

Certificate of Eligibility (Form I-20) Application Instructions

Southern Reformed College & Seminary ♦ International Student Office

Certificate of Eligibility Application:

Please read these instructions carefully before beginning the I-20 Application. Incorrect or incomplete information may lead to processing delays and/or the denial of a student visa.

- ❖ A Certificate of Eligibility is only issued to students who have been accepted to Southern Reformed College & Seminary as a student in a degree or eligible certificate program
- ❖ Completion of this form does not guarantee Certificate of Eligibility issuance
- ❖ The International Student Office (ISO) cannot process your request until you have submitted financial documents demonstrating your ability to finance your studies
- ❖ Complete the Certificate of Eligibility Application and submit via mail or e-mail to ISO
- ❖ Submit the Certificate of Eligibility Application **3 months** prior to your program start date

Instructions for Completing the Certificate of Eligibility Application:

- ❖ Section 1: Fill out information exactly as it appears on your passport
- ❖ Section 2: Fill your permanent address (your address in your home country)
- ❖ Section 3: Fill out information exactly as it appears on your dependents' passport
- ❖ Section 4: Calculate the total amount according to the degree program (refer to the Annual Estimated Cost Sheet)
- ❖ Section 5: **U.S. regulations require all international students to demonstrate that they have sufficient funds for their program of study (includes tuition, school fees, living expenses for students and their dependents).** For the purpose of issuing a Certificate of Eligibility, F-1 students must verify funds for one year of studies and access to sufficient funds to cover subsequent years.
 - If you are supporting yourself, provide a bank statement **written or translated into English** verifying that you have the stated funds
 - If you are receiving a scholarship, government grant, government loan, or a private bank loan, submit your award letter in lieu of the DFS and bank statement
 - If you will be supported by someone other than yourself, each person or organization providing financial support must complete a Confidential Declaration of Financial Support (DFS)
 - Each DFS must be accompanied by financial documents written or translated into English verifying sufficient funds to fulfill stated financial commitment
 - Acceptable financial documents:
 - Bank statement (written or translated into English with USD equivalent)
 - Letter from a bank on official letterhead signed by an authorized bank official (written or translated into English with USD equivalent)
 - Unacceptable financial documents:
 - Tax statements
 - Proof of property ownership
 - Retirement account
 - Stocks
 - Insurance policies
- ❖ Totals for Sections 5 should match or exceed total in Section 4
- ❖ Sign and date at the bottom

Southern Reformed College & Seminary ♦ International Student Office ♦ Soo Lee

4740 Dacoma St. Suite H, Houston, TX 77092 ♦ ph. 713- 467-4501 or 832-775-8868 ♦ <https://srsem.org/> ♦ isosrcs@gmail.com

Certificate of Eligibility (Form I-20) Application Checklist

Southern Reformed College & Seminary ♦ International Student Office

- Complete I-20 application form

- Copy of passport biographic page
(applicant and all accompanying dependents)

- Financial document(s)

- Confidential Declaration of Financial Support
(if applicable)

Send documents via postal mail or email to:

Southern Reformed College & Seminary
International Student Office
4740 Dacoma St. Suite H, Houston, TX 77092
U.S.A
email: isosrcs@gmail.com

Certificate of Eligibility (Form I-20) Application

Southern Reformed College & Seminary ♦ International Student Office

1. Application Information:

(as it appears on your passport)

Surname/Primary Name (Family/Last Name) Given Name (First Name)

Male Female

Gender Date of Birth (MM/DD/YYYY) City of Birth

Country of Birth Country of Citizenship Country of Permanent Residence

2. Permanent Foreign Address:

(This must be the address where you live in your home country)

Number and Street Address (CANNOT be a Post Office Box)

City Province or State Postal Code Country

Phone Number Email Address

3. Family Members Accompanying F-1 Visa Student:

Last Name	First Name	Date of Birth (MM/DD/YYYY)	Country of Birth	Country of Citizenship	Relationship to the Applicant
					<input type="checkbox"/> Spouse
					<input type="checkbox"/> Son <input type="checkbox"/> Daughter
					<input type="checkbox"/> Son <input type="checkbox"/> Daughter
					<input type="checkbox"/> Son <input type="checkbox"/> Daughter
					<input type="checkbox"/> Son <input type="checkbox"/> Daughter

4. Estimated Minimum Cost:

*These costs are estimated. Actual amounts maybe higher. You will need to demonstrate that you have funds in the following section.
PLEASE NOTE: the amount below is an estimate for one year of study (or less) in the U.S.*

Name of Degree/ Certificate Program
Which semester do you plan to begin studies?

Please refer to the Annual Estimated Cost Sheet for the following amounts.

- 1 **Annual tuition:** US\$ _____
- 2 **Annual living cost for self:**..... US\$ _____
- 3 **Annual living cost for spouse (if applicable):**..... US\$ _____
- 4 **Annual living cost for child(ren) (if applicable):** US\$ _____

5 TOTAL ANNUAL AMOUNT NEEDED (add lines 1 - 4).....US\$ _____

5. Anticipated Source(s) of Support:

*This portion and the accompanying [Confidential Declaration of Financial Support](#) form is necessary to certify that you will be able to pay tuition and living expenses. F-1 students must verify funds for one year of study. A **Certificate of Eligibility (Form I-20)** for an F-1 student will **NOT** be issued unless this form is completed and the necessary certifications are obtained.*

A recent bank letter or bank statement (less than 3 months old) indicating available funds MUST accompany all DFS forms. Total support funds MUST be equal to or exceed total estimated cost. If you are financing your studies yourself, send a copy of your bank statement.

6 **Self:** **US\$** _____

Name of Bank or Financial Institution	City	Country
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Other sponsors (*Attach additional pages if necessary.*)

	Name	Relationship	Support Amount
7	_____	_____	US\$ _____
8	_____	_____	US\$ _____
9	_____	_____	US\$ _____

Please have each sponsor above complete a Confidential Declaration of Financial Support (DFS) form.

Though we do not verify your funds for subsequent years, you are expected to secure funds for the full duration of your studies.

TOTAL SUPPORT (add lines 6 - 9)
This amount should match or exceed the total in line 5: **US\$** _____

Disclaimer: Issuance of a Certificate of Eligibility is contingent upon acceptance into an eligible degree program. This form is not required for admissions and completion does not guarantee issuance of a Certificate of Eligibility. Please note that the International Students Office cannot process your request until you have received a letter of acceptance and have submitted financial documents demonstrating your ability to finance your studies.

By typing or signing my name and dating below, I certify that the above information including the information regarding the arrangements for financing my studies at Fuller Theological Seminary are true and accurate to the best of my knowledge.

Signature

Date

Annual Estimated Cost Sheet

Southern Reformed College & Seminary ♦ International Student Office

SUMMER 2019 - SPRING 2020

Use the amounts below to complete the ESTIMATED MINIMUM COSTS section of the *I-20 Application*.

If applying for the 2020-2021 academic year (Summer 2020 - Spring 2021), please contact the [International Student Office](#) after March 1, 2020 for updated amounts.

Certificate/AA/BA

	Student	+ Spouse	+ Spouse + 1 Child	+ Spouse + 2 Children
Tuition (36credit x \$100)	\$3,600	\$3,600	\$3,600	\$3,600
Living Expense (\$18,000 x 1year)	\$18,000	\$18,000	\$18,000	\$18,000
Living Expense with Family (\$6,000 for spouse, \$4,000 per a child) x 1 year	0	\$6,000	\$10,000	\$14,000
Total	\$21,600	\$27,600	\$31,600	\$35,600

MA/MDIV

	Student	+ Spouse	+ Spouse + 1 Child	+ Spouse + 2 Children
Tuition (36credit x \$100)	\$4,500	\$4,500	\$4,500	\$4,500
Living Expense (\$18,000 x 1year)	\$18,000	\$18,000	\$18,000	\$18,000
Living Expense with Family (\$6,000 for spouse, \$4,000 per a child) x 1 year	0	\$6,000	\$10,000	\$14,000
Total	\$22,500	\$28,500	\$32,500	\$36,500

July 2019