

Application For Form I-20

This form is to be completed only by students wishing to enroll at Union College of Union County, NJ in F-1 Status

Now that you have been admitted to a full-time program of study at UCNJ, you must request a Form I-20. A Form I-20 is necessary to apply for an F-1 student visa and to enter the U.S. as an F-1 student.

What is F-1 Status:

F-1 status is the most common type of status used to study in the United States. F-1 status is for full-time academic and language students who are pursuing a degree or certificate. In order to obtain F-1 status, you will need to apply for a Form I-20. **As per current DHS directive, UCNJ cannot issue an I-20 to students who will be pursuing their studies 100% on-line. Your program is not considered to be 100% online if you are enrolled in at least one in-person or hybrid course.**

In order to submit a UCNJ application, you will need the following documents:

- Photocopy of your UCNJ acceptance letter
- Photocopy of passport identity page
- Evidence of readily available funds to cover [UCNJ Tuition and Fees](#), and living expenses
- If funding is provided by a relative, that individual must complete an [Affidavit of Support](#).

If you plan to bring your spouse and/or children with you, you must also consider the following:

- They will need to obtain F-2 dependent I-20s from UCNJ
- F-2 spouses may not work in the US and may not enroll in school full-time
- You must provide evidence of additional funds to cover their living expenses

Newly admitted students must complete the Initial I-20 Request and Financial Documentation Forms. Student receiving funding from a private sponsor, such as a parent or other relatives, must submit a completed Sponsor's Affidavit of Support. The application should be submitted to UCNJ only AFTER you submit your enrollment deposit. Follow the instructions on the application and provide all required documents as indicated on the form. UCNJ cannot process an application unless all required documents have been submitted and approved.

Once your application has been submitted and reviewed, UCNJ will issue a Form I-20. The application process usually takes up to 7 business days, provided that no additional information is required, your tuition deposit has been received and processed, and, if you already hold F-1 status at another school, your F-1 SEVIS release date has been reached. You will receive further information regarding I-20 document delivery, visa and immigration procedures, and other important matters once the I-20 has been prepared and made available for delivery.

Documents will be processed in the order in which they are received. The Form I-20 will be mailed to the address provided on the application form by first class mail or international airmail. Express service is available for a fee.

When you receive your I-20, be sure to review the form to ensure that all the information is accurate. You must also carefully read all enclosed materials. You are responsible for maintaining lawful student status while you are a student in the United States. Immigration regulations change from time to time. Therefore, it is important that you attend the immigration workshops offered by UCNJ. You are also encouraged to consult the UCNJ staff with any questions you may have about your rights and responsibilities while in F-1 status.

CHANGE OF STATUS TO F-1:

If you are in, or plan to enter the United States in **another non-immigrant status**, you may or may not need to obtain F-1 status in order to study at UCNJ. For example, most dependents (such as H-4

dependents) are permitted to study while accompanying their family members in the U.S. However, many non-immigrant statuses carry immigration restrictions on employment that may make it desirable to seek F-1 status. Please note the college will only issue the Form I-20 if the prospective student is eligible. The college will **NOT** file the Change of Status Case and recommends “bridge” applications be filed by an experienced immigration attorney. Contact the international student advisor at international@ucc.edu to determine eligibility for a change of status or with specific questions about your individual situation.

The following immigration classifications are not permitted to study or to lawfully accept employment while in the U.S.

- Tourists (individuals admitted in WT / WB or B-1 / B-2 status) are not eligible to study while in the United States and must obtain F-1 as appropriate.
- F-2 dependent spouses may be subject to restriction of study and may need to switch to F-1 status as appropriate.

The following immigration classifications are permitted to study, but may not lawfully accept employment while in the U.S.:

- H-4 dependents of H-1 temporary workers
- TD dependents of TN (NAFTA) workers

The following immigration classifications are permitted to study full or part-time, and may apply for employment authorization incident to their status:

- Dependents in E-2 or L-2 status
- Dependents in G-4 status
- Dependent spouses in J-2 status

If you are the **primary visa holder and your immigration status depends on employment** (i.e.: A-1 diplomat, H-1 temporary specialty occupation worker, G-4 international organization employee, etc.), you will need to switch to F-1 status if you decide to terminate your employment. Otherwise, in most cases you may study 'incident to status,' as long as you continue to fulfill the terms and obligations of your current immigration status.

Form I-20 Application Deadlines

Fall Semester: June 1st

Spring Semester: November 1st

Estimated Yearly Costs for Tuition and Expenses for F-1 Students

International students and their families or sponsors assume all responsibility for student expenses. The following estimated costs are based on twelve (12) credits per semester and are calculated per year. F-1 students are required to enroll in the fall and spring semester each academic year. The college reserves the right to change tuition or fees at any time by action of the Board of Trustees.

Tuition Expenses:	\$9,500
Living Expenses:	\$12,678
Books, Transportation, etc.	\$6,854
TOTAL Estimated Expenses:	\$29,034

American Success Students:

Tuition Expenses:	\$15,000
Living Expenses:	\$12,678



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Books, Transportation, etc.	\$6,854
Total Estimated Expenses:	\$34,532

Additional expenses for dependents: \$5,000 per dependent for each year of study at UCNJ

Please Note:

- This is an estimated budget. Charges are subject to change without notice.
- This is considered a moderate budget. Individual expenses will vary.
- The amount to be verified is for one year of study. However, students are only charged for one semester at a time.

If you have any questions, please email the international student advisor at international@ucc.edu.

Document Checklist

The following are documents that must be provided in order to obtain the Form I-20. Be sure to submit all documents together. **All documents must be in English.** Check off items below when you have them:

- I-20 Application Form
- Evidence of payment of the \$250 non-refundable processing fee
- Evidence of readily available funds to cover tuition and living expenses
- Affidavit of Support (signed and dated by student and sponsor)
- Photocopy of biographical page in passport
- Copy of current visa and I-94 electronic record number, if currently in the U.S. in F-1 or another nonimmigrant status
- Copies of current and previous I-20s (F-1 transfer students only)

Financial Support Information

The United States government requires all international applicants provide proof of ability to pay tuition and living expenses before UCNJ may issue an I-20. If you are relying on personal or family support, you must provide documentation of financial support, stating your sponsor’s name and address and verify the ability to pay your education-related expenses. If your financial support is coming from your home government or other official agency (e.g., AMIDEAST or SACM), you must submit appropriate documentation from your sponsor. **All documents must be in English.**

Acceptable evidence of financial support includes: Only original copies or certified/notarized copies are accepted	Unacceptable financial documents include:
<ul style="list-style-type: none"> • Bank statements indicating required currency amounts (issued within the last three (3) months) 	<ul style="list-style-type: none"> • Chartered accountant statements
<ul style="list-style-type: none"> • Bank loans for educational purposes 	<ul style="list-style-type: none"> • Payroll reports/expected income
<ul style="list-style-type: none"> • Scholarship letters 	<ul style="list-style-type: none"> • Tax statements
<ul style="list-style-type: none"> • Investment statements indicating liquid assets 	<ul style="list-style-type: none"> • Property assessments
<ul style="list-style-type: none"> • Government funding 	<ul style="list-style-type: none"> • Credit card statements
	<ul style="list-style-type: none"> • Bank statements lacking currency amounts
	<ul style="list-style-type: none"> • Other statements of non-liquid assets

Please be aware that you will not be able to pay for the full amount of your education by working while you are in the United States. Government regulations strictly limit employment and require that holders of student visas be full-time students. Therefore, job opportunities are extremely limited

I-20 APPLICATION FORM

This is a request for: Initial I-20 Transfer I-20 Change of Status I-20

ID Number: Major: Program Start Date: Campus:

Last Name First Name Middle Name

Address in Home Country:

House Number Street City State ZIP Code Country

Phone number:

U.S. Address (if applicable):

House Number Street City State Zip Code Country

U.S. Telephone Number: Email Address:

Country of Birth: Country of Citizenship:

Date of Birth: City of Birth: Gender: Male Female
Month/Day/Year

If you are currently in the U.S., state your current immigration status:

F-1 F-2 J-1/J-2 H-1B/H4 Other: Please Specify

Do you plan to travel outside the U.S. prior to the start of your program? Yes No

If yes, what are your approximate travel dates? to Destination:
M/D/Y M/D/Y

If you are currently in F-1 status:

SEVIS record release date: UCNJ SEVIS School Code: **NEW214F01096001**

If planning to apply for a change of status to F-1 status, you must call the International Student Services at 908-709-7133 to make an appointment to discuss your case.

Dependent Information: Please complete the following information if you have any dependents who will be accompanying you to the U.S. on F-2 status:

First Name Last Name Date of Birth Country of Birth Country of Citizenship Relationship

First Name Last Name Date of Birth Country of Birth Country of Citizenship Relationship

First Name Last Name Date of Birth Country of Birth Country of Citizenship Relationship

Student's Signature: Date:



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UCNJ does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

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