

# **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 8 should match or exceed total in Section 7.
- ❖ Sign and date at the bottom.

## **Certificate of Eligibility (Form I-20) Application Checklist**

Southern Reformed College & Seminary ♦ International Student Office

- Completed 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  
26111 Beckendorff Road, Katy, TX 77493  
U.S.A  
email: [isosrcs@gmail.com](mailto: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. U.S Address (Transfer Students & Change of Status Only: Please fill #2 also)

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

City

State

Zip Code

## 4. 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

## 5. Degree Sought at Southern Reformed

Certificate of Christian English Literature (12 months)	<input type="checkbox"/>
Certificate of Christian Art Counseling (12 months)	<input type="checkbox"/>
Certificate of Ministry & Biblical Studies (12 months)	<input type="checkbox"/>
AA: Associate of Arts in Ministry (24 months)	<input type="checkbox"/>
BA: Bachelor of Arts in Biblical Studies (48 months)	<input type="checkbox"/>
BA: Bachelor of Arts in Christian Counseling (48 months)	<input type="checkbox"/>
MA: Master of Arts in Biblical Studies (24 months)	<input type="checkbox"/>
MA: Master of Arts in Christian Counseling (24 months)	<input type="checkbox"/>
M Div: Master of Divinity (36months)	<input type="checkbox"/>

6. Intended First School Year & Semester	
Year:	Semester:

**7. Estimated Minimum Cost:**

*These costs are estimated. Actual amounts may be 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.*

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\$ \_\_\_\_\_

**TOTAL ANNUAL AMOUNT NEEDED (add lines 1 - 4)..... US\$ \_\_\_\_\_**

**8. 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

Other sponsors (Attach additional pages if necessary.)

_____	_____	_____
Name	Relationship	Support Amount

7 \_\_\_\_\_ US\$ \_\_\_\_\_

8 \_\_\_\_\_ 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 Southern Reformed College and Seminary are true and accurate to the best of my knowledge.

Signature _____	Date _____
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## Annual Estimated Cost Sheet

Southern Reformed College & Seminary ☒☒ International Student Office

Fall 2022 - SPRING 2023

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

### Certificate/AA/BA

	<b>Student</b>	<b>+ Spouse</b>	<b>+ Spouse + 1 Child</b>	<b>+ Spouse + 2 Children</b>
<b>Tuition (30credit x \$150)</b>	\$4,500	\$4,500	\$4,500	\$4,500
<b>Living Expense ((\$27,000 x 1year)</b>	\$27,000	\$27,000	\$27,000	\$27,000
<b>Living Expense with Family ((\$6,000 for spouse, \$4,000 per a child) x 1 year</b>	0	\$6,000	\$10,000	\$14,000
<b>Total</b>	\$31,500	\$37,500	\$41,500	\$45,500

### MA/MDIV

	<b>Student</b>	<b>+ Spouse</b>	<b>+ Spouse + 1 Child</b>	<b>+ Spouse + 2 Children</b>
<b>Tuition (30credit x \$175)</b>	\$5,250	\$5,250	\$5,250	\$5,250
<b>Living Expense ((\$21,600 x 1year)</b>	\$27,000	\$27,000	\$27,000	\$27,000
<b>Living Expense with Family ((\$6,000 for spouse, \$4,000 per a child) x 1 year</b>	0	\$6,000	\$10,000	\$14,000
<b>Total</b>	\$32,250	\$38,250	\$42,250	\$46,250

Updated: March 2022