

Rutgers Biomedical and Health Sciences International Services

65 Bergen Street, Room GA 72, Newark, NJ 07107

Phone: 973-972-6138 Fax: 973-972-8260

Request for Certificate of Eligibility - Form I-20 (F-1)

What is a Certificate of Eligibility (Form I-20)? The form I-20 is a U.S. government document issued for the purpose of obtaining an F-1 visa to enter the U.S. under the F-1 status. It certifies that you: 1) are a bona fide student; 2) have met all of our admissions requirements; 3) will pursue full-time studies at RBHS; and 4) have proven to us that you have sufficient funds to study and live in the United States without working unlawfully.

Who needs a form I-20? Not all foreign students need to obtain a form I-20 in order to study at RBHS. Only individuals wishing to enroll under the F-1 status need to apply for a form I-20. If you are maintaining another nonimmigrant status in the United States (except B-1/B-2 and F-2), you do not need an I-20 and may attend school full-time or part-time. Individuals who are currently in the U.S. under the B-1/B-2 or F-2 status and who wish to pursue a course of studies in the U.S. must first obtain a form I-20 and apply to U.S. Citizenship & Immigration Services for a change of status to F-1. Dependent children in E, F, H, I, J, L, M, N, O, P, R or S status need to change status upon reaching their 21st birthday or if they marry. Any change of status questions should be addressed to the International Services office (IS) at 973-972-6138.

Eligibility requirements

You must meet the following criteria in order to be eligible for the form I-20:

1. You must be accepted to RBHS for enrollment in a course of study as a full-time student.
2. You must provide documentation proving that you have the financial ability to support your living and studying expenses for the full length of your program. As an international student you cannot expect to cover the cost of attending school through employment. It is important that you carefully review the estimated annual financial requirements listed on this form. This will give you an idea of what are the minimum requirements to pursue an education in the U.S. at RBHS.
3. You must complete the Request for Certificate of Eligibility and return it to the IS together with the required supporting documentation. **DO NOT** mail to your academic department. This form **MUST** be returned to the following address:

Rutgers Biomedical and Health Sciences International Services

65 Bergen Street, Room GA-72

Newark, NJ 07107

or scan and email all documents to : ois@global.rutgers.edu

Now that you have decided to become a student in the U.S., there are TWO things that you should not do:

1. **Do not enter the United States with a B-1 or B-2 visa unless it is marked "Prospective Student".**
Since you have already contacted RBHS in regards to becoming a student, entering the U.S. as a B-1 or B-2 would be considered "visa fraud". Pursuing a course of studies in the U.S. as a B visitor is prohibited by federal regulations and would put you in violation of status. If your intent is to enter the U.S. in order to get information about American schools, you must explain this to the consular officer during your visa interview and ask for a "prospective student" visa.
2. **Do not enter the United States without a visa, unless you are a Canadian citizen.**
If you are from a country that participates in the visa waiver program, which permits you to enter the US with only a round-trip ticket, do not do this. If you enter without a visa, you will be permitted to stay in the U.S. for only ninety (90) days. You will not be eligible for an extension of stay or allowed to change to student status. You will be required to return home and reenter the U.S. under the appropriate non-immigrant classification.

SUPPORTING DOCUMENTATION CHECKLIST

Part I. the following documents **MUST** accompany **EVERY** application for the form I-20:

- Photocopy of the acceptance letter to a RBHS program
- Photocopy of the biodata page from the applicant's passport
- Completed Statement of Financial Ability worksheet
- Photocopy of your award letter, if program is funded by RBHS
- Proof of adequate funding for your **entire** program. The first year must be liquid funds, (readily converted to cash)
- Photocopy of the biodata page from the dependent's passport (if applicable)

If you are supported by a private sponsor, submit a completed Affidavit of Support accompanied by:

- A statement from a bank or other financial institution stating the date the account was opened, total amount deposited for the past year, and present balance, **AND**
- A letter from the sponsor's employer on business stationery stating annual salary **OR**
- Photocopy of tax returns if sponsored by an organization or home government

If you are sponsored by an organization or home government you must provide:

- An award letter indicating the amount awarded and the duration of the award

If you are provided room and board by a private sponsor, a completed Affidavit of Free Room & Board accompanied by:

- Photocopy of a deed or lease in sponsor's name **OR**
- Photocopy of income tax forms in which the residence is reported

PLEASE NOTE:

- Documents must be **dated three (3) months or less** prior to submitting the application for the Form I-20.
- All documents must be in English or with an official English translation.
- You may submit photocopies of your documents. It is very likely that the interviewing officer at the consulate will request original documents.

Part II. If this is an application for **change of status to F-1**, you must submit the documentation listed in Part I, in addition to the following:

- A completed form I-539 with a fee of \$370 payable to the U.S Citizenship and Immigration Services. This form can be downloaded from the IS website
- A Letter of Intent stating the reason for the status change
- Photocopy of applicant's current immigration documents (ex. H approval, DS-2019, F2 dependent I-20, etc)
- Photocopy of dependent's current immigration documents, if applicable (ex. H-1 approval, DS-2019, F2 dependent I-20, etc)
- Photocopies of the applicant's and the dependent's previously issued DS-2019 and/or I-20 forms and EAD cards

Part III. If this is an application for a **program extension**, you must submit the documentation listed in Part I, in addition to the following:

- Letter from your Program Director, Registrar or Academic Advisor stating your name and student ID number, anticipated date of completion, and a detailed explanation of why you are unable to complete your degree on time and need an extension
- Photocopy of all previously issued I-20s
- Photocopy of the dependents' previously issued I-20s, if applicable
- Photocopy of the applicant's most current I-94 card and that of his/her dependents, if applicable

Part IV. If this is an application for **transfer of F-1 status from another institution**, you must submit the documentation listed in Part I, In addition to the following:

- Photocopy of the applicant and dependent's previously issued I-20s
- Photocopy of the applicant's most current I-94 card and that of his/her dependents, if applicable
- Completed transfer recommendation form (page 9 of the application) signed by the Designated School Official at your current/previous institution

FEE STRUCTURE:

- Initial I-20 NO FEE
- Extension of current F-1 status at RBHS NO FEE
- Transfer of the F-1 status from another institution NO FEE
- One time only dependent fee paid by check or money order made payable to **Rutgers University** \$50 for spouse, \$25 per child
- Change of status (currently in the U.S. under a different non-immigrant status) made payable to: **U.S. Dept. of Homeland Security** \$370

FAILURE TO SUBMIT ALL OF THE REQUESTED DOCUMENTATION WILL RESULT IN THE DELAY OF YOUR REQUEST.

BREAKDOWN OF EXPENSES

LIVING EXPENSES

	ROOM & BOARD	PERSONAL	TRANSPORTATION	TOTAL
All campuses	\$14,112	\$7,716	\$4,788	\$26,616

HEALTH INSURANCE EXPENSE

Coverage through RBHS	2018-2019
All campuses	\$2,155

**Rutgers Biomedical and Health Sciences
F-1 Student Request for I-20**

This form must be submitted to International Services for all students in the F-1 category. Please complete ALL sections of this form. If the field does not apply, please input "N/A" in the field. Please type or print CLEARLY.

Term to begin at RBHS: Spring 20 Summer 20 Fall 20 RBHS ID#

RBHS campus: School: Degree level:

Major

A. STUDENT'S PERSONAL DATA

Family name First name Middle name

Male Female Single Married Date of birth

Place of birth (Province, Prefecture, Township, District, etc. may be used where local custom or regulation requires it.)

Province/City Country

Country of legal permanent residence Country of citizenship

Permanent address abroad:

Street name and number Apt. number

Province City Postal Code Country

Telephone numbers abroad

Home Work E-mail address

Complete this section only if you are CURRENTLY in the U.S.

What is your immigration status? Status expiration date: Do you wish to retain this status?
 Yes No

Date of last entry into the U.S. I-94 card #

Passport # Passport expiration date

Do you plan to travel outside the U.S. prior to starting classes at RBHS? If yes, give dates. No Yes Dates: From to

Current U.S. address:

Street name and number Apt. number

City State Zip Code

Telephone number E-mail address

B. DEPENDENT'S INFORMATION

If your spouse or children require F-2 visas, please submit copies of the biodata pages from their passports. F-2 individuals wishing to enroll in a program of studies at RBHS must first obtain F-1 status.

Dependent #1

Dependent is accompanying visitor **OR** Dependent will follow visitor at a later date Estimated date of arrival

Family name Given name Middle name

Male Female Date of birth City/Country of birth

Country of legal permanent residence Country of citizenship

Relationship to the student: Spouse Son Daughter Other (specify)

Have you ever held any other non-immigrant status in the U.S.? If yes, provide the dates and a photocopy of the status and I-94 card.

No Yes If yes, which status Dates: from to:

Dependent #2

Dependent is accompanying visitor **OR** Dependent will follow visitor at a later date Estimated date of arrival

Family name Given name Middle name

Male Female Date of birth City/Country of birth

Country of legal permanent residence Country of citizenship

Relationship to the student: Spouse Son Daughter Other (specify)

Have you ever held any other non-immigrant status in the U.S.? If yes, provide the dates and a photocopy of the status and I-94 card.

No Yes If yes, which status Dates: from to:

Attach additional page for other family members, if necessary

You will receive a shipping e-mail when the document is ready. You are responsible for paying the express shipping fee.

Please sign and date where indicated below:

Print name Signature Date

STATEMENT OF FINANCIAL ABILITY

(Worksheet to be fully completed by the student)

Minimum funding requirements: All international students wishing to enroll at RBHS under the F-1 status must submit proof that they have the necessary financial resources to cover **each year of study in the U.S.**

Instructions for proving financial ability:

1. **Complete the worksheet for program expenses.** All amounts should be in US. dollars.
 - a. Tuition: Minimum credits per year are: Graduate - 18 credits & Undergraduate - 24 credits
2. A sponsor may be a member of your family, a friend, or an organization. The "**Sponsor's Affidavit**" must be submitted by each private sponsor. Please photocopy the form, if necessary, and give to each of your sponsors.
3. The cash value of free room and board is \$13,368 for all campuses.
4. **Provide the specified documentary evidence for each source of support that you list.**
Documents must be dated three (3) months or less prior to submitting the application for the I-20.

IMPORTANT NOTE: To complete worksheet for calculating program expenses:

First reference [Cost of attendance](#) to view your program's expenses.

<https://financialaid.rutgers.edu/cost-of-attendance/rbhs/>

Estimates for the 1st year of my program are:

Tuition: (Use Out-of-State tuition rate x # of credits) (1)

Fees (2)

Room and Board (3)

Personal (4)

Transportation (5)

Health Insurance (6)

Books & Supplies (7)

Expenses for dependents* (*\$5,000 per year for spouse and \$4,000 for children) (8)

Other (Specify) (9)

TOTAL MINIMUM EXPENSES FOR MY PROGRAM FOR THE 1st YEAR (1 to 9) (10)

PROGRAM LENGTH (NUMBER OF YEARS) (11)

MULTIPLY LINE (10) BY THE PROGRAM LENGTH (11) = **TOTAL PROGRAM EXPENSES**

The following documents are enclosed as proof of my financial responsibility. (check all that apply)

Personal documents:

- Bank statement Personal Loan

Private sponsor's documents (include all documents listed below):

- Affidavit of support
 Proof of income (letter from employer, pay stubs, tax forms, etc.)
 Bank statement

Organization or home government

- Award letter

Funds from RBHS

- Award letter Copy of contract

Free room and board sponsor (include all documents listed below):

- Affidavit of free room and board
 Proof of income (pay stubs, tax forms, etc.)
 Proof of residence (lease, deed, rent receipts)

SPONSOR'S AFFIDAVIT OF FINANCIAL SUPPORT

NOTE: Complete this form and mail it with your application and required supporting documents to:

Rutgers Biomedical and Health Sciences

Office of International Services
65 Bergen Street, Room GA-72
Newark, NJ 07107

I, hereby certify that I am willing and able to provide
(full name of student) with not less than \$ U.S.
for **each year of study** at Rutgers Biomedical and Health Sciences.

My relationship to the student is
Parent, spouse, brother/sister, friend, etc.

The following are dependent upon me for their housing, food or financial support. Do not list any adult members of your family who are supporting themselves of the student named above.

Name	Relationship	Age
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

My documentary evidence of financial ability is attached: (Please check which documents you are enclosing)

- Statement from a bank or other financial institution stating the date the account was opened, total amount deposited for the past year and present balance
- Letter from my employer on business stationery stating my annual salary (must be accompanied by a bank statement)
- Photocopy of tax returns
- Other

AFFIRMATION OR OATH

I hereby affirm or swear that the information I have provided above is true and correct:

Signature of sponsor

Printed name of sponsor

Signed on this

day of

,

SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD

NOTE: Complete this form and mail it with your application and required supporting documents to:

Rutgers Biomedical and Health Sciences

Office of International Services

65 Bergen Street, Room GA-72

Newark, NJ 07107

I, hereby certify that I am willing and able to provide
(full name of student) with free housing and meals for **each year of**
study at Rutgers Biomedical and Health Sciences.

My relationship to the student is
Parent, spouse, brother/sister, friend, etc.

Address of the domicile offered to the student:

Number and street Apt #
City State Zip code

I own rent this property. I will not require any type of service to be performed in exchange for this benefit.

You must attach a photocopy of a deed or lease in your name, or a photocopy of income tax forms in which the residence is reported.

AFFIRMATION OR OATH

I hereby affirm or swear that the information I have provided above is true and correct:

Signature of sponsor

Printed name of sponsor

Signed on

day of

,



Rutgers Global – International Student and Scholar Services

New Brunswick
180 College Avenue
New Brunswick, NJ 08901-8537
globalservices.rutgers.edu
globalservices@global.rutgers.edu
Ph: 848-932-7015 Fax: 732-932-7992

RBHS
65 Bergen Street, GA-72
Newark, NJ 07107
rbhs.rutgers.edu/international-services
ois@global.rutgers.edu
Ph: 973-972-6138 Fax: 973-972-8260

F-1 and J-1 International Student Adviser's Report for Graduate Students

This form must be emailed to ois@global.rutgers.edu or faxed to 973-972-8260 for all F-1 and J-1 students who are in a joint program transferring into RBHS, transferring from another Rutgers campus to RBHS, or from another institution transferring to RBHS.

Applicant's Name (last, first) _____
U.S. Address _____
E-mail address: _____ Phone _____
Semester you intend to begin at Rutgers _____ Date of Birth _____

To the applicant: Please sign this form and ask the international student adviser at the U.S. school or Rutgers campus you currently attend to complete and submit it to the address at the top of this form or Fax it to 973-972-8260.

I grant permission for the information requested below to be forwarded to Rutgers University.

Signature Date Phone #

**To the international student adviser: The student named above has been admitted to Rutgers University. Please complete this form and fax it to 973-972-8260 or email to ois@global.rutgers.edu.
Rutgers Biomedical & Health Sciences-SP Transfer School Code: NEW214F00884003
Rutgers Biomedical and Health Sciences-N Transfer School Code: NEW214F00884000
Rutgers Biomedical and Health Sciences-P Transfer School Code: NEW214F00884001**

- 1. Student's SEVIS ID#: _____
- 2. Program Start Date: _____
- 3. Date (anticipated) of graduation/termination of study: _____
- 4. Your school's SEVIS transfer release date for this student: _____
- 5. Is this student eligible to continue at your institution? (If not, please explain.) _____

6. To the best of your knowledge, is the student maintaining full-time status? Yes No

If "No" please do NOT release this student's record in SEVIS, and please advise us via email at ois@global.rutgers.edu

7. Expiration date of student's current I- 20: _____

8. Please list and specify any previous periods of F-1 practical training (Optional or Curricular) or J-1 Academic Training. _____

Adviser's Name _____ Title _____

Institution's Name & Address _____

Telephone _____ Fax _____ Email _____

Signature _____ Date _____

****Note to Students: USCIS regulations state that F-1 work authorization (OPT or "Severe Economic Hardship") is automatically terminated after transfer is completed.**