



Spring and Summer, 2014

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.

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 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.)

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)
- 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 your native language and English. The person translating it must certify and sign that it is an accurate translation. 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.

4) 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 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**



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? _____



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 _____



**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.

Source of Funds	Amount of Support
Personal or Family Savings (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.	\$
Parents Money available from sources other than savings. Please describe the source & copies of documents showing finances, e.g., bank statements, letter from bank, or bank official certification, etc.	\$
Sponsors 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. * If an individual please sign this form and provide copies of financial documents, e.g., bank statements, letter from bank, or bank official certification, etc.	\$
Your Government Agency's Name: Please provide a signed copy of your letter of award	\$
TOTAL:	\$

Bank Official Certification of Sources of Funds and Amounts	
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 _____

Parent's Certification of Funds (Please provide bank statements or copy of letter on bank letterhead, or bank official certification above).	
Signature of Parent _____	Name of Parent _____
Address _____	Date _____

SKIDMORE

C O L L E G E

Sponsor's Certification of Funds (If an organization please provide copy of official sponsorship letter).

Signature of Sponsor _____ Name of Sponsor & Relationship to Student _____

Address _____ Date _____

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 _____