

## Instructions: Declaration and Certification of Finances (DCF)

Listed below are the procedures necessary to obtain the Certificate of Eligibility I-20 (F-1 student visa) or the DS-2019 (J-1 student visa). 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 by the application deadline. The Declaration and Certification of Finances form may be returned by fax +1 305 348 7204 or by email [chapman@fiu.edu](mailto:chapman@fiu.edu) or by mail to the Chapman Graduate Admissions, 11200 SW 8th Street CBC 200 Miami, FL 33199.

### 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. Additionally, if you are currently on a visa please provide a copy of your current visa information. The University is required by immigration authorities to carefully check the financial resources of each applicant prior to issuing the Form I-20/DS-2019. Failure to comply with requirements may delay your visa and date of entry to the US. **Do not enter the U.S. on a B-1/B-2 (tourist) visa or visa waiver; students who enter this way are prohibited from enrolling in academic courses and must leave the U.S. to return on the appropriate F-1 or J-1 visa.**

**Please Note:** We will accept copies, scans or faxes, but be aware that the Embassy/Consulate will require original financial information, which matches the information on the I-20 or DS-2019 during the visa appointment. Submitting inadequate or falsified information will jeopardize the issuance of the student visa. Financial documents must be current, within 30 days of the date they are submitted to the Graduate and International Admissions Office.

### Cost of Attendance

The DCF must reflect the annual estimated cost of graduate or undergraduate attendance as stated below. If you are admitted to Summer you must show support which reflects the cost of Summer attendance as well as the annual cost of the full academic year.

<b>Annual Estimate of Graduate Costs 2017 - 2018</b>			
	Fall & Spring	Summer	Total Cost (Fall, Spring & Summer)
	9 credit hours per semester	6 credit hours per semester	24 credit hours
	Please refer to your program tuition table		
Living Expenses	\$15,366	\$5,122	\$20,488
Books & Supplies	\$1,852	\$786	\$2,638
Medical Insurance	\$2,141		\$2,141
<b>Total</b>	<b>\$19,359</b>	<b>\$5,908</b>	<b>\$25,267</b>

Annual estimate of costs are based on the 2017 – 2018 Financial Aid Student Budgets. 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 undergraduate enrollment is at least 12 credit hours per semester. Full-time graduate enrollment is at least 9 credit hours. Students who are admitted in the Summer C semester must enroll full time; students admitted to Summer B must enroll for 6 credit hours.

Living expenses are estimated at \$1,707 per month to cover room, clothing, public transportation and incidentals. Room costs are based on the average cost for shared accommodations on-campus and off-campus. Costs for private accommodations off-campus are significantly higher. Students should be aware that often the first month's rent is higher to fund security deposit, upfront rent, electricity, water and telephone. It is estimated that at least twice the normal monthly amount is needed for the first month to cover deposits and settling in expenses.

Students who will be living with a parent or sponsor may calculate the cost of maintenance at \$999.11 per month to cover room & board, transportation and personal expenses. The cost of Fall and Spring is \$8,992, while Summer is \$2,997. In order to provide a reduced DCF form, the student must present a Room & Board Letter that includes the name of the parent/sponsor where he/she will be residing. This letter must be notarized by a U.S. Notary Public. **Please be aware current F-1/J-1 students may not sponsor other F-1/J-1 students.**

## Medical Insurance

All international students are required to carry medical insurance, which meets University requirements. A policy is available for purchase online on from Student Health Services: <http://studenthealth.fiu.edu>. Health insurance coverage for a full year, August 17, 2017 to August 16, 2018, is \$2,141 for a student, \$4,282 for a student and spouse, and \$2,141 for a child. Students admitted into the Summer term pay an additional premium for Summer only medical insurance either \$604 for Summer A/C or \$358 for Summer B/Early Fall, otherwise insurance premiums are paid on an annual basis and cover Fall term – Summer term.

## 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-2019 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. The Graduate and International Admissions 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, Graduate and International Admissions will issue you a new initial I-20 and request that you “restart” your F-1 status by reentering the United States. 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. **Graduate and International Admissions strongly encourages the 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 F-1, 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 form 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.

## I-20/DS-2019 Delivery Options

You may elect to have your I-20/DS-2019 sent to you by courier service, picked up at FIU at the International Student and Scholar Services (ISSS) office located in the SASC building or sent by standard mail. The courier service is expensive, but it is the only way to ensure timely delivery of your documents with a tracking number. FIU utilizes University Express Mail Service: <https://study.eshipglobal.com> as our courier. **Do not sign up with the courier until you have been admitted.** Students who do not choose to use the courier may arrange to pick up or request someone to pick up their Form I-20/DS-2019 on their behalf. Identification is necessary in order to release the documents, so please make sure to have a Panther ID, Driver’s License or Passport for picking up documents. **Please also bring a copy of the email notification indicating your I-20 is ready for pick-up. It is not possible to pick-up your I-20 unless you been told it is ready for pick-up.** In the case you do not wish to use the courier or have your I-20/DS-2019 picked up, FIU will send your documents by United States Postal Service to the address included on the DCF. We cannot guarantee delivery success or the timeline required.

## Next Steps

Once you receive your Initial I-20/DS-2019 you should proceed to pay the SEVIS I-901 Fee, schedule an appointment at a U.S. Embassy or Consulate and apply for an F-1 or J-1 visa. For more information on the Next Steps refer to the pre-arrival information provided by International Student and Scholar Services: <https://globalaffairs.fiu.edu/iss/international-students/new-f1-students/>.

**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. The Declaration and Certification of Finances form may be returned by fax +1 305 348 7441 or by email [iadmiss@fiu.edu](mailto:iadmiss@fiu.edu) or by mail to FIU Graduate & International Admissions, P.O. Box 659004 Miami, FL 33265-9004 or by courier 11200 SW 8<sup>th</sup> Street, BT 2<sup>nd</sup> Floor, Miami, FL 33199. **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 FIU Graduate and International Admissions 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	F Spouse      F Child	F Spouse      F 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	F Spouse      F Child	F Spouse      F 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

<b>A. Personal Savings</b>	Amount U.S. \$
<b>B. 1. Family/Sponsor Funds (If full or partial financial support is from family/sponsor)</b>	Amount U.S. \$
Full Name	Relationship
Email Address	
<b>2. Family/Sponsor Funds</b>	Amount U.S. \$
Full Name	Relationship
Email Address	
<b>C. Florida International University Scholarship or Departmental Funding</b>	Amount U.S. \$
Department/Scholarship	Contact Person
<b>D. Government/Other Organizational Sponsorship Funds</b>	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 Florida International University. 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 or <http://admissions.fiu.edu/apply/international/declaration-and-certification-finances/>

- 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:**

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Family Name/Surname(s):

First Name(s):

Panther ID:

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***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:***

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***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:***

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***Student Signature:***

***Date:***

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Return the form with signature(s) and bank seal/stamp by mail to FIU Graduate & International Admissions, P.O. Box 659004 Miami, FL 33265-9004 or by courier 11200 SW 8<sup>th</sup> Street, BT 2<sup>nd</sup> Floor Miami, FL 33199, or an electronic version by email to [iadmiss@fiu.edu](mailto:iadmiss@fiu.edu) or via fax +1 305 348 7441. 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 FIU Graduate & International Admissions by email at [iadmiss@fiu.edu](mailto:iadmiss@fiu.edu), or fax +1 305 348 7441. **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:**