



Office of Admissions

Borough of Manhattan Community College
The City University of New York

199 Chambers Street
New York, NY 10007-1097
www.bmcc.cuny.edu

Admissions Office Room S-300
International Student Services
212 220-1265

**APPLICATION PROCEDURES FOR OBTAINING
FORM I-20**

Do not enter the United States only to find yourself "illegal."

- **You must be admitted to Borough of Manhattan Community College.** To enter the United States with any visa other than F-1 could be considered fraud and make you a criminal in the eyes of the United States.
- **If you have a current B-1/B-2 visa, do not come to the United States with it.** If you apply for a new visa other than F-1 Student, you must state clearly on your visa application that you intend to be a student and ask for a "**PROSPECTIVE STUDENT**" notation on your visa. If you do not do this, and enter the United States in the wrong status, you will not be eligible to change to F-1 student status. Borough of Manhattan Community College International Student Services Office cannot assist you in making an application for a change.

ATTENTION, STUDENTS FROM:

ANDORRA, ARGENTINA, AUSTRALIA, AUSTRIA, BELGIUM, BRUNEI, DENMARK, FINLAND, FRANCE, GERMANY, ICELAND, IRELAND, ITALY, JAPAN, LIECHTENSTEIN, LUXEMBOURG, MONACO, THE NETHERLANDS, NEW ZEALAND, NORWAY, PORTUGAL, SAN MARINO, SINGAPORE, SLOVENIA, SPAIN, SWEDEN, SWITZERLAND, THE UNITED KINGDOM AND URUGUAY.

Do not enter the United States without a visa. Though citizens of your country are permitted to visit the United States without applying for visas at consulates or embassies, entry without visa restricts you to staying as a **tourist or business visitor only and only for 90 days.**

If you enter without a visa, you will not be able to stay in legal status after 90 days under any circumstances. **You cannot extend your permission to stay and you cannot change to student status.**

What is the I-20AB Form?

This is the certificate of Eligibility for F-1 (Student) Status. The Form I-20AB may be issued only to students:

1. who have been admitted to Borough of Manhattan Community College for a full-time program,
2. who plan to register for a full-time course of study each semester at BMCC and
3. provide sufficient financial support to live and study in the United States for two years without employment

Who needs to obtain the I-20AB Form?

There are strict United States government regulations which decide who may receive Form I-20AB.

Students who are outside the United States must have the Form I-20AB in order to obtain the F-1 visa to enter the U.S. and attend school.

OR

Students who are currently in the United States may be eligible to receive the Form I-20AB. Although some students are not eligible to receive this form, this does not mean that they cannot attend BMCC. If you are not sure whether or not you are eligible to receive this form, please ask your International Student representative.

What do I do if I am an F-1 student INSIDE the United States?

If you are an F-1 student at another school, you do not need the Form I-20AB before coming to BMCC. Immigration regulations state that you must submit your financial documentation to BMCC and sign your new I-20AB form **no later than the 15th day of classes at BMCC.**

DO NOT TRAVEL OUTSIDE THE U.S. ON YOUR FORMER SCHOOL'S I-20. You will lose your legal status if you use the I-20AB of your old school and then do not return to classes there.

Students will not be permitted to travel until they are registered for classes at BMCC. If it is imperative that you travel, you must first get the required financial papers to the International Student Services so that a BMCC I-20AB travel form can be issued.

What do I do if I am an international student OUTSIDE of the United States?

1. How to get an F-1 visa at your U.S. embassy or consulate?

You cannot be issued an F-1 visa without the Form I-20AB. Do not worry about the visa at this time. **The most important thing to do is to send the BMCC International Student Services acceptable proof of financial ability.** When the financial papers are approved, BMCC will send you the Form I-20AB and your original financial papers, which you must have to apply for your visa.

2. What is the F-1 visa?

Your visa is only your travel document. It does not give you permission to enter the United States. When your visa is issued, the embassy or consulate will return the Form I-20AB to you in a sealed envelope, which is to be presented to the United States Immigration at the port of entry. The permission to enter the United States is given at the port of entry on a document known as the I-94, a small white card, which will be stapled inside your passport. The Immigration Inspector will stamp your I-20AB, take pages one and two, and return pages three and four to you. **DO NOT LOSE YOUR PORTION OF THE FORM I-20AB.** It is a very important document.

****If you have an F-1 visa from a previous visit to the U.S. and it has not expired, you may travel directly to the United States with a new BMCC Form I-20AB without visiting a United States embassy or consulate.**

3. Can I use another visa to enter the U.S.?

If you have another kind of visa from a previous visit, do not use it to enter the United States.

You must wait for your Form I-20AB and apply for an F-1 visa. Do not get impatient and apply for a B-2 visitor (pleasure) visa to enter the United States. The U.S. government can request information from the school concerning when you applied for admission and when you were accepted. To enter the U.S. with a B-1 or B-2 visa when you intend to be a student is fraudulent. If you are found to have committed fraud, you can be denied permission to enter the U.S. for the rest of your life.

DO NOT ENTER THE U.S. UNDER THE VISA WAIVER PROGRAM, WHICH PERMITS ONLY A 90-DAY VISIT AND FOR WHICH AN EXTENSION IS PROHIBITED BY LAW.

How to obtain the I-20AB form?

To receive the I-20 form, you must complete the attached forms accurately and return them to the International Student Office with the required documents supporting the financial ability of yourself and /or your sponsors.

****Acceptable documents must be submitted two weeks in advance of issuance of an I-20AB form.**

DEADLINES:

Overseas applicants – Spring 2004 semester

November 30, 2003

Fall 2004 semester

June 30, 2004

****Unacceptable documents will be rejected and returned. Documents must be completed exactly as indicated below. Please read these instructions carefully. Almost half of documents received are unsatisfactory because prospective students or sponsors ignore indicated instructions.**

Why you need to prove financial ability?

- ✓ There are rigorous U.S. government regulations set to decide who may receive the I-20AB form. Consequently, BMCC's International Student Office must be strict about financial documentation.
- ✓ U.S. embassies and consulates are very demanding and we want to ensure that prospective students are not denied visas because financial standards are not fully met.
- ✓ The BMCC International Student Office strongly encourages families to think carefully about the real costs of studying and living in New York and make sure that students' needs are provided for. An unrealistic budget could result in pain and suffering for prospective students.

What rules should students and sponsors follow before an I-20AB form is issued?

1. Submit proof of sponsor's income.

- Do not expect bank statements to prove the financial ability of the sponsor.
- Bank statements are very poor evidence of financial ability unless the amount of money is very, very large.
- Proof of sponsor's income should be on the employer's letterhead, on income tax receipts and forms or estimated by a bank when the sponsor is a self-employed businessperson.
- A company's income will not be accepted as proof of a sponsor's income. BMCC must have an official statement of the actual salary paid to the owner/sponsor.

2. **Documents from banks or anyone else, which state that a sponsor has “enough” or “sufficient” funds to support a student will not be accepted.**
 - Only the College can decide how much is enough and this is based on federal guidelines.
 - Financial papers must state actual dollar amounts in *U.S. currency*. However, BMCC will accept documents which indicate that the income or savings are “in the high five figures (or low six figures, etc.) in U.S. dollars”.
3. **Do not send papers separately.**
 - All financial papers must be submitted together.
 - Partial documentation will be considered incomplete and will be returned.
 - Papers should be submitted by a designated family member.
4. **Each sponsor must submit an affidavit stating exactly what is to be provided.**
 - All questions on affidavit forms must be answered.
 - ***The sponsor in the presence of a notary public must sign all affidavits.***
 - **The notary public must sign and the official seal of the notary public must be on the affidavit.**
 - Affidavits, which have been changed in any way, must have the signature of both the sponsor and the notary public on each change. It is a crime to change a sworn statement.

There are notaries at all U.S. embassies and consulates. In the U.S. many local pharmacists, lawyers and accountants are notaries. There are notaries in all countries though names for them may be different. They are officials licensed by the national or regional government to take sworn statements for courts of law or to witness contracts or property deeds.

5. **Sponsors should not promise too much money.**
 - Many sponsors seem to believe that, the more money they promise to give to the student, the more likely we are to issue the I-20AB form. However, *the opposite is true*.
 - The second most common reason why BMCC must reject financial documents is that the sponsor promises to provide more support than his/her income permits.
 - Sponsors should promise what they truly intend to give.
6. **Do not submit old documents.**
 - Both the College and the U.S. Government agencies require new documents (less than six months old).
 - Older documents will be rejected and returned.

7. **Do not send copies.**

- Except for tax documents, leases and deeds, all papers must be originals.
- Copies are rejected and returned. Originals will be attached to I-20's issued for visa applications and returned to students who are outside the U.S.
- *BMCC will not accept documents sent by FAX.*

8. **It is not important how many sponsors there are, whether or not they are U.S. citizens or where they live.**

- It is usually easier to get an F-1 visa when at least part of a student's support comes from outside the U.S.

9. **Students can sponsor themselves, either partly or in full.**

- No affidavits are needed.
- Recent bank statements in the student's name must be provided and the amount of money in the bank account must be divided by two because BMCC has two-year programs.

10. **Scholarships may be used to qualify for the Form I-20AB.**

- We must have an award letter from the private or government scholarship board stating how much money is to be given and for how many years.

11. **Free Room and Board can be used to support a student.**

- When a family member in New York provides free room and board, the student needs far less in cash from other sponsors.
- Affidavits of free room and board must be sent with a copy of the property deed or rental lease.
- Such affidavits will not be accepted if the place to live is too small or too far away from the college.

12. **Every dollar of support must be proven by student's bank statements, proof of the sponsor's income, or a lease or deed.**

- Each dollar not provided by the student personally must be guaranteed in an affidavit by a sponsor.

13. **All supporting financial documents must be in English.**

- In order to make sure that we approve your financial documents as quickly as possible, we request that you officially translate the documents and that U.S. currency is used.

ESTIMATE OF INTERNATIONAL STUDENTS' EXPENSES FOR AN ACADEMIC YEAR

In order to receive an I-20AB Form you must show that you have sufficient financial support to cover the cost of your education and living expenses.

Below is the minimum budget for an international student at Borough of Manhattan Community College for an academic year. Students who plan to stay in the United States during summer (June/July/August) will need additional funds.

TUITION & FEES (12 credits @ \$190.00/credit)	\$ 4,799.70
BOOKS & SUPPLIES	\$ 759.00
TRAVEL TO & FROM SCHOOL	\$ 714.00
HOUSING & UTILITIES	\$ 7,416.00
FOOD (including home and lunch)	\$ 4,296.00
CLOTHING & PERSONAL	
NECESSITIES (including entertainment)	\$ 2,004.00

TOTAL (without free room and board) **\$19,988.70**

Borough of Manhattan Community College does not have dormitories. Students who have friends or relatives in New York, who will be providing them with room and board at no cost to the student, must submit a **Room and Board Affidavit** verifying sponsorship. *Free room and board has a cash value of \$7,416.00.*

Students planning to bring a husband, wife, or child/children in a F-2 status must show an additional \$5,000 per year to support the spouse, and \$3,000 per year for each child.

PLEASE NOTE:

- The issuance of an I-20AB Form **does not** guarantee the approval of the F-1 (student) status by the U.S. Immigration and Naturalization Office **or** the approval of the F-1 student visa by the U.S. embassy or consulate office in your home country.
- **Unacceptable financial documents will be rejected and returned to you.** Documents must be completed exactly as indicated. Please read instructions carefully. Almost half of received documents are unsatisfactory because students or sponsors do not follow the indicated instructions.

BMCC I-20 REQUEST FORM

INTERNATIONAL STUDENT SERVICES OFFICE (ISSO) ROOM S-300 - 212 220-1265

Please complete the following pages and submit to the ISSO office before the applicable deadline in order to receive your BMCC I-20. **PLEASE PRINT OR TYPE YOUR ANSWERS.**

PERSONAL INFORMATION:

TODAY'S DATE: _____ STUDENT'S E-MAIL ADDRESS: _____

STUDENT'S NAME: _____
Last Name (*Family*) First Middle

ADDRESS: _____
Street City State **Zip Code if in U.S.** Country

TELEPHONE: _____ SCHOOL ID: _____
Area Code Phone # (issued by the school or your Social Security)

Country of Birth: _____ Country of Citizenship: _____

Date of birth: _____ Admissions Number: _____
Month/Day/Year (# from your I-94 Arrival/Departure Card)

ACADEMIC INFORMATION:

Major: _____

Semester you plan to begin your studies at BMCC Please circle one: **Fall or Spring 200**_____

HOW DO YOU WISH TO RECEIVE YOUR BMCC I-20?

If you are **inside the United States** and have the F-1 status from another school, you do not need BMCC I-20 before starting classes.

Call the above phone number and I will visit the I.S.S.O. to sign and pick up my I-20.

If you are **outside** the United States: **Please check one:**

Mail my BMCC I-20 to the above address.

Please call my contact person in U.S. and he/she will come to the I.S.S.O. to pick up my BMCC I-20 and express mail it to me.

Contact Person's Name: _____ Phone #: _____

AFFIDAVIT OF SUPPORT

(TO BE COMPLETED BY SPONSOR)

You may photocopy this form for use by more than one sponsor.

By completing this affidavit, you are promising the United States government that you will provide this student with a specific amount of money for every year he/she is going to study at BMCC. With the attached documents, you are also attesting that you can afford the support you are promising.

This affidavit is being submitted on behalf of: _____
Full Name of student

SPONSOR'S NAME: _____
Last Name First

ADDRESS: _____
Number and Street

City/Town State/Province Zip Code if in U.S. Country

DECLARATION

I hereby certify that I am willing and able to provide, _____
(full name of student)

with no less than \$ _____ each year, for _____ years of study at the
(amount in U.S. dollars) (number of years)

Borough of Manhattan Community College. My (*sponsor's*) relationship to the student is _____.

DEPENDENTS: The following persons are dependent upon me for support. (*Do not list adult children, husbands or wives who are supporting themselves. Also, do not include the student listed above.*)

NAME	RELATIONSHIP	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATEMENT OF FINANCIAL RESOURCES

ANNUAL INCOME..... \$ _____

___ Attach a letter from your employer confirming your annual income. If self employed, attach a certified copy of your last income tax return or report of commercial rating concern by a bank. The income of a company is not the owner's income and **will not be accepted** as proof of income. Submit an official statement of salary actually paid to the owner/sponsor.

SAVINGS DEPOSITS IN THE AMOUNT OF..... \$ _____

___ Statement from an officer of the bank or other financial institution in which you have deposits, providing the following details: (1) date opened (2) the amount deposited for the past year and (3) present balance.

STOCKS & BONDS WITH A MARKET VALUE OF..... \$ _____

___ Attach documented proof.

OWNER OF REAL ESTATE VALUED AT \$ _____

With mortgages or other encumbrances amounting to..... \$ _____

___ Attach certified copy of deed.

Before signing, you must understand that you are making a financial commitment to the student. Sponsors, who fail to provide the promised support, will force students to drop out of school. Sponsors should not expect the student to be able to help support the costs through employment. Employment is strictly controlled by the Immigration Service and is very limited.

AFFIRMATION OR OATH

I hereby affirm that I understand the contents of this affidavit and that the statements are accurate.

Signature of sponsor _____

Sworn and subscribed before me this _____ day of _____, in the year _____

Signature of Officer of Administering Oath _____ **OFFICIAL SEAL HERE**

AFFIDAVIT OF SPONSOR PROVIDING FREE ROOM AND BOARD
(Cash value to the student of \$7,416.00)

TO BE COMPLETED ONLY BY THE PERSON WHO OWNS OR RENTS THE PROPERTY.
All questions must be answered. A copy of lease or deed in the sponsor's name must accompany this Affidavit. This means that the room and board sponsor does not require the student to pay rent for living at the below residence.

This affidavit is being submitted on behalf of: _____
Full Name of Student

Name of Sponsor providing free room and board:

Last Name

First Name

Address

City

State

ZipCode

TELEPHONE# () _____ - _____ **Do you live at this address?** () YES () NO

Sponsor's relationship to the student is: _____.

Type of residence being offered to the student?

Private House ()

Apartment ()

Owned ()

Rented ()

Number of Rooms _____ **How many persons will be living there?** _____

How long will you provide Room and Board? _____

Before signing, you must understand that you are making a financial commitment to the student. Sponsors, who fail to provide the promised support, will force students to drop out of school. Sponsors should not expect the student to be able to help support the costs through employment. Employment is strictly controlled by the Immigration Service and is very limited.

AFFIRMATION OR OATH

I hereby affirm that I understand the contents of this affidavit and that the above statements are accurate.

Signature of sponsor _____

Sworn and subscribed before me this _____ day of _____, in the year _____

Signature of Officer Administering Oath _____

**OFFICIAL SEAL
HERE**

ALL AFFIDAVITS ARE TO BE SENT TO:

**INTERNATIONAL STUDENT SERVICES OFFICE
BOROUGH OF MANHATTAN COMMUNITY COLLEGE
199 CHAMBERS STREET S-300
NEW YORK, NY 10007**

- **ALL FINANCIAL DOCUMENTATION MUST BE MAIL TO TOGETHER. DO NOT MAIL ITEMS SEPARATELY.**
- **IT IS ADVISABLE TO MAIL YOUR INFORMATION BY FEDERAL EXPRESS OR ANOTHER TYPE OF CERTIFIED MAILING SERVICES.**
- **OBTAIN THE TRACKING NUMBER FOR REFERENCE.**

PLEASE BE AWARE THAT THE INTERNATIONAL STUDENT OFFICE IS NOT RESPONSIBLE FOR ANY DOCUMENTS LOST IN THE MAIL.

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