

**FLORIDA INTERNATIONAL UNIVERSITY**  
**Instructions for the Declaration and Certification of Finances (DCF)**

<b>TO:</b>	International Graduate Applicants applying for F-1 or J-1 Student Status
<b>FROM:</b>	Graduate Admissions Office

Listed below are the procedures necessary to obtain the Certificate of Eligibility (the SEVIS I-20 for F-1 student status or the DS2019 for J-1 student status). The process for issuing your Certificate of Eligibility will begin once you have been admitted to the University and have submitted the necessary documentation to our office. **If you are currently holding an F-1 or J-1 Student Visa and are transferring from another US institution to FIU, you will still need to follow this procedure.**

**ALL STUDENTS** – We are required by the Department of Homeland Security/US Citizenship and Immigration Services to carefully check the financial ability of each student prior to requesting approval to issue your SEVIS I-20 OR DS-2019. Therefore, it is important that you are aware of the cost of attending FIU and that you have all necessary funds to support yourself. You must comply with the following procedures:

- (A) Meet the annual estimate of costs stated below.
- (B) Complete the **DECLARATION AND CERTIFICATION OF FINANCES** form and include appropriate documentation. It is very important that all questions be completed and accurately answered in order to avoid unnecessary delays in processing.
- (C) Return the **DECLARATION AND CERTIFICATION OF FINANCES** to:  
 International MBA Program  
 11200 SW 8 Street CBC 200  
 Miami, Florida 33199

Your Declaration and Certification of Finances will be reviewed by the Graduate Admissions Office to determine your ability to meet the financial obligations while you are attending the University. If your DCF is not approved or if there are additional questions, you will be notified by mail.

	<b>IMBA Annual estimate of Graduate costs 2011 - 2012</b>
Single Student	
Tuition and Fees*	\$ 39,000
Maintenance	\$ 16,771
Books & Supplies, Medical Insurance***	\$ 3,894
<b>Total</b>	<b>\$59,665</b>

\* Annual estimate of costs are based on 2011-2012 Financial Aid Student Budgets. Tuition and fees are subject to change. Per semester fees include the student health fee (\$83.19 per semester), the athletic fee (\$10.00 per semester) and the transportation and access fee (\$82.42 per semester for fall/spring) and (\$76.31 for summer). These fees are subject to sales tax.

\*\* Maintenance is estimated at \$1,397.58 per month to cover room, food, clothing, public transportation, and incidentals. Room is based on the average cost for shared accommodations on-campus and off-campus. Costs for private accommodations are significantly higher.

\*\*\*All international students are required to carry medical insurance which meets University requirements. A policy is available for purchase at the Office of International Student and Scholar Services or online at: <http://www.collegiateriskmanagement.com>.

**TRANSFER STUDENTS** - The US Citizenship and Immigration Services (USCIS) requires that you obtain from your current institution a release before your new SEVIS I-20 OR DS2019 is issued. Therefore, you need to obtain our Transfer Release Form, available on the web at <http://gradschool.fiu.edu/forms.html> and have it completed by the international student advisor at your current/previous school. Once we have received “this release,” we will begin the process for the final issuance of your SEVIS I-20 OR DS2019.

**Please note that this process will take a few days; the papers need to be electronically forwarded and approved by USCIS before issuing the SEVIS I-20 OR DS2019 form.**

### **MARRIED STUDENTS**

A married student who plans to bring his/her dependents will require an additional \$6,000 for the spouse and \$4,000 for each child. These amounts should be added to the total under the appropriate column. Additional insurance for family of F-1 students is optional but highly recommended. Medical insurance is required for all J-2 dependents. F-2 dependents are not permitted to work or enroll in classes.

### **TUITION (2011-2012)**

1. The Non-Florida Resident tuition cost per graduate credit hour is as follows and is subject to change. Please refer to the program tuition information provided on our website—<http://business.fiu.edu> or contact our office for details.

2. All tuition and fees, if paid by check, must be drawn from U.S. banks. Checks from overseas banks will not be accepted. No deferment of fee payment is available.

### **ENROLLMENT**

IMMIGRATION REGULATIONS REQUIRE that graduate international students enroll full-time which is **at least 9 credit hours per semester**. Students who are admitted in the summer semester **must** enroll full time for that semester and subsequent terms.

### **HOUSING AND FOOD**

Housing and food costs, as listed, are for students who SHARE living quarters. They DO NOT reflect additional funds necessary for deposits for rent, electricity, water, or telephone. It is estimated that at least twice the normal monthly expense amount is needed for the first month to cover deposits and settling in expenses.

### **VERY IMPORTANT**

1. All bank, scholarship, and sponsor letters must be originals with original signatures. **COPIES OR FAXES ARE NOT ACCEPTABLE.**
2. All bank, scholarship, and sponsor letters must be originals and specify the amount of funding available to you. If currency other than U.S. Dollars, please indicate equivalency.
3. Letters must be current. Correspondence older than 6 months from expected entry date will not be accepted.
4. Your name must appear on bank, scholarship and sponsor letters.
5. The funding you demonstrate must be sufficient to meet the costs of attending Florida International University as specified.

Your failure to comply with any of the above conditions may delay your admission to the University. Revised 6/7/06

# The Declaration and Certification of Finances (DCF) Form

**Florida International University**

International MBA Program, 11200 SW 8 Street CBC 200, Miami, Florida 33199

Fax: 305-348-3497

**Who needs to complete this form?** International students applying for F-1 or J-1 student status must complete both pages 1 and 2 of this form and submit it along with their supporting documentation to the Program's Office.

**Please answer ALL of the questions. If a question does not apply to you, please write N/A (not applicable) in the blank. A SEVIS I-20 or DS2019 Form will not be issued until you have been admitted to the University and this form has been approved.**

Panther ID: \_\_\_\_\_

STUDENT'S LAST/FAMILY NAME <small>(Please print name as it appears in passport)</small>	FIRST/GIVEN NAME	MIDDLE NAME
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NATION OF BIRTH	NATION OF CITIZENSHIP	DATE OF BIRTH (MONTH/DAY/YEAR)
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Please list both your local and foreign addresses below: A foreign address is **REQUIRED** by DHS/ USCIS.

**Local address:** \_\_\_\_\_  
 \_\_\_\_\_ Telephone: \_\_\_\_\_

**Foreign address(Required):** \_\_\_\_\_  
 \_\_\_\_\_ Telephone: \_\_\_\_\_

**PLEASE INDICATE ABOVE  WHICH ADDRESS WE SHOULD USE TO MAIL YOUR SEVIS I-20 OR DS2019.**

**VISA INFORMATION:**

**All Applicants** - Please indicate  the visa status you are applying for:  F-1 Student  J-1 Exchange Visitor  
**Applicants in the United States only**

- Please indicate  your current visa status and attach documentation (a copy of your current I-94 and the visa page from your passport):  F-1  F-2  J-1  J-2  A-1  B-1/B-2  E  H-1  
 L-1  Other (specify) \_\_\_\_\_

- If you are currently in F-1 or J-1 status, please submit a copy of your SEVIS I-20 or DS2019 and obtain our Transfer Form, available on the web at <http://gradschool.fiu.edu/forms.html> .

**NOTE: If you have violated your F-1 status, you must be reinstated by the U.S. Citizenship and Immigration Services (USCIS) before transferring to FIU or make new entry to the United States with the FIU I-20. You must indicate if you will restart your F-1 status by making a new entry with the FIU I-20.**

-If you are not in F-1 status,  
 do you plan to return to your home country to apply for the F-1/J-1 visa?  Yes  No

**If you answer no, you must contact FIU-International Students and Scholars Services Office at (305) 348-2421 concerning procedures to apply for a change of status.**

**DEPENDENTS:** If your spouse or any other dependents will be joining you in the U.S., please list their name, birth date, country of birth, and relationship (i.e. husband, wife, daughter, son) below. **You must attach documentation showing financial support for your dependents (\$6,000 for your spouse and \$4,000 for each child):**

Name (Last name, First name)	Address in Home Country	Birth Date (month/day/year)	Country of Birth	Country of Citizenship	Relationship (wife, son, etc.)

\*\*\*\*\*

**TO BE COMPLETED BY A FIU GRADUATE ADMISSIONS OFFICIAL ONLY:**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INSURANCE INFORMATION:**

Health care is very expensive in the United States. International students are **required** to carry medical insurance which meets the University requirements. A policy, which meets the requirements, is available for purchase in the Office of International Student and Scholar Services or online at <http://www.collegiateriskmanagement.com>. The annual cost of the policy for 2011-2012 is as follows:

Student	\$1905
Student & Spouse	\$6670
One Child	\$2681

**You will not be able to register, until you have satisfied the medical insurance requirement. You must be prepared to purchase insurance immediately upon your arrival, unless you have an alternate insurance approved.** You should have the funds required in U.S. dollars available in the form of a money order, or a certified bank check payable to: Unicare Life & Health Insurance Co., or you may also pay with VISA or MASTERCARD online. For further information, check the International Students and Scholar Services website at <http://iss.fiu.edu> or call 305-348-2421.

**FINANCIAL INFORMATION:**

Certified original letters(s) must accompany this form. Acceptable letters(s) must come from a bank, your government, or an organization or association, depending on which of the categories you check below. The letter(s) must verify that the amount specified for your situation in your annual estimate of costs is available for your studies. The letter(s) must verify all statements checked below. Letters must be in English and figures must be stated in U.S. currency. Please indicate  how you will be funded:

- I am planning to support myself through personal savings. I have attached a certified letter from my bank which verifies that I have U.S. \$ \_\_\_\_\_ in my personal savings account, enough to support myself through my degree program at FIU.
- I will be supported by my parents or a sponsor, who lives outside the U.S. I have attached a certified letter from the bank of my parents/sponsor which verifies that U.S. \$ \_\_\_\_\_ are available for me to study at Florida International University. Also, attached is a certified letter which verifies my parents'/sponsor's commitment to make these funds available to me.
- I will be supported by my parents or a sponsor who lives in the US. I have attached a certified letter from the bank of my parents/sponsor which verifies that U.S. \$ \_\_\_\_\_ are available for me to study at Florida International University. Also, attached is a certified letter which verifies my parents'/sponsor's commitment to make these funds available to me and documentation that my parent and/or sponsor is a U.S. citizen or permanent resident
- My government is sponsoring my studies. I have attached a certified letter from my government which verifies that U.S.\$ \_\_\_\_\_ are available for me to study at Florida International University
- I will be supported by an award, which I will be receiving from \_\_\_\_\_  
The amount of this award is U.S. \$ \_\_\_\_\_ I have attached a certified letter which verifies their commitment to support me in my studies at Florida International University.
- In case of emergency, I will have other sources available. Name of other source: \_\_\_\_\_

**IMPORTANT:**

**I certify that the total amount of money (excluding travel funds) available to me for my first academic year of study in the United States is U.S. \$ \_\_\_\_\_ and that the total amount for each subsequent academic year of study is U.S. \$ \_\_\_\_\_.**

**Further, I certify that all information provided by me on this form is complete and correct.**

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_