Introduction:

Are you a prospective F-1 student accepted and enrolled at Rowan University? Then you need to complete and submit your I-20 application along with the supporting documentation to obtain an initial form I-20 for your VISA interview or to update your current Form I-20 if you are a transfer student.

After you are accepted and enrolled at Rowan University, you need to follow the following steps to complete your I-20 application:

1. Determine the costs of your degree program based on the estimate shown on the application.
2. Determine who will be sponsoring your studies.
3. Determine if you will be residing off or on-campus.
4. Determine supporting documentation.

Meet Sam – Character Example

Meet Sam. He is ready to complete his I-20 application. His undergraduate program costs $37,750. So a four (4) year course would cost $37,750 x 4 = $151,000. This is the first step.

As the second step, Sam needs to find a sponsor who is going to be the source of financial support. It can be a family member, friend, organization or even Sam can be his own sponsor.

- You will need to show a bank statement as proof of financial support including sponsor’s name, must be in English, must show an average daily balance over a 90 day period and dated within 6 months of your submitting the I-20 request.

If Sam is sponsoring himself, he must demonstrate the total amount of funds in his bank account for every year of study which is $151,000 (example).

If Sam is sponsored by someone else, he needs to demonstrate:

- Funding for the first year of study and
- Ability to pay for studies by submitting proof of annual income such as:
  - A copy of the most current income tax returns or a W-2 form of a US sponsor
  - A letter from the sponsor’s employer indicating date of employment and annual salary in U.S. dollars

If the sponsor is self-employed, they need to submit a copy their income by a bank or private accountant and a copy of the most recent “Profit and Loss” statement of their business.

Documents that are not acceptable:

- Funds from investments and property.
- Letters that do not reflect the actual numerical balance in the account(s).
- Letters stating ‘enough’ or ‘sufficient’ funds are available will not be accepted as evidence of financial support.
Also, please be aware that if your spouse and/or children will accompany you as F-2 Dependents, please list them on page 2 of the I-20 application.

Students with accompanying families must provide additional financial support for each dependent; $5,000 for spouse and/or $3,750 for each child, per year.

**Third step** is to determine if you want to reside on or off-campus.

Every unmarried student, full-time undergraduate, under the age of 21, who is not living with their parents or legal guardian must reside within university housing.

If you decide to live off-campus, and your sponsor is paying for your living expenses, you must complete and notarize the Sponsor of Affidavit of Free Room and Board form of the I-20 application. In addition, if you decide to live with your sponsor, the sponsor must provide proof of residence, such as a lease agreement or a home deed in their name.

Since Sam decided to reside on-campus, he visited rowan.edu/housing and submitted the International Student Housing Reservation Form at housingquestions@rowan.edu and rowanic@rowan.edu.

**Some important additional information to keep in mind:**
- Read, acknowledge, sign and date page 2 of the application.
- If you are an F1 student and transferring from another institution within the US, complete the F-1 Transfer Form and have it filled out by your Designated School Official (DSO) at the institution you are transferring out from.
- Each student issued an initial Form I-20 is responsible for paying the SEVIS fee to SEVP (Student and Exchange Visitor Program). Transfer students are an exception to this fee. Please visit https://www.fmjfee.com for more information about the SEVIS fee.
- Don’t forget to attend the International Center Orientation and if you are an Undergraduate the Rowan University General Orientation both held in August for Fall semester and January for Spring semester.

**Step Four**

Once you have gathered all supporting documentation and completed the I-20 application, please send all documentation to the International Center at Rowan University by emailing rowanic@rowan.edu. Remember to keep all original documentation as it may be needed when obtaining your VISA.

We wish you all the best here at Rowan University!