address (if different from Permanent AND note until what date it's valid) \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_  
(If dual citizenship, note both countries and indicate which passport you will use to enter the U.S.)

Passport Country: \_\_\_\_\_ Country of Legal Residence \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Mobile Phone ( ) \_\_\_\_\_

E-mail (please print clearly) \_\_\_\_\_

Do you have a passport? \_\_\_\_\_ Yes \_\_\_\_\_ No Passport Number \_\_\_\_\_

**Are you presently in the U.S.?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes,** indicate your present immigration status as noted on your I-94 \_\_\_\_\_  
(e.g. F-1, J-1, J-2, etc.) (Please attach a copy of your I-94).  
(F-1 students also attach a copy of your I-20).

Do you plan to retain this status? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you plan to travel outside the U.S. before beginning the summer program at Skidmore?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Do you plan to return to the institution you are now attending in the US for the Fall 2020 semester?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

U.S. address \_\_\_\_\_

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(Street Address, City, State and Zip Code)

U.S. phone number \_\_\_\_\_

What is your Native Language? \_\_\_\_\_

What program are you applying to at Skidmore? \_\_\_\_\_

**Emergency Contact Information:**

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

Mailing Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Fax (include country code): \_\_\_\_\_

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## Application for Certificate of Eligibility Certification of Finances

**CONFIDENTIAL**

A Certification of Eligibility (I-20) will NOT be authorized until this form is completed and returned to Skidmore College. A copy of this form will be attached to your Certificate of Eligibility. Both this form (and any other available financial documentation) and the I-20 Certificate must be shown to the U.S. Consul to obtain a visa.

Family Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Enter the expected amount of financial support from the sources listed below. Enter amounts in US Dollars. Please print all entries. Use an additional sheet of paper for explanations, if necessary. The support should cover the full costs of your program that includes: tuition and fees, room and board, books & materials, miscellaneous expenses, travel costs, and a possible short-term health insurance policy to cover emergencies while in the United States.

Source of Funds	Amount of Support
<b>Personal Funds</b> Please provide copy of a letter from your bank on its letterhead indicating funds available. Please see sample.	\$
<b>Family Funds</b> Money available from savings and other sources. Please describe the source & provide copies of documents showing finances, e.g., letter from bank. Please see sample.	\$
<b>Sponsors</b> Money available from sources other than parents (include <i>Skidmore College</i> Financial Aid or Scholarship here)  <b>Sponsor's Name:</b>  * If an organization please provide a signed copy of your award letter. * If an individual please provide letter from sponsor (see sample) and copies of financial documents, e.g., letter from bank (see sample).	\$
<b>Your Government</b> Agency's Name: (Please provide a signed copy of your letter of award).	\$
<b>TOTAL:</b> <i>(Must equal or exceed program costs)</i>	\$

Does your government currently impose restrictions on exchange and release of funds for study in the U.S.?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, describe the restrictions \_\_\_\_\_

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_



### **English Translation**

*All documents must be in English or must be translated in to English by someone who is familiar with both the language of the documents and English. The person translating it must certify that the person is fluent in both the language of the document and English and sign that it is a true and accurate translation. The translator cannot be the person applying for the I-20 or the person who is providing financial support. The person providing the translation can use the following format:*

#### **Translator's Certification**

*I, \_\_\_\_\_ (name of person) certify that I am fluent in both \_\_\_\_\_  
(language of the document) and English, and this is a true and accurate translation from  
\_\_\_\_\_ (language of the document) to English.*

\_\_\_\_\_  
*Signature of person translating*  
*Name of person translating*

*Date:* \_\_\_\_\_

## SAMPLE LETTER FOR STUDENT SPONSOR

Date:

To:

Office of Special Programs  
Skidmore College  
Saratoga Springs, New York 12866  
U.S.A.

Re: \_\_\_\_\_ (Name of sponsored student)

To Whom It May Concern:

I am related to \_\_\_\_\_ (Name of sponsored student) as his/her  
\_\_\_\_\_ (please write relationship).

\_\_\_\_\_ (Name of sponsored student) intends to attend a summer program at Skidmore College in the summer of 2020. I am willing to provide support of \_\_\_\_\_ (US dollars) towards his/her (please change as required) program expenses at Skidmore College. I am attaching copies of letter(s) from my bank(s) showing sufficient funds and/or other financial documentation to show my financial ability to support the above mentioned person.

Sincerely,

\_\_\_\_\_  
Signature of sponsor  
Name of sponsor

## SAMPLE LETTER OF BANK CERTIFICATION

(Bank letterhead)

To:

Office of Special Programs  
Skidmore College  
815 N. Broadway  
Saratoga Springs, NY 12866  
USA

Re: \_\_\_\_\_ (name of student or sponsor)

Account Number: \_\_\_\_\_.

To Whom It May Concern:

This is to certify that \_\_\_\_\_ maintains an account (A/c No. \_\_\_\_\_) with our bank since \_\_\_\_\_ (date when account was established). The above account has \_\_\_\_\_ (please write funds in local currency) funds available in the account, that is equivalent to \_\_\_\_\_ U.S. dollars as of to date.

Sincerely,

\_\_\_\_\_

(Name, title and signature of bank official).

Bank seal:

Date: