

# SKIDMORE

C O L L E G E

Spring and Summer, 2013

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 or fax number indicated below immediately after submitting your program application. If accepted into the program, we will begin to process your I-20 Certificate of Eligibility for Non-Immigrant (F-1) Student Visa.

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 with the visa attached;
- 2) copy of your I-20 form with your signature; and
- 3) copy of your I-94 arrival and departure card.

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 the Dean of Special Programs  
Skidmore College  
815 North Broadway  
Saratoga Springs, NY 12866  
Fax: (518) 580-5548

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TO: International Students  
FROM: Office of the Dean 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. As a non-U.S citizen and international student 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 student visa. **Note:** Canadian citizens do not need a visa, but they will still need SEVIS I-20 and other original documents at the Port of Entry to enter United States as a F-1 student. Secondly, if you are 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.)
- 4) If you are currently studying in the United States, attach a copy of your current SEVIS I-20 and I-94.

## **Documentation:**

Please attach the following documents-

- 1) A photocopy of the identification page from your passport
- 2) Photocopies of official bank statements or other appropriate official documents certifying available funds to cover the costs of your educational expenses (This can include a receipts for program payments)

## **Financial Data Form Information:**

Colleges are required by federal law to obtain documentation of available funds to cover your education 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*):

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)

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Please provide accompanying documented evidence to cover expenses for the cost of study including: current bank statements, employment documentation, scholarship letters, receipts from program, if paid in full and in advance. Signature of bank official must be original.

**Or**

If sponsored by an organization or person other than yourself or a parent, please note the organization or individual and provide the appropriate documentation.

**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 the Dean of Special Programs. If you have any questions or concerns, please contact our office.

**Please attach the following documents:**

1) A photocopy of the identification page from your passport.

2) Photocopies of official bank 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 consular interview to obtain your student visa). Canadian citizens will need 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.

**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 Foreign Student Certificate of Finances Form) and appropriate documents may be faxed or mailed to:

The Office of the Dean of Special Programs  
Skidmore College  
815 North Broadway  
Saratoga Springs, New York 12866-1632

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 \_\_\_\_\_

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

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 you are presently in the U.S., please indicate your present immigration status as noted on your I-94 card (e.g. F-1, F-2, A-2, J-1, J-2, etc.) \_\_\_\_\_  
(Attach a copy of your I-94 card, and F-1 students attach a copy of your I-20)

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

Do you plan to leave the U.S. before beginning at Skidmore? \_\_\_\_\_ Yes \_\_\_\_\_ No

U.S. address \_\_\_\_\_  
(Street Address, City, State and Zip Code)

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

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

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

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**Emergency Contact Information:**

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

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

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

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

**Skidmore Official use: Basis for determining English Proficiency:**

TOEFL \_\_\_\_\_ U.S. Intensive English Program \_\_\_\_\_

Other Test \_\_\_\_\_ Other \_\_\_\_\_

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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 educational 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.

<b>Source of Funds</b>	<b>Amount of Support</b>
<b>Personal or Family Savings</b> (A bank official's signature is required on this certification if the student is totally or partially supported by personal savings). You may in the alternative provide copy of your latest bank statements or letter from your bank on its letterhead indicating funds available.	\$
<b>Parents</b> Money available from sources other than savings. Please describe the source & copies of documents showing finances, e.g., bank statements or letter from bank, etc.	\$
<b>Sponsors</b> Money available from sources other than parents (include <i>Skidmore College</i> Financial Aid or Scholarship here) Sponsor's Name: If an organization please provide a signed copy of your award letter.	\$
<b>Your Government</b> Agency's Name: Please provide a signed copy of your letter of award	\$
<b>TOTAL:</b>	\$

<b>Bank Official Certification of Sources of Funds and Amounts</b>	
This is to certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement, and that the funds are available and will be provided as indicated.	
Signature of Bank Official _____	Name & Title of Bank Official _____
Name of Bank _____	Bank Seal _____
Address of Bank _____	Date _____

<b>Parent's Certification of Funds</b> (Please provide bank statements or copy of letter on bank letterhead).	
Signature of Parent _____	Name of Parent _____
Address _____	Date _____

<b>Sponsor's Certification of Funds</b> (If an organization please provide copy of official sponsorship letter).	
Signature of Sponsor _____	Name of Sponsor & Relationship to Student _____
Address _____	Date _____

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What is the current exchange rate of your country's currency to the US Dollar? \_\_\_\_\_ = \$1.00

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 \_\_\_\_\_

**For Office Use Only: Special Programs**

DATE RECEIVED \_\_\_\_\_

DATE I-20 ISSUED \_\_\_\_\_

SIGNATURE \_\_\_\_\_