

REQUESTING THE FORM I-20 FOR INTERNATIONAL STUDENTS

The Certificate of Eligibility for Nonimmigrant (F-1) Student Status is better known as “the I-20.” The I-20 form is issued by schools, like YACPA, that are authorized by the Student & Exchange Visitor Program (SEVP) to accept international students. Once accepted to YACPA, immediately fill out an application for the I-20, as the visa process can take some time. Without this document, international students cannot apply for a U.S. visa and/or enter the United States. **Although Canadian citizens do not need a F-1 visa, they do need to request the Form I-20 from YACPA and pay the SEVIS I-901 fee.**

I-20 Application Instructions:

1. Complete the YACPA Application for the I-20, included with these instructions.
2. Carefully read Section 5, Financial Information.
3. Parents or guardians, if financially responsible for the student’s education, must complete and sign an Affidavit of Support. This affidavit is a legal promise to the United States government that the parents/guardians will provide the named student with a specific amount of money to cover tuition and other expenses for every year that he/she studies at YACPA.
4. Each non-parental financial sponsor (person or organization) must also complete and sign a separate Affidavit of Support.
5. Each signed Affidavit of Support must be accompanied by documents that prove existence of adequate financial resources. Following is a list of generally acceptable supporting documents:
 - a. Bank statements
 - b. A letter indicating current account balance(s) signed by a bank officer. It must be on official letterhead, with bank seal.
 - c. A letter or statement from brokerage houses or other financial institutions that show the value of cash or other liquid assets held by the parent or sponsor.
 - d. A letter or statement of earnings from the parent(s)’ or sponsor(s)’ employer with recent pay stubs, if available. This must be on official letterhead, signed and dated by the appropriate employer representative, such as Human Resources or Payroll.
 - e. A letter from the parents’ or other sponsor(s)’ attorney and/or accountant.
 - f. Proof of loan approval from your loan institution.

NOTE: Documents must be in English; otherwise, a certified translation must also be provided. **Due to the current COVID-19 Pandemic, financial documents may be digital as long as they are official.**

What to send to YACPA:

1. DIGITAL COPIES of the completed I-20 Application, signed Affidavit(s) of Support, and supporting documents proving financial resources. You will need the ORIGINALS for your visa interview; please keep them.
2. Photocopy of valid passport
3. Photocopy of Form I-94, if you have ever traveled to the U.S. in the past.
If you crossed by land into the U.S., this form would be a card stapled to your passport. If you traveled by airplane or ship, a digital copy can be printed from <https://i94.cbp.dhs.gov/>
4. Scan and email all documentation to admissions@yacollege.edu

APPLYING FOR THE U.S. VISA

After receiving the Form I-20 from YACPA

1. Pay the SEVIS I-901 fee (this is different from the visa application processing fee). This fee must be paid at least seven (7) days BEFORE your visa interview. **Canadian students must also pay the SEVIS I-901 fee at least seven (7) days before entering the U.S.**
 - » Fill out the SEVIS I-901 form and pay the fee using an acceptable credit or debit card at <https://www.fmjfee.com/i901fee/index.html>
 - » You may also pay using the paper form and mail to I-901 Student/Exchange Visitor Processing Fee. For information on this option, visit <https://www.ice.gov/sevis/i901/faq>
2. Have color passport photos taken; you will need at least one for the visa application. Read the photo requirements on <https://travel.state.gov> .
3. Use Form DS-160 to apply for a multiple-entry, F-1 Student visa. Information and a link to the on-line DS-160 application are at <https://travel.state.gov> .
4. Remember that completing the on-line application is only the first step. Consult instructions on the web site of the embassy or consulate where you intend to apply for your F-1 Visa, as each office's instructions may vary.
5. After completing the online application:
 - » Print and keep the DS-160 barcode page (no need to print entire application).
 - » Schedule a visa interview appointment in your country of residence. Note that wait times for interview appointments vary by location, season, and visa category.
 - » Pay the visa application processing fee, if required to do so before the interview AND KEEP THE RECEIPT of payment. (This is different from the SEVIS I-901 Fee.)
6. Gather original documents for the visa interview:
 - » Your passport, valid for at least 6 months beyond your date of travel
 - » Your Form I-20 from YACPA
 - » Your SEVIS I-901 fee receipt
 - » Your Form DS-160 confirmation page (the one with the barcode)
 - » The receipt of payment for your visa processing fee, if required to pay before visa interview
 - » One printed passport photo in case the photo upload with your on-line application failed
 - » Additional documents in the event they are requested. Again, review the instructions on the website of the embassy or consulate where you will apply. These are the most common documents expected:
 - a. Proof of academic preparation such as transcripts/academic records and diplomas from previous schools attended.
 - b. Evidence of ties to your home country, such as property, family business, etc. This is very important for a successful visa application.
 - c. Proof of how you will pay all educational, living and travel costs (i.e., the financial evidence packet you had sent to YACPA when applying for the Form I-20).
 - d. Your English language proficiency score report.
 - e. YACPA Acceptance letter

Canadian students should carry all of these documents at their port of entry. This is where they will be reviewed and used to determine authorization to enter the U.S.A.

OTHER IMPORTANT INFORMATION

How to Make Payments to YACPA

1. The preferred method of payment for tuition and housing is credit card or international money order.
 - » Make a payment using a credit card at <https://yacollege.populiweb.com> or by contacting the Admissions Office. YACPA accepts MasterCard, Visa, Discover, and American Express.
 - » Use an International Money Order in U.S. dollars.
2. Where credit cards or money orders are not possible, you may also use a wire transfer:
 - » Contact the Admissions Office (admissions@yacollege.edu) for complete wire transfer instructions.
 - » The receiving bank charges a \$25 fee for all wire transfers. Your bank may also charge a remittance fee. All fees are the sender's responsibility and are not deducted from the amount due to YACPA.
3. To ensure proper credit, the student's name must appear clearly on all bank wires and international money orders.

CAUTION

- » DO NOT enter the U.S. using a B-1, B-2 or B-1/B2 visa. If you use a B (temporary visitor) visa, you could be accused of "fraudulent entry" and refused permission to stay longer than six months, to extend your stay, or to change your immigration status.
- » DO NOT enter the U.S. without using your visa and passport. Citizens of certain countries are allowed to enter as a visitor simply by showing a round-trip airline ticket (Visa Waiver Program). If you are allowed to enter in this manner, be aware that you will be permitted to stay for only 90 days. You will not be given more time to be able to change to Student (F-1) status. You are not permitted to attend college under a waiver.
- » DO NOT send originals of documents to YACPA. Send only PHOTOCOPIES of all necessary documents. You will need the original documents when you have your visa interview at the U.S. embassy or consulate.
- » At the port of entry into the U.S., be ready to present to the Immigration official the following:
 - a. Your passport, valid for at least 6 months beyond your date of travel, with the U.S. visa stamp
 - b. Form I-20 from YACPA
 - c. Your SEVIS I-901 fee receipt
 - d. Your Form DS-160 confirmation page (the one with the barcode)
 - e. Form I-94, which you may print from this web site <https://i94.cbp.dhs.gov/i94/#/home> if you have traveled to the U.S. prior to this visit
 - f. The receipt of payment for your visa processing fee
 - g. Additional documents used for your visa interview, in the event they are requested. These are the most common documents expected:
 - i. Proof of academic preparation such as transcripts/academic records and diplomas from previous schools attended.
 - ii. Evidence of ties to your home country, such as property, family business, etc. This is very important for a successful visa application.
 - iii. Proof of how you will pay all educational, living and travel costs (i.e., the financial evidence packet you had sent to YACPA when applying for the Form I-20).
 - iv. Your English language proficiency score report.
 - v. YACPA Acceptance letter

PLEASE COMPLETE THE 3-PAGE APPLICATION BEGINNING ON THE NEXT PAGE

AND HAVE YOUR SPONSOR(S) FILL IN THE SPONSOR'S AFFIDAVIT ON LAST PAGE

APPLICATION FOR THE FORM I-20

SECTION 1: PERSONAL INFORMATION (USE NAME AS IT APPEARS ON YOUR PASSPORT)

LAST NAME OR FAMILY NAME	FIRST OR GIVEN NAME	MIDDLE NAME
STREET ADDRESS (FOR MAILING)	CITY	STATE OR PROVINCE
COUNTRY	MAIL OR ZIP CODE	TELEPHONE
COUNTRY OF BIRTH	DATE OF BIRTH (MONTH/DAY/YEAR)	AGE
EMAIL ADDRESS	COUNTRY OF CITIZENSHIP	MARITAL STATUS: <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED

SECTION 2: IMMIGRATION INFORMATION

Are you in the United States now? Yes No (If you answered no, proceed to next section.)

If you answered yes, what is your visa status? F-1 student F-2 dependent M-1 student Permanent Resident (U.S.)

- If you checked any of the above visa status, do not continue with this application.
- An applicant with F-1 or F-2 visa must notify your current school’s International Student Advisor to request transfer of your current I-20.
- An applicant who is a permanent resident does not need an I-20.
- For all other visa status, email admissions@yacollege.edu to discuss further.

SECTION 3: FINANCIAL INFORMATION

Following is the current cost of attendance at YACPA per academic year. The costs below are applicable to start dates in Fall 2020. Tuition and housing costs are subject to increases in subsequent years.

Tuition & Fees	\$25,475
Housing	\$13,635
Living Expenses*	\$11,700
Books and Supplies	\$1,500
TOTAL TWO-YEAR	\$52,310

*Includes food, transportation, and other living expenses

Please list the funds you will use to pay for your studies at YACPA

Source of Funds	First Year Available by Start Date	Second Year Projected
Applicant	\$	\$
Parent(s) or Guardian(s)	\$	\$
Sponsor #1	\$	\$
Sponsor #2	\$	\$
Government Support	\$	\$
Loan Provider	\$	\$
YACPA or Other	\$	\$

SECTION 4: ATTESTATION TO FUNDING AVAILABILITY

In order for schools to issue the Form I-20 on behalf of the U.S. government, we are required to ensure that the student has adequate funds to cover all expenses while in the U.S. These claims must be supported by evidence. Please submit evidence detailed below based on funding sources to be used.

PERSONAL CONTRIBUTION: If you are self-funding, please take the entire application to the bank or financial institution and have an official certify the amount of funds available using the form below.

I certify that I am qualified to attest to the applicant's finances; and, that the personal funds listed in Section 3 above are accurate based on records maintained by the financial institution, whose name and official seal appear here.

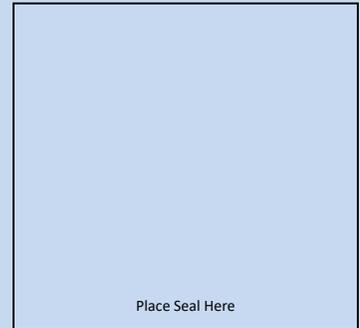
PRINT NAME OF BANK OR FINANCIAL INSTITUTION

PRINT NAME OF BANK OFFICIAL

TITLE OF BANK OFFICIAL

SIGNATURE OF BANK OFFICIAL

DATE



PARENT/GUARDIAN OR FINANCIAL SPONSOR: If using one or more sponsors to financially contribute to the applicant's education, each sponsor must complete an Affidavit of Support. This document is a sworn promise to the United States government that the sponsor will provide to the student, a specific amount of money for each year of study in the United States. Instructions and copies of the Sponsor's Affidavit form are attached.

GOVERNMENT SUPPORT or LOAN PROVIDER: If using one of these two sources, please show evidence of funding by submitting either a letter from your government documenting the total amount of government support or a loan approval statement verifying the amount of the loan.

SECTION 5: APPLICANT SIGNATURE

By signing below, I certify all information is true and correct to the best of my knowledge.

PRINT APPLICANT NAME

SIGNATURE OF APPLICANT

DATE



FORM I-20 SPONSOR'S AFFIDAVIT OF SUPPORT

SECTION A: INFORMATION AND INSTRUCTIONS

- Please print a blank copy of this Affidavit for each sponsor, including parent(s), if student has more than one.
- The Affidavit is the sponsor's sworn promise made to the school and the U.S. government that you will contribute a specific amount of money for each year that the applicant studies at YACPA.
- You will also provide evidence that you can afford the support you are promising. Provide one of the following: 1) a letter on your company's letterhead stating your current income, 2) a copy of your income tax returns, 3) a tax form from your employer that indicates your annual income, or 4) a copy of the most recent payroll stub showing your annual income.
- Any document from a bank must show an official bank seal. All letters must be in English.

SECTION B: STATEMENT OF FINANCIAL SUPPORT

I, _____, promise that I can afford and will give no fewer than US\$ _____
(PRINT SPONSOR'S FIRST AND LAST NAME) (AMOUNT IN US DOLLARS)
 in cash to _____ for every year of the named student's attendance at YACPA.
(PRINT STUDENT'S FIRST AND LAST NAME)

SECTION C: SPONSOR INFORMATION

SPONSOR'S RELATIONSHIP TO STUDENT

SPONSOR'S ADDRESS, CITY, STATE OR PROVINCE, MAIL OR ZIP CODE, COUNTRY

_____ TELEPHONE	_____ FAX	_____ E-MAIL
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_____ SPONSOR'S EMPLOYER	_____ ANNUAL SALARY, US \$	_____ OTHER INCOME, US \$
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The following person(s) are fully or partially dependent upon the sponsor for their support (Do not include student named above). Use back of form for additional dependents.

_____ FIRST/LAST NAME OF DEPENDENT	_____ RELATIONSHIP TO SPONSOR	_____ AGE OF DEPENDENT
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_____ FIRST/LAST NAME OF DEPENDENT	_____ RELATIONSHIP TO SPONSOR	_____ AGE OF DEPENDENT
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SPONSOR'S EVIDENCE OF FINANCIAL RESOURCES IS ATTACHED YES NO

I swear that the information I have provided above is true and correct.

PRINT SPONSOR NAME

_____ SIGNATURE OF SPONSOR	_____ DATE
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FORM I-20 SPONSOR'S AFFIDAVIT OF SUPPORT

SECTION D: ATTESTATION TO FUNDING AVAILABILITY

I certify that I am qualified to attest to this sponsor's financial, and the funds listed above are accurate based on records maintained by the institution, whose name and official seal appear here.

PRINT NAME OF BANK OR FINANCIAL INSTITUTION

PRINT NAME OF BANK OFFICIAL

TITLE OF BANK OFFICIAL

SIGNATURE OF BANK OFFICIAL

DATE

