

# WELCOME TO



CHESTNUT  
HILL  
COLLEGE

## HOW TO GET YOUR FORM I-20

Certificate of Eligibility for F-1 Student Status

**IMPORTANT:** *The information on the following pages carefully explains how to get your Form I-20. Please read it and follow the directions completely to avoid delays in receiving your I-20.*

<b>TABLE OF CONTENTS</b>
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NOW THAT YOU ARE PLANNING TO BE A STUDENT THERE ARE TWO THINGS YOU CANNOT DO.....	3
WHAT IS A FORM I-20 AND WHY DO YOU NEED ONE?.....	3
THE RULES FOR GETTING YOUR FORM I-20.....	4
FUNDING SOURCES.....	4-5
EVIDENCE REQUIREMENTS.....	5-6
ANNUAL COSTS FOR INTERNATIONAL STUDENTS.....	7-8
APPLICATION FOR A FORM I-20.....	9-12
SPONSOR'S AFFIDAVIT AND EVIDENCE OF ANNUAL CASH SUPPORT.....	13-14
SPONSOR'S AFFIDAVIT AND PROOF OF FREE ROOM AND BOARD.....	15-16

**Global Education Office**  
**Chestnut Hill College**  
 9601 Germantown Avenue, Philadelphia, PA 19118  
 Phone: 1-215--242-7989

<b>NOW THAT YOU ARE PLANNING TO BE A STUDENT THERE ARE TWO THINGS YOU CANNOT DO</b>
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**1. DO NOT ENTER THE U.S. WITH A B-1, B-2, OR B-1/2 VISA**

If you use a B visa to enter the U.S. you are saying “I’m here as a visitor” *only*. Since you contacted our school about study, this would be viewed as a “fraudulent entry” and you could be refused permission to stay longer than six months or to extend or change your status. *B visitors are prohibited by U.S. law from pursuing a course of study prior to obtaining a change of status to F-1 student.*

**If your study plans are not certain and you want to enter the U.S. to visit schools**, you must explain this on your visa application and ask the visa officer for a B-2 visa with the words “Prospective student” noted on it or have the words added to your B visa if you already have one.

**2. DO NOT ENTER THE U.S. WITHOUT A VISA** (Unless you are Canadian)

If you are from a country from which you can enter the U.S. as a visitor by showing a round trip airline ticket, do not do this. If you enter without a visa, you will be permitted to stay for only 90 days. You will not be given more time or allowed to change to student status.

<b>WHAT IS A FORM I-20 AND WHY DO YOU NEED ONE?</b>
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**A Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status.** It certifies that (1) you are or expect to be a “bona fide” student; (2) you meet our admissions requirements; (3) you will pursue a full course of study; (4) you proved to us that you have enough money to study and live in the U.S. without resorting to unauthorized employment or suffering from poverty.

**You need a Form I-20 to obtain an F-1 student visa or status, or to keep lawful F-1 status when transferring or changing schools within the U.S.**

## THE RULES FOR GETTING YOUR FORM I-20

- 1) You must be a “bona fide” student, accepted to a full-time program of study at an SEVP-approved school.
- 2) You must prove that you can support the costs of living and studying in the U.S. for every year of your program of study at Chestnut Hill College. This is required by the U.S. government in order to issue the Form I-20.
  - **DO NOT** expect that you will be able to work in the U.S. to help meet your annual costs. On-campus employment is limited and competitive; off-campus employment is strictly controlled by the U.S. Department of Homeland Security.
  - Carefully review our school’s “*Estimated annual costs for international students*” on pages 7 & 8 and figure out *your annual costs in the workbook on page 8*. This is the amount that you must prove you can support for every year in your program of study.
  - **These requirements are not negotiable.** They represent a modest average budget that does not include luxuries of any kind. We strongly recommend that you budget at least 10% more if possible. Too little money causes pain and distress. Students and their families should look closely at the costs of living and studying at Chestnut Hill College and make careful plans to be sure your needs will be met.
  - **Expect annual increases in tuition and living costs of approximately 5- 10%.**
  - **Sometimes we may have to ask you to give us more proof of your funding** - perhaps more than once. The U.S. government requires that we be sure, to the best of our ability, that you will have enough financial support during your stay.
- 3) **Complete the application for a Form I-20 (pages 9-12).**
- 4) **Submit a clear copy of the photo ID page of your passport; valid for at least 6 months after the end of your program.**
- 5) **Have your sponsor(s) complete the sponsor’s affidavit and attach the required evidence.**
- 6) **Submit your application for a Form I-20, sponsor’s affidavit and evidence to us electronically (scan) or upload through your CHC Portal. DO NOT SEND US ORIGINALS. Keep the originals to take to your visa interview & submit them to our office upon arrival.**
  - We strongly recommend that you submit your I-20 application, affidavit and evidence as soon as possible after you are accepted to the College. This will help CHC get you your Form I-20 in the quickest manner. However, keep in mind that you may be asked to submit updated evidence of financial support, if needed.

## FUNDING SOURCES

Your funding can come from any combination of sources in the U.S. or abroad:

1. **FUNDS FROM “SPONSORS”** (parents, relatives, friends, organizations). You may have as many sponsors as you need. Sponsors may provide you with support in the form of money and/or room and board. Free room and board is when you live with someone and don’t have to pay for your room or food.

### RECOMMENDATION #1

It is highly recommended that **at least part of your financial support come from your home country**. This helps when you apply for your student visa at your respective US consulate.

### RECOMMENDATION #2

**A sponsor should promise only as much money as he or she is capable of giving you.** Some sponsors believe that the more money they promise the easier it will be to get your I-20. A common reason for rejection of financial documents is that we do not believe the sponsor can afford to give as much money as promised. A sponsor should promise only what he or she intends to give and only as much as can be afforded.

2. **PERSONAL FUNDS** come from your own resources, not those of your relatives. If your parents put money in your bank account, we will ask you to submit the evidence required of sponsors. Unless you have enough cash to support yourself for your entire program of study or can prove other sources of personal income, you will need a sponsor with an income sufficient to support you.
3. **FUNDS FROM THIS SCHOOL** may include, but are not limited to, scholarships (academic/athletic), grants or assistantships. Not all College support covers the entire program of study or all expenses, so you will likely need additional support to meet your minimum annual costs.

### EVIDENCE REQUIREMENTS

**Complete the application for a Form I-20 (pages 9-12) and submit it with all the required evidence of funding directly to the Global Education Office. These documents may be sent electronically or via mail (do not send us originals; keep them for you visa interview).**

**ALL DOCUMENTS YOU PROVIDE MUST BE:**

1. Less than 3 months old.
2. In English.

**EVIDENCE REQUIRED:**

**Sponsors of cash support:**

1. **Sponsor's affidavit and proof of annual cash support.** This form may be copied for each sponsor. All questions must be answered.
2. **Proof of Income.**

**Individual Sponsor (any of the following):**

  - Individual income tax returns or receipts with most individual recent pay stub, or
  - Individual pay stubs for last 6 months, *or*
  - Bank/investment statements for the last 6 months.

**Company Sponsor**

  - Submit tax returns and business registration and licenses (please also see Recommendation #4).
3. **Bank statement in the name of the sponsor *only*.** A monthly statement of balances and deposits. Letters from bank officials will not be accepted if not accompanied by a bank statement.

**RECOMMENDATION #3**

If there is no proof of income provided with a bank statement, the statement balance will be totaled and divided by the number of years in your program of study to determine the amount available to you for each year.

**RECOMMENDATION #4**

The income of a company *is not* the income of the owner of the business and will not be accepted as proof of income. The owner/sponsor must still provide proof of income as well as the business registration and licenses.

**RECOMMENDATION #5**

If a bank statement is in the name of more than one person, each individual must submit an affidavit of support.

**RECOMMENDATION #6**

We cannot accept bank statements that do not specify monthly balances and deposits.

**Sponsors of free room & board:**

1. Sponsor's affidavit and proof of free room & board.
2. Copy of current lease, deed, rent receipts, or phone bill.

**Personal funds:**

**Bank/Asset statement in your name:** monthly statement of balances and deposits.

**Funds from this school:**

**Copy of your award letter or contract** stating exactly what you will be receiving and for how long. As the College will have these records on file there is no need to submit them. However, you should indicate the appropriate amount of funding in Part IV of the application for the Form I-20 (page 11). You should retain all evidence regarding funds from this school for your own records.

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**ANNUAL COSTS FOR INTERNATIONAL STUDENTS**  
**2025-2026 (Estimated)**

*This is not an exact bill. It is used only for the purposes of the affidavit of financial support.*

<b>TUITION AND SCHOOL FEES</b>
--------------------------------

Level of Education	Tuition	*Fees	Total
<u>Undergraduate</u>	\$39,400	\$1,070	\$40,470

*Tuition is for 12 - 18 credits for each of the fall and spring semesters. Summer school tuition is **not** included.*

***Note** – All students will be billed a one-time Matriculation Charge of \$480 for their first semester.*

ENTER YOUR TOTAL ESTIMATED ANNUAL  
 COSTS FOR TUITION AND FEES.

**\$ 40,470**

CONTINUE TO THE NEXT PAGE →

## LIVING COSTS

*Average living costs for a 12-month year are estimated below. This is a modest, "no extras" budget. It does not include cell phone service, for example. It is highly recommended that you bring at least 10% more.*

**ROOM & BOARD:** \$12,900

This is based on the **average** cost of a double occupancy room in Fournier Hall with a 19-meal per week plan. It is also an estimate of living off-campus in shared accommodation and spending an average of \$4000 per year on food.

**TRANSPORTATION** \$1,000

This includes local transportation only. Travel to and from your country, or the costs of owning a car are additional expenses. This is based on the **average** transportation costs for commuters and residents.

**BOOKS AND SUPPLIES** \$1,298

Note that the above Undergraduate fee includes books so this amount can be deducted if needed.

**MISC. EXPENSES** \$2,000

This is based on the average misc. expenses for commuters and residents and includes student insurance costs. Note that insurance costs can vary greatly by factors such as location, age and plans.

**TOTAL: Approximately \$17198**

## DEPENDENT COSTS

*If you are going to be accompanied by a spouse or child, you must show additional evidence of financial capability to cover their annual expenses in the following amount: \$6,000 annually for your spouse; \$3,000 for each child.*

## YOUR ESTIMATED ANNUAL COSTS

TUITION AND FEES *(Enter the amount from the other side):* \_\_\_\_\_

LIVING COSTS: \_\_\_\_\_

DEPENDENT COSTS: \_\_\_\_\_

**TOTAL ESTIMATED ANNUAL COSTS:**

*Expect Annual Increases of Approximately 10% in Expenses*



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## APPLICATION FOR A FORM I-20

### **PART I: Personal Information**

#### **1. Name in Passport**

Family/Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Enter your name exactly as shown in your passport. Attach a copy of your passport identification page.

**2. Date of Birth:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**3. Gender:** ☐ Male ☐ Female (Please check one)

**4. Country of Birth:** \_\_\_\_\_

**5. Country of Citizenship:** \_\_\_\_\_

**6. Country of Permanent Residence:** \_\_\_\_\_

**7. Permanent address in home country (must be a place of residence, not a P.O. Box)**

Number and Street \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

#### **8. Address in the United States (if known)**

Number and Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**9. Dependents:** A student wishing to have his/her family member(s) accompany him/her must document the following amounts for each family member per calendar year of intended study: spouse (\$6,000); each child (\$4,000).

☐ I plan to come without dependents.

☐ The following dependents will accompany me (list names and relationships and include a copy of each dependent's passport identification page):

1. \_\_\_\_\_  
 Name (Family/First/Middle) \_\_\_\_\_ Date of Birth (MM/DD/YYYY) \_\_\_\_\_ Country of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ Gender \_\_\_\_\_ Relation to you (spouse, child) \_\_\_\_\_

2. \_\_\_\_\_  
 Name (Family/First/Middle) \_\_\_\_\_ Date of Birth (MM/DD/YYYY) \_\_\_\_\_ Country of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ Gender \_\_\_\_\_ Relation to you (spouse, child) \_\_\_\_\_

**10. Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

**11. Have you been notified of your admission to our school?** Yes ☐ No ☐

***Please note that your Form I-20 cannot be issued until you are accepted.***

**PART II: If you are in the United States, now, complete this section. If, not, continue to Part III.**

What is your immigration status?

☐ **F-1** What is your SEVIS ID Number? N \_\_\_\_\_

What is the purpose of your requested Form I-20? (Check One)

- ☐ School Transfer
- ☐ Change of education level or program at Chestnut Hill College
- ☐ Reinstatement to F-1 Status

☐ **Another status: Which one?** \_\_\_\_\_

Before we issue your Form I-20, we want to advise you. Please make an appointment to see an international student advisor.

**Do you plan to travel outside the U.S. before school starts?**

☐ **Yes** Tell us how you would like to get your Form I-20 in Part III.

☐ **No** If you are F-1, you will receive school transfer or other instructions.  
If you hold another status, we must meet with you before issuing your Form I-20.

**PART III: If you are *NOT* in the U.S. now, complete this section.**

**DID YOU RECENTLY ATTEND SCHOOL IN THE U.S. IN F-1 STUDENT STATUS?**

☐ **No**

☐ **Yes** If yes, what was the last date of your attendance? \_\_\_\_\_

If you attended a U.S. school last term and are home on holiday between academic terms, you are considered a "School Transfer" and need to have your record transferred to us before your Form I-20 may be issued. Please contact the Office of International Student Services at Chestnut Hill College to obtain a SEVIS Transfer Form, which must be completed in-part by you and in-part by the international student advisor at your previous school. You should also contact the international student advisor at your previous school immediately to authorize the release of your record to Chestnut Hill College.

**HOW DO YOU PREFER TO RECEIVE YOUR I-20?**

☒ **EMAIL:** \_\_\_\_\_

☐ **MAIL:** Since COVID, I-20 forms have been emailed to students to print and sign. Unless you have a specific, required reason for having it physically mailed, **you will receive your I-20 electronically (email).** Your Form I-20 will be sent standard airmail to the name and address you indicate in the address box below. If you need express delivery service, please contact our office. **PRINT YOUR NAME AND ADDRESS IN ENGLISH, EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE.**

<b>Complete Name:</b>	
<b>Street 1:</b>	
<b>Street 2:</b>	
<b>City, State, Province</b>	
<b>Postal Code, Country:</b>	

## PART IV: Student's Statement of Financial Support

Complete this section only after you have carefully read all instructions!

What level of education will you be pursuing? \_\_\_\_\_  
(Bachelor's, Master's, Doctorate, etc.)

What will your major be? \_\_\_\_\_

What are your annual costs from the Workbox on page 8?

Total Estimated Annual Costs:



How will you be funded for every year of your program of study? Please check off your funding below and indicate how much will be provided or available to you every year barring unforeseen circumstances:

Source(s) of my support

Annual Amount

- |   |       |
|---|-------|
| <input type="checkbox"/> <b>Personal Funds:</b> <i>The amount available to me from my own resources every year is (divide by number of years in your program)</i>           | _____ |
| <input type="checkbox"/> <b>Funds from this School:</b> <i>renewable every year (ie. Merit, Athletic, etc)</i><br>Type: _____   | _____ |
| <input type="checkbox"/> <b>Cash Funds from a Sponsor:</b> <i>to be given to me every year</i><br>Sponsor's name: _____   | _____ |
| <input type="checkbox"/> <b>Cash Funds from a Sponsor:</b> <i>to be given to me every year</i><br>Sponsor's name: _____   | _____ |
| <input type="checkbox"/> <b>Cash Funds from a Sponsor:</b> <i>to be given to me every year</i><br>Sponsor's name: _____   | _____ |
| <input type="checkbox"/> <b>Free Room and Board from a Sponsor:</b> <i>with whom I will live</i><br>Sponsor's name: _____   | _____ |
| <input type="checkbox"/> <b>On-campus employment:</b> <i>complete this only if you have a firm offer of employment or are presently working on campus. Attach evidence.</i> | _____ |

**Total amount available to me every year of study.  
This amount must be the same or more than your  
minimum annual costs.**

**The following documents are attached to prove my funding:**

**My personal documents:**

- ☐ *Bank/asset statement*
- ☐ *Proof of income/assets*

**Funds from this School:**

- ☐ *Award letter*
- ☐ *Copy of contract*

**Cash Sponsor's documents:**

I understand that all three types of documents MUST be attached.

- ☐ *Affidavit of Support*
- ☐ *Proof of Income*
- ☐ *Bank Statement*

**Free Room and Board Sponsor's Documents (attach all four)**

- ☐ *Affidavit of Support*
- ☐ *Proof of Income*
- ☐ *Bank Statement*
- ☐ *Lease, deed, rent receipts, phone bill  
(that is, proof of residence)*

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## **SPONSOR'S AFFIDAVIT AND EVIDENCE OF ANNUAL CASH SUPPORT**

### **WHAT DOES THIS AFFIDAVIT MEAN?**

By completing this affidavit, you are swearing to the U.S. government that you will provide this student with a specific amount of money from your own financial resources *for every year* he or she is going to study at Chestnut Hill College and live in the U.S. You are also proving that you can afford the support you are promising with the documents you have attached.

Before signing it, it is important to understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by the U.S. Department of Homeland Security and very limited.

### **HOW TO COMPLETE THIS FORM:**

- Fill this form out in English (or have it officially translated). Promise only the amount of money you are able to give.
- Sign and date the affidavit.
- Attach the supporting evidence listed below. The affidavit will not be accepted without the required supporting evidence.
- Give the student the original documents and have him or her submit them electronically or mail or fax copies to us with the application for a Form I-20. The student will need to keep the originals to present to the consul at the visa interview.

### **SUPPORTING EVIDENCE REQUIRED:**

#### **1. Proof of income (*any of the following*)**

- Income tax returns with most recent pay stub, *or*
- Pay stubs for last six months, *or*
- Bank/investment statements for the last six months

#### **2. Bank statement in your name *only*.** A monthly statement of balances and deposits.

- *If another person's name appears on your bank statement, that person must complete a separate affidavit. A letter from a bank officer will not be accepted.*

## THIS IS MY SWORN PROMISE OF CASH SUPPORT

I, \_\_\_\_\_, *My name* , promise that I can and will give

\_\_\_\_\_ no less than U.S. \$ \_\_\_\_\_  
*Full name of student*

**in cash for EVERY YEAR of the student's program of study at Chestnut Hill College.**

My relationship to the student is \_\_\_\_\_  
*Parent, spouse, brother/sister, friend*

My address is:

\_\_\_\_\_  
 \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

The following persons are fully or partially dependent upon me for their support. (Do not include the student named above).

<i>Name</i>	<i>Relationship to me</i>	<i>Age</i>
_____	_____	_____
_____	_____	_____

<i>Name</i>	<i>Relationship to me</i>	<i>Age</i>
_____	_____	_____

Name of my employer: \_\_\_\_\_

Annual salary: \_\_\_\_\_ (USD)      Other income: \_\_\_\_\_ (USD)

My proof of income and bank statements are attached: ☐ Yes ☐ No

**I swear that the information I have provided above is true and correct**

\_\_\_\_\_  
*Signature of Sponsor*

\_\_\_\_\_  
*Today's Date*

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## **SPONSOR'S AFFIDAVIT AND PROOF OF FREE ROOM AND BOARD**

### **WHAT DOES THIS AFFIDAVIT MEAN?**

By completing this affidavit, you are swearing to the U.S. government that this student will live with you free of any charge for room and food *for every year* he or she is attending Chestnut Hill College. (The student cannot be required to provide you with any services such as, babysitting, cleaning, etc., in exchange for the room and board, as that is *employment*.) You are also proving that you are the person who owns or rents the property and can afford the support you are promising with the documents you have attached.

Before signing it, it is important to understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by the U.S. Department of Homeland Security and is very limited.

### **HOW TO COMPLETE THIS FORM:**

- Fill this form out completely in English or have it officially translated into English.
- Sign and date the affidavit.
- Attach the supporting evidence listed below. The affidavit will not be accepted without the required supporting evidence.
- Give the student the original documents and have him or her submit them electronically or mail or fax copies to us with the application for a Form I-20. The student will need to keep the originals to present to the consul at the visa interview.

### **SUPPORTING EVIDENCE REQUIRED:**

#### **1. Proof of income (any of the following)**

- Income tax returns with most recent pay stub, *or*
- Pay stubs for last six months, *or*
- Bank/investment statements for the last six months

#### **2. Bank statement in your name *only*.** A monthly statement of balances and deposits.

- *If another person's name appears on your bank statement, that person must complete a separate affidavit.*

#### **3. Copy of your deed, lease, current rent receipts or current phone bill** to prove that you are the person who owns or rents the property.

## THIS IS MY SWORN PROMISE OF FREE ROOM AND BOARD

I, \_\_\_\_\_ promise that for each year

*My name*

**of his/her study at Chestnut Hill College,** \_\_\_\_\_

*Full name of student*

**will live free of any charge with me in my home at:**

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
Phone: \_\_\_\_\_

\_\_\_\_\_  
*City, State, Zip*

- ☐ I own this property
- ☐ I rent this property

If the student is presently in the U.S., does s/he currently live with you? ☐ Yes ☐ No

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

My relationship to the student is \_\_\_\_\_  
*Parent, spouse, brother/sister, friend*

My proof of income and deed or lease are attached: ☐ Yes ☐ No

**I swear that the information I have provided above is true and correct**

\_\_\_\_\_  
*Signature of Sponsor*

\_\_\_\_\_  
*Today's Date*