



Instructions: Declaration and Certification of Finances (DCF) - Graduate School of Business

We can provide students admitted to the University with Certificates of Eligibility. Before issuing these certificates, we must receive student's documents (as described in the procedures below) by the deadlines associated with their terms of admission. We ask students to submit the Declaration and Certification of Finances form by email to cobglobal@fiu.edu.

Please note: If you fail to comply with foreign student document submission dates and requirements, you may encounter delays in obtaining your visa that will have an impact on your date of entry to the U.S. Do not enter on a B-1/B-2 (tourist) visa or visa waiver. Students who enter the U.S. on a B-1/B-2 visa should not enroll in academic courses. To remain in status, tourist who wish to pursue academic coursework must leave the U.S. and return on the appropriate F-1 or J-1 visa. **FIU's College of Business does not permit late arrivals for our graduate level students. Failure to follow the instructions below may result in a delay of receiving the immigration papers you need to be a student in good standing at a U.S. institution of higher education.**

Declaration and Certification of Finances

As part of the application process, you must complete the Declaration and Certification of Finances (DCF) and provide a copy of your passport (if you currently have a visa, please provide us with a copy of your current visa information). Immigration authorities require the university to verify financial resources of each applicant prior to issuing the Form I-20/DS-2019. By completing this form and submitting appropriate documentation, you will help us complete this verification in a timely manner.

Please note: We will accept copies, scans, or faxes. However, the Embassy/Consulate will require **original financial information**. During your visa appointment, you will present original financial documents that must match the information on the I20 or DS-2019. If you submit incomplete, inadequate, or falsified information, you may not receive a student visa. Your financial documents must be less than one month old when you submit them to our department. **Applicants who submit older or partial documents will not be eligible to receive an I20 or DS-2019; it is the responsibility of the applicant to verify the accuracy and date of their documents prior to uploading them through the FIU portal.**

Cost of Attendance

Your DCF must reflect the annual estimated cost of attendance for your intended program as summarized in the table below. Annual estimate of costs are based on the 2023-2024 Financial Aid Student Budgets available on the Onestop website: <https://onestop.fiu.edu/finances/estimate-your-costs/graduate-tuition-fees/>. Tuition and fees are subject to change and are estimates; costs do not reflect actual required payments to FIU. International students must be enrolled full-time to maintain their visa status. Full-time graduate enrollment is at least 9 credit hours per semester. We base living expenses on the "Off Campus" room and board costs that our Office of Financial Aid defines for each academic year. During your first month living off campus, you will likely pay a security deposit and last month rent in addition to the first month rent. You should also prepare to address initial costs for electricity, water, telephone, and internet.

Program	First Year Tuition & Fees	Maintenance	Medical insurance books & supplies	DCF Amount to Request
MACC	39,000	24,396	3,423	67,000
DBA	26,900	24,396	3,423	55,000
MSM - Summer	31,500	32,528	4,899	69,000
MSM - Fall	31,500	24,396	3,423	59,500
MSM - Spring	25,200	24,396	3,423	53,500
MSLSCM	30,000	24,396	3,423	58,000
MSIRE	30,000	24,396	3,423	58,000
MSIS - Analytics/Cybersecurity	27,340	24,396	3,423	55,500
MSIS - Digital Transformation	33,282	24,396	3,423	61,500
MSF	33,600	24,396	3,423	61,500
MIB	36,600	24,396	3,423	65,500
MSHRM	38,064	24,396	3,423	66,000
HC MBA	38,572	24,396	3,423	66,500
IMBA	47,000	24,396	3,423	75,000
PMBA - Downtown	37,143	24,396	3,423	65,000
PMBA - Executive	26,700	24,396	3,423	55,000
PMBA - Flex	29,715	24,396	3,423	58,000
PMBA - Weekend	37,143	24,396	3,423	65,000
MBA Business Analytics	32,843	24,396	3,423	61,000
MBA Cybersecurity Risk Management	29,381	24,396	3,423	57,500

Medical Insurance

All international students are required to carry medical insurance, which meets University requirements. A policy is available for purchase online from Student Health Services: <http://studenthealth.fiu.edu>. Health insurance coverage for a full year, August to August is estimated at \$3,399 for a student and \$3,399 each for a child and/or spouse. To learn more about insurance please visit this website: <https://dasa.fiu.edu/student-support/wellness/immunization-insurance/index.html>

Current F-1 or J-1 Student Visa Holders

If you are currently holding an F-1 or J-1 student visa and plan to transfer from another U.S. institution to FIU, you must also submit a DCF with supporting documents as indicated above. Your current institution must release your SEVIS record to FIU before your new Form I-20/DS-2019 will be issued; this happens only after you are admitted to FIU. Therefore, you need to complete the top section of the F-1 Student Transfer Form (page 5) including your current U.S. address and have the international student advisor at your current/previous school complete the bottom section. Once we have received the form and your SEVIS record has been released, we will begin the process to issue a new Form I-20/DS-2019.

Information in SEVIS must be electronically forwarded to FIU before issuance of the new Form I-20/DS-2019 will be possible. Your SEVIS record will only be released at the end of the term in which you are currently enrolled.

Please do not plan any international travel without making appropriate arrangements for securing your new I-20/DS-2019 in advance. A minimum of two full weeks processing time is needed for your I-20/DS-219 to be ready once all documents are received and approved. You must use a courier service if you leave the country without receiving your transfer I-20; you are strongly encouraged not to leave the country without your transfer I-20. We cannot guarantee faster processing time.

Current F-1 or J-1 Student Visa Holder Not in Status

If you are not in status at the time of your admissions offer, there are two options, reinstatement, or reentry into the United States. The process of reinstatement is lengthy and requires the approval by your previous institution, their request to SEVIS to reinstate your record and approval by U.S. Citizenship and Immigration Services (USCIS). Your previous institution will not submit a reinstatement request, if you are not currently enrolled as a fulltime student, this includes if you have completed your program or have stayed beyond the 60-day grace period. For reentry, we will issue you a new initial I20 and request that you “restart” your F-1 status by reentering the United States es. It is not suggested to make a new entry into the United States by way of the Caribbean. Taking a cruise is also not a viable reentry option. **We strongly encourage that issuance of a new I-20 and reentry to the U.S. in most cases.** Your new initial I-20 and new SEVIS number will require you to pay the SEVIS fee; you may not need a new F1 if your F-1 visa is still valid. Please retain your expired I-20.

Students with Dependents

Students who plan to bring their dependent(s) to the U.S. will require additional financial support to cover the dependents and must complete page 2 of the DCF form. The additional financial support should be reflected on the student’s DCF page 3 in the amount of \$6,000 for his/her spouse and \$4,000 for each child. Additional insurance for the 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 but may enroll part-time in university coursework. F-1 students cannot serve as sponsors of F-1 students.

Athletes

Student Athletes are students who are enrolled full-time and formally part of a school sanctioned intercollegiate competitive sports program.

Next Steps

Once you receive your initial I-20/DS-2019 you should proceed to pay the SEVIS 1-901 Fee, schedule an appointment at a U.S. Embassy or Consulate and apply for an F-1 or J-1 visa. You can review these steps at: <https://admissions.fiu.edu/international/last-steps/index.html> The International Student and Scholar Services office provides a helpful pre-arrival guide on their website see: <https://iss.fiu.edu/international-students/new-f-1-students/index.html>

THIS PAGE IS REQUIRED BY ALL INTERNATIONAL STUDENTS NEEDING F-1 OR J-1 VISAS.

All international students, defined as non-U.S. citizens, permanent residents of the U.S. or other resident-visa categories (asylum, refugee, DACA), must complete this form. Please return your Declaration and Certification of Finances by email to cobglobal@fiu.edu.

Please provide a copy of your passport, current visa, if applicable, and any dependent passports along with this document.

Purpose:

- Initial I-20 (Students from Abroad) Transfer From U.S. Institution (**Transfer Form Pg. 5 Required**) Change of Status

Applicant Information:

Your name should appear exactly as printed in your passport.

Family Name/Surname(s):

First & Middle Name(s):

Date of Birth (MM/DD/YYYY)

Gender: Male Female

Country of Birth:

City of Birth:

Country of Citizenship:

Panther ID:

Visa Information:

Type of visa for which you will apply: F-1 J-1 Apply for the F-1 visa, unless you have been informed by a sponsoring agency you require a J-1 visa.

Current visa status, if applicable: F-1 F-2 J-1 J-2 Please complete a visa transfer form (page 5):

A-1 B-1/B-2 E H-4 L-2 Other (specify)

Do you have dependents who will be accompanying you? Yes No (If yes, complete page two of this form)

DS-2019/I-20 Delivery Method: I will use eshipglobal I will pick up my I-20/DS-2019 I will use standard mail

International Address: Your complete home address in your country of residency is required

Street Address:

City: State: Zip Code:

Country:

Telephone Number: Email Address:

Mailing Address: The address to send your immigration document

Street Address:

City: State: Zip Code:

Country:

Telephone Number: Email Address:

Student Signature:

Date:

Family Name/Surname(s):

First Name(s):

Panther ID:

THIS PAGE IS REQUIRED ONLY IF YOU WILL BE BRINGING DEPENDENTS TO THE U.S.

Dependent Information:

Please list all dependents who will be accompanying you to live in the U.S. during your studies or if they are currently residing with you in the U.S. Only your legal spouse and dependent unmarried children under the age of 21 can be claimed as dependents. If your spouse and/or children are accompanying you to the U.S., you must show an additional \$6,000 for your spouse and \$4,000 for each dependent child. A copy of each passport must also be submitted to College of Business Global Operations for issuance of the dependent I-20. If more than four dependents will accompany you, please print an additional page with the additional dependent information.

Dependent names must appear as printed on the passport

	Dependent 1	Dependent 2
Relationship	<input type="checkbox"/> Spouse <input type="checkbox"/> Child	<input type="checkbox"/> Spouse <input type="checkbox"/> Child
Family Name/Surname(s)		
First Name(s)		
Middle Name(s)		
Date of Birth (MM/DD/YYYY)		
Country of Birth		
Country of Citizenship		

	Dependent 3	Dependent 4
Relationship	<input type="checkbox"/> Spouse <input type="checkbox"/> Child	<input type="checkbox"/> Spouse <input type="checkbox"/> Child
Family Name/Surname(s)		
First Name(s)		
Middle Name(s)		
Date of Birth (MM/DD/YYYY)		
Country of Birth		
Country of Citizenship		

Please provide a copy of dependent passport(s) and current visa stamp, if applicable along with this page.

Student Signature: _____ ***Date:*** _____

Family Name/Surname(s): _____ First Name(s): _____ Panther ID: _____

THIS PAGE IS REQUIRED BY ALL INTERNATIONAL STUDENTS NEEDING F-1 OR J-1 VISAS.

Student Annual Financial Support in U.S. Dollars (USD)

Each type and amount of financial support listed below must be accompanied by valid supporting financial documents

A. Personal Savings	Amount U.S. \$
B. 1. Family/Sponsor Funds (If full or partial financial support is from family/sponsor)	Amount U.S. \$
Full Name	Relationship
Email Address	
2. Family/Sponsor Funds	Amount U.S. \$
Full Name	Relationship
Email Address	
C. Florida International University Scholarship or Departmental Funding	Amount U.S. \$
Department/Scholarship	Contact Person
D. Government/Other Organizational Sponsorship Funds	Amount U.S. \$
Name of Agency	Contact Person
Agency Address	Email Address
	Telephone

Total the support listed above in A, B, C and D and enter in the section below. This total amount should be reflected on the supporting documents that you submit either on page 4 or as described below.

Total Amount of Financial Support **Amount U.S. \$**

Supporting Financial Documents

In addition to this form, you are required to submit valid supporting financial documents certifying that you have sufficient funds available to cover expenses for your first year at FIU. Documents may be submitted electronically, no more than 30 days older than the date of submission, officially translated in English and issued by a financial institution or agency verifying access to the funds. For more information see the instructions to this form at <https://internationaladmissions.fiu.edu/submit-documents/>

- A. Personal funds – A recent bank statement or bank letter or you may use page 4 as your bank letter.
- B. Funds from family or sponsor – A recent bank statement or letter along with an affidavit of support containing both student’s and sponsor’s name, relationship, and amount of funds available for the purpose of the applicant’s studies. You may use page 4 of this form as your affidavit of support or include the same information in a bank letter. Funds should be shown at current USD exchange rate.
- C. Florida International University Scholarship or Departmental Funding – Please indicate the type of funding or scholarship name and the Departmental Contact in the section above, so we may verify.
- D. Government or other sponsoring agency – a signed copy of the scholarship or award letter stating the amount, name of recipient and duration of award.
- Examples of financial documents that **will not** be accepted include:
 - Annual salary statement, pay stubs, credit card statements
 - Real estate
 - Investments, stocks, retirement plans, insurance policies, or other accounts which money cannot be withdrawn

Student Signature:

Date:

Family Name/Surname(s):

First Name(s):

Panther ID:

***THIS PAGE IS TO ASSIST WITH THE BANK & SPONSOR LETTER.
IT IS NOT REQUIRED, IF SUBMITTING OTHER DOCUMENTATION.***

Affidavit of Support

Please complete this section if you will be receiving funds from a family member or sponsor. Submit with an appropriate bank letter with matching funds.

I, _____ hereby certify that I am willing and able to provide U.S. \$ _____
(Print Name of Family Member/Sponsor)

to meet the expenses incurred by _____ during the length of the student's academic
(Print Student's Full Name)

study to which this application pertains. My relationship to the student is that of _____

I have authorized the release of my supporting financial documents to verify the promised financial resources are available to me for the support of the student listed above. I affirm that I understand the content of this affidavit signed by me and the statements are true and correct.

Signature of Sponsor/Family Member:

Date:

Bank Certification Letter

To be completed by a bank official. If your bank cannot complete this form, please have a representative issue a letter in English with the below information included. Please include the bank seal or stamp in this section.

In compliance with the request of our account holder, _____, we state that on the close of
(Name of Account Holder)

of business _____ the deposit balance to the credit of the above-named individual as shown in our records is currently the
(Month/Day/Year)

following amount U.S. \$ _____. This account was opened on _____. To the best of our knowledge
(use daily conversion rate) (Month/Day/Year)

of the banking laws in this country, these funds may be sent out of the country to support the educational needs of the above-named student in the United States.

Name of Bank:

Address of Bank:

Name of Bank Official:

Title of Bank Official:

Telephone Number:

Bank Seal or Bank Stamp

Signature of Bank Official:

Date:

Student Signature:

Date:

Return the form with signature(s) and bank seal/stamp by email to College of Business Global Operations by email to cobglobal@fiu.edu.
NOTE: Originals must be provided to the Consulate during your visa appointment.

All F-1 student applicants transferring from a U.S. institution to FIU or being admitted from FIU’s English Language Institute or from another FIU degree-seeking program must complete this form. As part of the admission process, your F-1 visa status must be verified with your current institution, including high school and English language program. Complete Section I and give this form to your international student advisor at your current/previous institution along with a copy of your admissions notification. Your international student advisor at your current/previous institution will complete Section II of the form and should return it to College of Business Global Operations by email at cobglobal@fiu.edu,

The form must include a specific release date in order to transfer your I-20; the form will remain incomplete without it.

We cannot issue your I-20 for transfer until your SEVIS record has been released from your current institution and until we receive the completed Transfer Form verifying your status. Issuance of the I-20 takes a couple of weeks after the release date. **DO NOT plan to travel without arranging to receive a new I-20 from FIU prior to traveling, as you will not be allowed to reenter the U.S. on your previous I-20.**

If you are currently out of status, FIU will issue you a new initial I-20. You will be required to pay the SEVIS fee related to the new I-20 and leave the U.S. to reenter on the new I-20. It is not suggested to make new entry into the United States by way of the Caribbean. Taking a cruise is also not a viable reentry option. You may also be required to receive a new F-1 visa, in the case that your F-1 visa is expired.

Note: All authorized employment at your current/previous institution and/or any remaining OPT employment authorization based on your current/previous degree program will end once your SEVIS record has been released to FIU.

Section I – Student Information:

Please legibly print or type all information requested

Panther ID: Admission Term: Fall Spring Summer A/C Summer B/Early Fall

Family Name/Surname(s): First & Middle Name(s):

Email Address: Phone Number:

U.S. Mailing Address, Street Address:

City: State: Zip Code:

At which FIU Campus is your program: Modesto A. Maidique Campus (MMC) MIA214F00503000
 Biscayne Bay Campus (BBC) – Journalism & Hospitality Management MIA214F00503001

I request and authorize my present international student advisor (or Designated School Official) to provide the information below as part of my admission for transfer to Florida International University and to release my electronic SEVIS record.

Student Signature:

Date:

Section II – International Student Advisor:

Student’s SEVIS Number: Is the student currently in status? Yes No*

Did the student graduate? Yes No *If no, has a reinstatement application been filed? Yes No*

Last date the student was enrolled at your institution: *If no, date of termination in SEVIS:

History of employment and reduced course load authorizations, if applicable:

- 1. CPT Dates of authorization: Full-time Part-time
- 2. OPT Dates of authorization: Full-time Part-time
- 3. Medical RCL Dates of authorization:

SEVIS Transfer Release Date (please include an exact date, otherwise the form will remain incomplete)

Name of PDSO/DSO & Title Email Address:
 Name of Institution City, State & Zip Code:

PDSO/DSO Signature:

Date: