

Office of International Programs

400 South Orange Ave., South Orange, NJ 07079; Phone: (973) 761-9072; Email: oiip@shu.edu

I-20 APPLICATION

Below is a checklist to help guide you through the process of applying for Form I-20. Once students have completed the I-20 Application, the Office of International Programs (OIP) will send an electronic Form I-20 to students via their email. Form I-20 allows international students to study at Seton Hall and apply for the F-1 visa (if applicable). **ESL students must be tested by the ESL department before the I-20 is created.** Please upload your documents to our portal [here](#).

**I-20 Application
Checklist**

All students applying for an I-20 must submit the following:

1. **Offer of Admission-Letter or Email**
2. **I-20 Application** (page 2,3)
3. **Passport copy** - biographical page only
4. **Financial documents** - Please refer to page 4 for details on acceptable documents
5. **Housing Support Documents** (if applicable)
 - Housing Support Form (page 6)
 - Proof of Address

Transfer students must submit the following:

- **SEVIS Transfer Questionnaire (Page 8)**
- **Most Recent I-20**
- **Most Recent I-94**
- **Most Recent F-1 Student Visa**

Change of status students must additionally submit copies of the following:

- **Most Recent Visa**
- **Most Recent I-94**
- **Copies of DS-2019** (for J-1 visas only)

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I-20 APPLICATION
All fields are mandatory, unless noted as optional

PART 1: STUDENT INFORMATION

Write the name EXACTLY as it appears on your PASSPORT		
Surname/Last Name:		
Primary/First Name: (please add any middle names)		
Gender: MALE FEMALE	Date of Birth: (Month____/Day____/Year____)	
Phone Number:	Email Address: (mandatory)	
Country of Birth:	City of Birth:	Country of Citizenship:
Will you be traveling with a spouse or child(ren)? ___ Yes (you will be required to apply for the F2 visa) ___ No		

PART 2: ADDRESS INFORMATION

Home Country Address: (required for I-20)			
Street Address:			Apartment/Unit #:
City:	Province:	Postal Code:	Country:
U.S. Address: (only mandatory for students already in the U.S.)			
Street Address:			Apartment/Unit #:
City:	State:		Zip Code:

PART 3: ACADEMIC INFORMATION

Please choose the degree you are applying for: (online degrees and some certificates not eligible for I-20)						
English as a Second Language	Undergraduate	Graduate	Law	Ph.D.	Certificate	
Choose the semester you applied for:		Fall	Spring	Summer		
If applying for summer, which summer session will you attend?						
___ May Intersession		___ Summer I (June)		___ Summer II (July)		
What major will you be studying?						

I-20 APPLICATION - Continued

PART 4: F1 VISA HISTORY

Are you currently on an F-1 visa status (including high school students)? YES (fill out below and then go to Part 6) NO (go to Part 5)		
SEVIS ID Number: N00	Current School Name:	Last Date Attended/Attending: (Month____/Day____/Year____)
OPT End Date: (if applicable) (Month____/Day____/Year____)		*If current status is terminated/completed , you must make an appointment with our office first before transferring your record.

PART 5: U.S. VISA HISTORY

Are you here on another U.S. visa status (such as B2 or F2)? YES NO (move onto Part 6)	
Current visa status:	Current status end date (found on your I-94 record, not visa in passport) (Month____/Day____/Year____)
Will you file for change of status in the United States? You must make an appointment with our office YES (please submit copy of current visa, next steps will be sent by email) NO	

PART 6: ANNUAL COST WORKSHEET

Please complete the fields that apply to you below and demonstrate how you will support yourself each year during your study at Seton Hall University.	
Source of my support per academic year – not all fields below may apply to your situation	Annual Amount
1. Please enter the total from the “Cost of Education” sheet located on page 9 of this application for your program (for example, an undergraduate would write \$78,588 in the box to the right):	\$
2. <u>Personal Funds</u> :	\$
3. <u>Funds from Sponsor 1</u> : Sponsor’s Name _____	\$
4. <u>Funds from Sponsor 2</u> : Sponsor’s Name _____	\$
5. <u>Housing Support from Sponsor</u> : Sponsor’s Name _____ Please enter the value of housing from page 8	\$
6. Other: Please indicate the type of award you are receiving each year (scholarship, assistantship, loan, etc): _____	\$
Please add lines 2 – 6 and write the amount in the space to the right. This number must be EQUAL or GREATER THAN the cost of education written in box 1:	

DISCLAIMER AND E-SIGNATURE

By signing below, I agree to the terms and conditions of this application. I certify that my answers are true and complete to the best of my knowledge. If my request for an I-20 is granted, I understand that false or misleading information in my application may result in termination.		
E-Signature By typing your name, you electronically sign this application		Date (month/day/year)

FINANCIAL DOCUMENTS CHECKLIST

Please refer to the chart below for the acceptable financial documents to complete your I-20 Application:

<u>Accepted Documents</u>
<p><u>*All submitted documents must be in English*</u></p>
<p>Students may submit any combination of the following types of funding:</p> <ul style="list-style-type: none"> Personal funds Sponsor funds Loans Scholarships – Seton Hall, government, etc.
<p><u>Personal Funds</u> – <i>If using personal funds, student does not need to submit a Financial Support Form</i> Students may submit a copy of their own bank statement.</p>
<p><u>Financial Sponsor Funds:</u> Each sponsor must submit all 3 documents:</p> <ul style="list-style-type: none"> Financial Support Form – promising an amount for 1 year of study Bank Statement – showing the amount promised for 1 year Proof of Income (if unemployed, amount promised will be divided by number of years in the program)
<p><u>Loans</u> Please submit an approval / conditional approval letter. The <i>date</i> of the letter must be within 6 months.</p>
<p><u>Scholarships</u> Please submit scholarship award letter from Seton Hall or funder/program</p>
<p><u>Eligibility Criteria: Bank Statement/Letter</u></p> <ul style="list-style-type: none"> - Less than 6 months old from date of submission - In English (or translated into English) - Name of account holder clearly stated - Must indicate closing or final balance - Must indicate the type of account (savings/checking) and currency
<p><u>Eligibility Criteria: Proof of Income</u></p> <ol style="list-style-type: none"> 1. Pay Stub 2. Letter from current employer or offer letter with company’s letterhead. 3. Tax return 4. <u>For self-employed individuals:</u> Please follow the job letter template on page 6 of the this I-20 Application

NOT ACCEPTABLE - FINANCIAL DOCUMENTS INCLUDE:

Company bank statements	Investment accounts	College Board Form
Screen shots	Documents not in English	Documents in Word/Excel format

FINANCIAL SUPPORT FORM

Each sponsor must complete and sign this form. Our Office reserves the right to request additional financial documents or verification of submitted documents.

PART 1: SPONSOR PROMISE

I promise that I will give the student _____, no less than U.S. \$ _____
(including annual tuition cost increase) for **EVERY YEAR** of the student's program of study at Seton Hall University.

PART 2: SPONSOR INFORMATION

My relationship to the student is: Parent(s) Sibling(s) Relative(s) Friend(s)

Surname/Last Name: _____ Primary/First Name: _____

Sponsor's Address:

Street Address: _____ Apartment/Unit #: _____

City: _____ Province: _____ Postal Code: _____ Country: _____

Phone: _____ Email: _____

PART 3: SPONSOR EMPLOYMENT INFORMATION – (Submit one of the income documents below)

Name of my employer: _____

Annual Salary (U.S.D.) : _____ Other Income (U.S.D.): _____

I have attached one of the following required documents:

Pay Stub Employment Letter (on letterhead) Tax Return Self-employment Letter

PART 4: FINANCIAL SUPPORT

I promise that for each year of his/her program of study, I will provide the finances written on this form.

Sponsor 1: By checking this box, I agree to the terms and conditions of this application.

E-Signature of Sponsor 1	By typing your name, you electronically sign this application	Date (month/day/year)	
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Sponsor 2: By checking this box, I agree to the terms and conditions of this application.
Signature of 2nd sponsor only needed when the bank account submitted is a joint account.

E-Signature of Sponsor 2	By typing your name, you electronically sign this application	Date (month/day/year)	
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[Company Logo]

Date

I _____ (sponsor name), owner of the company _____ (company name), promise to give the student _____ (student name) the financial support amount of _____ (amount on Financial Support Form) per year.

My company is in the _____ industry and has been active for a minimum of 2 years.

[in this section, briefly explain company activities and business processes].

By signing this letter, I promise to support the above student with his/her education expenses at Seton Hall University, including annual tuition cost increases.

Thank you,

[Signature]

HOUSING SUPPORT FORM

The Housing Support Form should only be completed if the student will be living with someone in the United States for free. Please research your residence’s distance from Seton Hall University. Any addresses that have more than 1.5 hours away from campus will not be accepted.

F1 students that fail classes because of excessive absences will be in violation of their F1 status and will be terminated. Please ensure that your commute is comfortable and accessible for you to be a successful student at Seton Hall.

Please provide a copy of one of the following documents:

Lease or Deed Document Utility Bill Property Tax Bill Driver’s License Bank Statement

PART 1: SPONSOR INFORMATION		
Surname/Last Name:	Primary/First Name:	
My relationship to the student is:		
Student’s Name:		
Phone:	Email:	
The address where the student will be living:		
Street Address:		Apartment/Unit #:
City:	State:	Zip Code:

PART 2: SIGNATURE			
I promise that for each year of his/her program of study, I will provide housing to the student.			
Sponsor 1: By checking this box, I agree to the terms and conditions of this application.			
E-Signature of Sponsor 1	By typing your name, you electronically sign this application	Date (month/day/year)	
Sponsor 2: By checking this box, I agree to the terms and conditions of this application. Signature of 2nd sponsor only needed when the bank account submitted is a joint account.			
E-Signature of Sponsor 2	By typing your name, you electronically sign this application	Date (month/day/year)	

SEVIS TRANSFER QUESTIONNAIRE

If you are transferring your F-1 status to Seton Hall University, please complete this questionnaire. Please note, there must not be more than a five-month gap between the end of your previous program (or post-completion OPT/STEM OPT) and the start of your program at Seton Hall. If you are on post-completion OPT or STEM OPT, your employment ends when your F-1 SEVIS record is released to Seton Hall.

Main Campus (South Orange NJ) - SEVIS School Code: NEW214F00185000

Law School Campus - SEVIS School Code: NEW214F00185001

Interprofessional Health Sciences - SEVIS School Code NEW214F00185002

1. Please provide your SEVIS ID: N		
2. If you are/were on Post OPT or STEM OPT, please submit a copy of your EAD card. When was your start date? _____ End date? _____		
3. What was your last date of attendance at previous school? _____ (Month/Day/Year)		
4. What is your Current U.S. Address?		
Street Address:		Apartment/Unit #:
City	State:	Zip Code:

- **Please note, it is your responsibility to ask your current school to transfer your SEVIS record to Seton Hall University. Seton Hall SEVIS codes are on top of this page.**
- Once your SEVIS record is transferred to Seton Hall, you can continue to remain in the U.S. until your program begins. If you decide to travel outside of the U.S., you must wait to receive your new I-20 before traveling back to the U.S. before start of your program at Seton Hall.
- If your F-1 visa stamp in your passport is already expired and you decide to travel outside of the U.S, you must apply for a new F-1 visa with your new Seton Hall I-20 before returning to the U.S.

**Estimated Cost of Education for International Students
for 2024-2025 Academic Year**

*All tuition and fees listed are only an estimate and are subject to change at any time.
Please visit [Tuition and Fees page](#) for the most updated published fees.*

Undergraduate	Amount	English as Second Language Tuition	Amount
Tuition (Flat Rate Tuition between 12-18 credits per semester)	\$50,380	(\$625 per course – 4 courses/per semester)	\$5,000
New Student Fee (one-time fee):	\$350	International Student Fee (one-time fee)	\$400
University Fee, Full-time (\$595 per semester)	\$1,190	<i>Recreation Center Fee –Optional</i>	\$100
Mobile Computing Fee, Full-time (\$325 per semester)	\$650		
Technology Fee, Full-Time (\$475 per semester)	\$950		
International Student Fee (one-time fee)	\$400	Total Tuition & Fees:	\$5,500
Total Tuition & Fees:	\$53,920	On-campus Housing (\$12,270) and Meal Plan U-300 (\$6,066):	\$18,336
On-campus Housing (\$12,270) and Meal Plan U-300 (\$6,066):	\$18,336	Books & Supplies	\$1,000
Books & Supplies	\$1,000	Personal Expenses	\$3,000
Personal Expenses	\$3,000	Medical Insurance	\$2,332
Medical Insurance	\$2,332	Total Other Expenses:	\$6,332
Total Other Expenses:	\$6,332	Total Annual Cost for ESL	\$30,168
Total Annual Cost for Undergraduate:	\$78,588		

Law School (Plus LLM)	Amount	Graduate Programs (Rates range from \$1,470-1,520)	Amount
Full-Time Tuition Rate (LLM = \$53,820)	\$67,300	Tuition (Based on \$1,470/credit and 9 credits/semester)	\$26,460
International Student Fee (one-time fee)	\$400	International Student Fee (one-time fee)	\$400
University Fee, Full-Time (\$435 per semester)	\$870	University Graduate Fee, Full-Time (\$210 per semester)	\$420
Technology Fee (\$475 per semester)	\$950	Technology Fee (\$285 per semester)	\$570
Total Tuition & Fees: (LLM = \$56,040)	\$69,520	Total Tuition & Fees:	\$27,850
Room and Board: (This includes LLM)	\$19,710	Ora Manor Housing (double room and Meal plan 2)	\$15,800
Books & Supplies	\$1,600	Books & Supplies	\$1,000
Personal Expenses	\$6,876	Personal Expenses	\$3,000
Medical Insurance	\$4,559	Medical Insurance	\$4,559
Total Other Expenses: (This includes LLM)	\$13,035	Total Other Expenses:	\$8,559
Total Annual Cost for Program: (LLM= \$88,78)	\$102,265	Total Annual Cost for Graduate Programs:	\$52,209

Other Important Notes:

Medical Insurance – All international students are required to enroll in the University’s medical insurance plan. Students enrolled in insurance through their government scholarship (i.e., SACM), or their parents’/spouse’s employment in the U.S. may be permitted to waive the University’s insurance plan. **No other exceptions will be made.**

Graduate Certificate Programs – The only certificates eligible for an I-20: Graduate Business, UN Studies or Global Health Certificates

F2 Dependents - If you are bringing any dependents, you must complete the F2 Dependent Application for a Form I-20 (Page 11) and show additional financial information of **\$7,500** per dependent (spouse or child(ren)).



F-2 DEPENDENT APPLICATION FOR A FORM I-20 INSTRUCTIONS

Please visit Study in the States' webpage, [Bringing Dependents to the United States](#) to understand federal regulations and visa limitations on your dependents.

PART I: STUDENT INFORMATION

- Please provide information about the F-1 student in this section.

PART II: DEPENDENT/APPLICANT INFORMATION

- Please write your name EXACTLY as it appears on your PASSPORT.
 - If any middle names add to the Primary/First field.
- Date of Birth should be written: DAY MONTH YEAR
- Provide us with your e-mail address, as this is the best way of communication between our office and yourself.

PART IV: FINANCIAL DOCUMENTATION

- Make sure bank statements are:
 - Less than 3 months old
 - In English
 - Have the type of currency listed



F-2 DEPENDENT APPLICATION FOR A FORM I-20

PART I: F-1 STUDENT INFORMATION			
Surname/Last Name		Primary/First Name	
Gender: MALE FEMALE	Date of Birth	Day	Month Year
Phone Number		Email Address	

PART II: F-2 DEPENDENT/APPLICANT INFORMATION			
Name in passport: Attach a copy of your passport and marriage certificate for spouse or birth certificate for child(ren).			
Surname/Last Name		Primary/First Name	
Gender MALE FEMALE	Date of Birth	Day	Month Year
Phone Number		Email Address	
Country of Citizenship		Country of Birth	
My Relationship to the student is: SPOUSE CHILD			

PART III: FINANCIAL SUPPORT DOCUMENTATION
<i>I have attached the following financial documents in support of my application. You are allowed to use your current F-1 financial sponsor as a new sponsor. Please note that you must show funds equal to or more than \$7,500 per dependent (Spouse or child(ren))</i>
Personal Financial Documents MUST submit <i>Bank Statement within the past 3 months</i>
Financial Sponsor Documents MUST submit <i>Bank Statement within the past 3 months</i>

DISCLAIMER AND SIGNATURE			
I certify that my answers are true and complete to the best of my knowledge. If my request for an I-20 is granted, I understand that false or misleading information in my application may result in termination of visa status. If applicant is under 18, the parent or guardian must sign below.			
Signature		Date	