APPLICATION FOR BMCC I-20 DEADLINES

Initial F-1 Students

An “Initial F-1 student” is a student who is applying for a new F-1 visa.

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<tr>
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<th>If applying for the Fall Semester</th>
<th>If applying for the Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents Due</td>
<td>June 30</td>
<td>November 15</td>
</tr>
<tr>
<td>Reporting Date</td>
<td>August 1</td>
<td>January 1</td>
</tr>
</tbody>
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F-1 SEVIS Transfer Students

An “F-1 SEVIS Transfer student” is a student who is currently in the U.S. with F-1 status and has a valid I-20 from another school.

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<th>If applying for the Fall Semester</th>
<th>If applying for the Spring Semester</th>
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</thead>
<tbody>
<tr>
<td>Documents Due</td>
<td>July 15</td>
<td>November 30</td>
</tr>
<tr>
<td>SEVIS Record Release/SEVIS F-1 Transfer Form Due</td>
<td>by or before August 27</td>
<td>by or before January 25</td>
</tr>
<tr>
<td>Reporting Date</td>
<td>August 27</td>
<td>January 25</td>
</tr>
</tbody>
</table>

All affidavits, financial documents, and forms may be scanned and sent by email to: internationalstudents@bmcc.cuny.edu
All Students Must Provide the Following Information:

1. **Proof of Financial Ability:** You must prove your ability to afford the costs of studying and living in New York City without obtaining employment while here. You may use your own money or get a sponsor to cover these costs. Review the Financial Documents Needed and Financial Document Requirements sections for details.

2. **Proof of Immigration Documents:** Provide the following materials with your application.
   - Copy of the biographical page of your valid passport
   - Copies of any U.S. visas (previous or current)

3. **CUNY GDPR (General Data Protection Regulation) form:** Please find the acknowledgment form on page #8 regarding protection of personal data for International Students from the EU (European Union) countries. ***Please read, sign form and submit with BMCC I-20 application and all supporting documents,***

All F-1 SEVIS Transfer students must also submit the following to the ISSO:

- Copies of all I-20s from previous schools
- Copy of F-1 visa (and any change of status documents, if applicable)
- Copy of most recent I-94
- Proof of financial sponsorship
- BMCC I-20 application form (see pages five through seven)
- SEVIS F-1 Transfer Form, signed by a DSO at the current school

**BMCC cannot issue a Form I-20 until you meet all the financial and immigration requirements.**

*The issuance of a Form I-20 does not guarantee the approval of the F-1 (student) status by the U.S. Department of Homeland Security or the approval of the F-1 student visa by the U.S. embassy or consulate office in your home country. BMCC highly recommends that students show original, notarized documents as proof of their financial status.*

**Attention for students from:**

Andorra, Australia, Austria, Belgium, Brunei, Chile, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, Taiwan, and the United Kingdom.

Even though your country is a part of the ESTA/Visa Waiver program, do not enter the United States without an F-1 visa. If you enter without an F-1 visa, you will not be able to change your status after you enter the country or extend your stay beyond 90 days.
FINANCIAL DOCUMENT REQUIREMENTS

- All financial documents must be less than three months old.
- The documents must be in English. For any document that is not in English, you must provide the document AND an official English translation.
- Original documents sent to BMCC will not be returned. Students should keep one set of original documents for their visa interview.
- If a sponsor is planning to give a student free room and board, the sponsor must fill out the free room and board affidavit and attach a copy of his or her valid lease agreement or deed for the relevant residence.
- If a student uses a scholarship as part of his or her financial proof, BMCC must receive a separate official document from the scholarship board to certify the scholarship amount and duration.

ESTIMATED EXPENSES FOR THE 2019-2020 YEAR

for one academic year (nine months/two semesters)

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees (24 credits @ $320/credit)</td>
<td>$8,050.00</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$1,364.00</td>
</tr>
<tr>
<td>Travel To &amp; From School</td>
<td>$1,122.00</td>
</tr>
<tr>
<td>Room and Board (*based on shared housing costs)</td>
<td>$12,123.00</td>
</tr>
<tr>
<td>Food (including home and lunch)</td>
<td>$3,454.00</td>
</tr>
<tr>
<td>Clothing &amp; Personal Necessities</td>
<td>$2,415.00</td>
</tr>
</tbody>
</table>

**TOTAL for one year (including room and board)** $28,528.00

**Note:** Tuition and Fees stated are based on a student taking at least 12 credits per required semester (Fall & Spring semesters). This is the minimum number of credits required to be a full-time student (necessary to maintain lawful F-1 status). Estimated expenses do not reflect students staying in the U.S. over the summer break period.

**Note:** All tuition and fee schedules are subject to change without notice at any time upon action by The City University of New York. For more information please visit [http://www.bmcc.cuny.edu/bursar/](http://www.bmcc.cuny.edu/bursar/) and click Tuition & Fees Per Semester on the left side of the webpage.
FINANCIAL SPONSORSHIP INFORMATION

If the student will Self-Sponsor (pay for him/herself):

Total required funds = $57,056 approx.

Provide:
- Bank statement in the student applicant’s name indicating an amount equal to the full cost of study for two years

If the student will be Sponsored by Other(s):

Provide:
- Sponsor’s complete annual tax return showing annual income amount (W2 and 1040)

Or:
- Annual income verification from employer (on company letterhead, stating full name of employee and salary) with paystubs from the past three months

And:
- Sponsor’s bank statements from the past three months

*If any sponsor has more than four dependents, that sponsor will be required to provide proof of additional funds.

- If you have a local sponsor who would like to provide you free room and board, the cash value to you is considered to be $12,123. This cash value is based on shared housing costs. The free room and board sponsor must complete and sign the Affidavit of Sponsor Providing Free Room and Board on page ten of this document and attach a copy of the valid lease or deed.

- If your spouse and/or children will be accompanying you to the U.S., you must prove you or your sponsor(s) can provide an additional $10,000 for your spouse and/or each dependent child. Please complete the Application for Dependent (F-2) I-20 on page eleven of this document.

BMCC cannot issue a Form I-20 until you complete all forms and meet all the financial and immigration requirements.
BMCC I-20 APPLICATION FORM
to be completed by student

Complete all of the following pages and submit to the ISSO before the deadline in order to be issued a BMCC I-20.

PLEASE USE A COMPUTER TO TYPE YOUR RESPONSES IN THE FIELDS BELOW.
WRITE ALL SIGNATURES IN PEN (BY HAND) AFTER PRINTING THIS DOCUMENT.

RECEIVING YOUR I-20:

Please check ONE of the following two options to indicate how you want to receive your BMCC I-20.

☐ Mail my BMCC I-20 to the following location:

Name:

Last (Family) Name   First Name   Middle Name

Address:

Street    City    State    Zip Code    Country

Telephone: ______________________
Include country code, city/area code, and phone number

Today’s Date: ____________________

OR

☐ Call the following contact person in the United States, and he/she will come to the ISSO to pick up my BMCC I-20 and express mail it to me.

By completing this form, I authorize this contact person to receive and mail my I-20.

Contact Person’s Full Name: ________________________________________________________________

Phone #: __________________

**ten-digit number**

ACADEMIC INFORMATION:

Major: __________________________________________________________________________________

Semester start date:

I plan to begin my studies at BMCC in the ☐ Fall / ☐ Spring of the year 20____.

***
PERSONAL INFORMATION:

Today’s Date: __________

Surname/Family Name (as written on passport): ___________________________________________________

First Name: _____________________________________________

Middle Name: __________________________________________

Name Suffix: ____________________________________________

  e.g., Jr. or Sr. at the end of a person’s name

Date of Birth: __________  Gender: □ Female  □ Male

***

IMMIGRATION INFORMATION:

Admissions (I-94) Number: _____________________________________

  Found here: https://i94.cbp.dhs.gov/I94/#/home

Country of Birth: ___________________________ Country of Citizenship: __________________________

Passport Number: _____________________________

Passport Issuance Date: __________________________

Please check ONE of the following three options:

☐ I have an F-1 visa.  ☐ I have a _____ visa, and I want to apply for an F-1 visa.

☐ I have no visa; I need to apply for an F-1 visa.

Visa Issue Date: _____________________________  Visa Expiration Date: ___________________________

Visa Issuing Post Name: __________________________ (as listed on passport)

My current U.S. immigration status is: ☐ F-1  ☐ B1/B2  ☐ J-1  ☐ Other

If you selected “Other,” please explain here:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

***
CONTACT INFORMATION:

Permanent Address in Your Home Country (not a United States address):

Street and Building Number: ____________________________
City: ____________________________
Province: ____________________________
Country: ____________________________
Postal Code: ____________________________
Telephone: ____________________________

Include country code, city code, and number

Email Address: ____________________________

Current or Future United States Address:

Street and Building Number: ____________________________
City: ____________________________ State: __________
Zip Code: __________
Telephone: __________

Emergency Contact Person in the United States:

Name: ____________________________
Street and Building Number: ____________________________
City: ____________________________
State: __________ Zip Code: __________
Telephone: __________
Email: ____________________________

Relationship to you (e.g., friend, cousin, aunt, etc.): ____________________________

By signing this form I certify that the contents and answers I have provided in this form are true and correct. I understand that it is my responsibility to maintain lawful F-1 status as a full time student at BMCC and update the ISSO if any of my I-20 information or above listed information changes.

Signature of Student: ____________________________ Date: __________

Sign here in pen!
ACKNOWLEDGMENT REGARDING PROTECTION OF PERSONAL DATA
(FOR INTERNATIONAL STUDENTS FROM THE EU COUNTRIES)

Overview. This Acknowledgment form is required in conjunction with the CUNY APPLICATION FOR THE IMMIGRATION CERTIFICATE OF ELIGIBILITY you must complete for you to be issued the SEVIS I-20 Form. You are coming from a country subject to the General Data Protection Regulation (GDPR) adopted in the European Union (EU), which provides certain protections and rights with respect to your personal data. This data you will provide is necessary in order for ____________ College of the City University of New York that has accepted you to participate in their academic program, to issue you a SEVIS I-20 Form, which you will use to apply for the visa at the American Embassy or Consulate in your home country. This document will also be the official proof of your legal immigration status in the U.S.

General Principles. The personal data you will provide to CUNY or to third parties acting on behalf of CUNY will be handled in accordance with applicable law, our policies and the policies and principles of the GDPR applicable while you are in the EU. Your personal data will be processed and collected only for purposes related to your enrollment at ______________ College of the City University of New York, and the SEVIS I-20 Form. Access will be limited to persons requiring such information in order to provide student services and other benefits offered by the college, including third parties acting on CUNY’s behalf. Your data will be kept only so long as is necessary or required by policy and by law. We will maintain and process your data in a manner that assures its security and confidentiality.

Rights. Under GDPR, you have certain rights with respect to your personal data, including, among other rights, the right of access to your data; the right to correct inaccuracies in your data; the right to withdraw your acknowledgement; and the right to delete personal data if the collection of that data is no longer necessary to the purpose for which it was collected. The full text of the GDPR can be found at https://gdpr-info.eu

Data Controller. Under GDPR, a Data Controller is the person or entity responsible for overseeing the processing of your data. For purposes of your participation in an academic program at our institution, the Data Controller is ________________ College of the City University of New York.

Sensitive Data. Data concerning your physical or mental health will be processed only for the purposes of protecting your safety or the safety of others, providing necessary healthcare, responding to an emergency, or complying with any applicable mandatory provision of law. Sensitive data may be communicated, in compliance with the principles above, to bodies and authorities, both public and private (such as hospitals, police offices, courts, security supervisors, insurance companies) only for the purposes relating to health and safety emergency and for the purposes of fulfilling obligations set forth by law.

I hereby acknowledge the use of my personal data in accordance with the provisions outlined above.

Date: _____ / ____ / _______ Signature: _______________________________ Sign here in pen!
Month Day Year Print Full Name: __________________________________________

CUNY GDPR international Student Form Approved Sept. 5, 2018
AFFIDAVIT OF SUPPORT

to be completed by sponsor

You may photocopy this page for completion 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 or she is going to study at BMCC. By supplying the documents requested on the following page, 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 Name

**SPONSOR’S ADDRESS:**

__________________________________________________________________________________________

Number and Street

__________________________________________________________________________________________

City/Town  State/Province  Postal Code  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**

Borough of Manhattan Community College. My relationship to the student is ___________________________.

**SPONSOR’S DEPENDENTS:** The following persons are also 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.)

<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>AGE</th>
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</tbody>
</table>
AFFIDAVIT OF FINANCIAL RESOURCES
to be completed by sponsor

YOUR ANNUAL INCOME: ____________________________

Provide the following supporting documents:

- Complete tax return showing annual income amount (Forms W2 and 1040, if income is earned in the U.S.)

OR

- Letter from employer on company letterhead stating full name of employee, length of employment, and annual income

AND

- Employee’s last three months of paystubs or copies of paychecks

SAVINGS DEPOSITS IN THE AMOUNT OF: ____________________________

Provide Bank statements, which must be dated within the last three months and be in the sponsor’s name. Review Financial Document Requirements on page 3 for more information. Any joint account holders must sign this affidavit in addition to the sponsor.

By signing below, you understand and agree 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 any costs through employment in the United States. Employment is strictly regulated by the U.S. Immigration Service.

AFFIRMATION OR OATH

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

Printed name of sponsor: ____________________________________________

Signature of sponsor: ____________________________________________ Sign here in pen!

Printed name of joint savings account holder (if any): ____________________________

Signature of joint savings account holder (if any): ____________________________ Sign above in pen (if applicable)

Date: ____________________________
AFFIDAVIT OF SPONSOR PROVIDING FREE ROOM AND BOARD

to be completed only by the person who owns or rents the residence
(cash value to the student: $12,123.00 based on shared housing costs)

All questions must be answered. A copy of the valid lease or deed in the name of the sponsor at the provided address must accompany the affidavit. Completing this affidavit of free room and board means that the room and board sponsor does not require the student to pay rent to live at the residence indicated below.

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     Zip Code

Phone Number: ___________________________ Do you live at this address? □ YES □ NO

The Room and Board Sponsor’s relationship to the student is: ________________________________.

What type of residence is being offered to the student?

☐ Private House    ☐ Apartment (Check only one box in this line.)

I am the ☐ Owner    ☐ Renter of this residence. (Check only one box in this line.)

Number of Rooms in the residence: _________

How many persons total will be living there during the student’s stay? _______________________

For how long will you provide Room and Board? _____________________________________________

By signing below, you understand and agree 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 any costs through employment in the United States. Employment is strictly regulated by the U.S. Immigration Service.

AFFIRMATION OR OATH

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

Printed name of sponsor: ____________________________

Signature of sponsor: ____________________________________________ Sign here in pen!
APPLICATION FOR (F-2) DEPENDENT (spouse or children of student) I-20

*to be completed by student*

If your spouse and/or children will be accompanying you to the United States, **you must prove you can provide an additional $10,000 for your spouse and/or for each dependent child.**

Please review details regarding necessary funds—to be provided either by you (the student) or a sponsor—in the **Financial Document Requirements, Estimated Expenses, and Financial Sponsorship Information sections,** beginning on page three.

INFORMATION ON DEPENDENT (F-2) SPOUSE AND/OR CHILDREN:
(If more than one dependent will accompany you, please attach their information on a separate sheet of paper.)

Last Name: ______________________________________________
First Name: ______________________________________________
Middle Name: ____________________________________________
Name Suffix: _____________________________________________
Date of birth: _____________________________________________
Country of birth: __________________________________________
Country of citizenship: _____________________________________
Gender: ____________ Relationship: ____________________________

Documents needed:

- Copy of F-2 dependent applicant’s valid passport (biographical page)
- Proof of relationship to F-1 student (marriage license or birth certificate)
- Any previous I-20s issued to F-2 dependent applicant
- Any other U.S. visas issued to the F-2 dependent applicant
SEVIS F-1 TRANSFER PROCEDURES

If you are currently in the United States:

- Your SEVIS record must be released to BMCC in Active status within your 60-day grace period.

- You must submit all required documents to the ISSO by the deadline listed on page one of this application.

If you are currently outside the United States:

- Your SEVIS record must be released to BMCC in Active status within your 60-day grace period.
  
  o If you cannot have your record released in Active status, please contact a DSO in BMCC’s ISSO for assistance: internationalstudents@bmcc.cuny.edu

- You must submit all required documents to the ISSO by the deadline listed on page one of this application.

- Do not attempt to re-enter the U.S. on your former school’s I-20. You must receive a new I-20 from BMCC for travel.

- 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 U.S. with a new BMCC I-20 without visiting a U.S. embassy or consulate.

- If you have any questions about whether or not you need a new visa, contact the ISSO prior to traveling outside the United States.
SEVIS F-1 TRANSFER FORM
to be completed by student and a Designated School Official

Student’s Full Name: _______________________________________________________

Date of Birth: __________

Admissions (I-94) No.: _____________________________________________________

Found here: https://i94.cbp.dhs.gov/I94/#/home

CUNYfirst/Empl. ID: ______________________ SEVIS ID No.: N______________

Issued by school – an eight- (8) digit number

If applicable

I intend to transfer to Borough of Manhattan Community College for the _________________ semester. I hereby grant permission for the information requested to be made available to BMCC.

Student’s signature: _____________________________________________________  Sign here in pen!

Date: __________

INFORMATION BELOW TO BE COMPLETED BY A DESIGNATED SCHOOL OFFICIAL (DSO):

The above named student intends to transfer to BMCC for the term stated above. We are requesting the following information so we may determine the student’s eligibility for the transfer notification procedure. **BMCC’s SEVIS name is under “The City University of New York”; the school code is NYC214F00812002.**

Was the student authorized to attend your school?

☐ Yes  ☐ No

Has the student maintained full-time studies as defined in the regulations since obtaining status, including any certifications granted by you under 8 CFR 214.2(f)(6)(iii)?

☐ Yes  ☐ No

The student was last enrolled in the ____________________ semester/quarter of _________________ season year.

Dates: __________ TO __________.

Please list all periods of any previously completed Practical Training (specify whether CPT or OPT) with beginning and ending dates:

______________

Student released from SEVIS?  ☐ Yes  ☐ No Date released: __________

Comments:

______________________________________________________________

Name and Title:

______________________________________________________________

Institution: _______________________________________________________

Address: _______________________________________________________

Telephone: _______________   Email Address: _______________________

DSO’s Signature: ___________________________________________________  Sign here in pen!

Date: __________

Please complete and return to student or scan and email to the International Student Services Office: internationalstudents@bmcc.cuny.edu.