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 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. In addition, if your attendance in the Skidmore Summer Program is being supported by another person that person will have to provide a letter from their bank stating that the person has sufficient funds available to support your program attendance. In addition, if your attendance in the Skidmore Summer Program is being supported by another person, they will have to provide a support letter and a letter from their bank showing sufficient funds available to support your program attendance.

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 and the international student visa;
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.

<table>
<thead>
<tr>
<th>SITI Workshop and Dance Workshop</th>
<th>Decoda Chamber Music Institute and Jazz Institute</th>
<th>NYS Summer Writers Institute</th>
<th>Summer Sessions and Pre-College Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deb Amico</td>
<td>Jeremy McFarren</td>
<td>Christine Merrill</td>
<td>Jeremy McFarren</td>
</tr>
<tr>
<td><a href="mailto:damico@skidmore.edu">damico@skidmore.edu</a></td>
<td><a href="mailto:jmcfarre@skidmore.edu">jmcfarre@skidmore.edu</a></td>
<td><a href="mailto:cmerrill@skidmore.edu">cmerrill@skidmore.edu</a></td>
<td><a href="mailto:jmcfarre@skidmore.edu">jmcfarre@skidmore.edu</a></td>
</tr>
</tbody>
</table>

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

Documentation:
Please attach 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 (This can 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, 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):

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)

Please provide accompanying documented evidence to cover expenses for the cost of study including: current bank statements or letter from bank, 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 a person other than yourself or a parent, please provide the individual’s name and provide 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 copy of their current bank statement OR letter from bank stating funds available.

Or
If sponsored by an organization or person other than yourself or a parent, please note the name of organization or individual and provide 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 the Dean of Special Programs.

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: _____________________

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 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 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.

4) If applicable, letter of support from parent or person providing financial support.

5) If applicable, photocopy of sponsor’s bank letter (parent or person providing financial support).

6) If applicable, a photocopy of your current US visa stamp, SEVIS I-20 and I-94.

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 or mailed to:

The Office of the Dean 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
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 (e.g. F-1, F-2, A-2, J-1, J-2, etc.) ___________________________
(Attach a copy of your I-94, and F-1 students also 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? ______________________________
Emergency Contact Information:

Name: ____________________________  Relationship to you: ____________________________
Telephone: _________________________  Email: _____________________________________
Mailing Address (if different from above): ____________________________________________
Fax (include country code): ________________________________________________________

Skidmore Official Use: - English Language Proficiency

The above student meets the English Proficiency requirements to attend the ____________ program.

Basis for determining English Proficiency:

High School or higher at English medium school: ________________________________
TOEFL: ______________________________
U.S. Intensive English Program: ___________  Other Test: ______________
Skype/Telephone Interview: _____________  Date of Interview: __________
Written Statement: ________________________  Other: _______________________

Documents obtained to determine eligibility (please indicate):

1. High school/college certificate/transcripts  ( )
2. TOEFL records  ( )
3. US Intensive English Program certificate  ( )
4. Skype/Telephone Interview  ( )
5. Written statement from applicant  ( )

_____________________________________________________
Signature of program representative
Name of program representative
Date: ____________________________
Application for Certificate of Eligibility
Certification of Finances

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.

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount of Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Savings</td>
<td>$</td>
</tr>
<tr>
<td>Family Savings</td>
<td>$</td>
</tr>
<tr>
<td>Sponsors</td>
<td>$</td>
</tr>
<tr>
<td>* If an organization please provide signed copy of your award letter.</td>
<td></td>
</tr>
<tr>
<td>* If an individual please provide letter from sponsor (see sample) and copies of financial documents, e.g., letter from bank (see sample).</td>
<td></td>
</tr>
<tr>
<td>Your Government</td>
<td>$</td>
</tr>
<tr>
<td>Agency’s Name:</td>
<td></td>
</tr>
<tr>
<td>(Please provide a signed copy of your letter of award).</td>
<td></td>
</tr>
<tr>
<td>TOTAL: (Must equal or exceed program costs)</td>
<td>$</td>
</tr>
</tbody>
</table>

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 _______________________

815 NORTH BROADWAY SARATOGA SPRINGS NEW YORK 12866.1632 518.580.5000
Date:

To,

Dean 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 program at Skidmore College in the summer of 2017. 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 sponsor the above mentioned person.

Sincerely,

__________________
Signature of sponsor
Name of sponsor
To,

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

Re: ___________________________ 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) 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: