

Certificate of Eligibility (Form I-20) Application Instructions

Fuller Theological Seminary | International Services Office

Certificate of Eligibility Application:

Please read these instructions carefully before beginning the I-20 Application. Incorrect or incomplete information may lead to processing delays and/or the denial of a student visa.

- ❖ A Certificate of Eligibility is only issued to students who have been accepted to Fuller Theological Seminary as a student in a degree or eligible certificate program
- ❖ Completion of this form does not guarantee Certificate of Eligibility issuance
- ❖ The International Services Office (ISO) cannot process your request until you have submitted financial documents demonstrating your ability to finance your studies
- ❖ Complete the Certificate of Eligibility Application and submit via mail, fax or e-mail to ISO
- ❖ Submit the Certificate of Eligibility Application **3 months** prior to your program start date

Instructions for Completing the Certificate of Eligibility Application:

- ❖ Section 1: Fill out information exactly as it appears on your passport
- ❖ Section 2: Fill your permanent address (your address in your home country)
- ❖ Section 3: Please read these instructions regarding shipping method and sign up with UEMS
- ❖ Section 4: Fill out information exactly as it appears on your dependents' passport
- ❖ Section 5: Click "Calculate Amounts" after selecting a degree program and start quarter
- ❖ Section 6: **U.S. regulations require all international students to demonstrate that they have sufficient funds for their program of study (includes tuition, school fees, living expenses for students and their dependents).** For the purpose of issuing a Certificate of Eligibility, F-1 students must verify funds for one year of studies and access to sufficient funds to cover subsequent years.
 - If you are supporting yourself, provide a bank statement **written or translated into English** verifying that you have the stated funds
 - If you are receiving a scholarship, government grant, government loan, or a private bank loan, submit your award letter in lieu of the DFS and bank statement
 - If you will be supported by someone other than yourself, each person or organization providing financial support must complete a Confidential Declaration of Financial Support (DFS)
 - Each DFS must be accompanied by financial documents written or translated into English verifying sufficient funds to fulfill stated financial commitment
 - **Acceptable financial documents:**
 - Bank statement (written or translated into English with USD equivalent)
 - Letter from a bank on official letterhead signed by an authorized bank official (written or translated into English with USD equivalent)
 - **Unacceptable financial documents:**
 - Tax statements
 - Proof of property ownership
 - Retirement account
 - Stocks
 - Insurance policies
 - Totals for Sections 6 should match or exceed total in Section 5
- ❖ Sign and date at the bottom

Certificate of Eligibility (Form I-20) Application Checklist

Fuller Theological Seminary | International Services Office

- Complete I-20 application form
- Copy of passport biographic page
(applicant and all accompanying dependents)
- Financial document(s)
- Confidential Declaration of Financial Support
(if applicable)

Send documents via postal mail or email to:

Fuller Theological Seminary
International Services Office
135 N. Oakland Ave
Pasadena, CA 91182
U.S.A
email: iso@fuller.edu

Certificate of Eligibility (Form I-20) Application

Fuller Theological Seminary | International Services Office

1. Applicant Information:

(As it appears on your passport)

Surname/Primary Name (Family/Last Name) Given Name (First Name) Student Number (G_____)

Male Female

Gender Date of Birth (MM/DD/YYYY) City of Birth

Country of Birth Country of Citizenship Country of Permanent Residence

2. Permanent Foreign Address:

(This must be the address where you live in your home country)

Number and Street Address (CANNOT be a Post Office Box)

City Province or State Postal Code Country

Phone Number Email Address

3. Shipping Method

Fuller utilizes [University Express Mail Service \(UEMS\)](#), a third-party shipping service that allows international students to pay for the shipping of their Form I-20 directly. Once your Form I-20 is processed, please [click here](#) to register and make your shipping payment. Upon receipt of your payment notification, we will print the shipping label and your Form I-20 will be mailed to you. To learn more about the UEMS service, [click here](#).

4. Family Members Accompanying F-1 Visa Student:

Last Name	First Name	Date of Birth (MM/DD/YYYY)	Country of Birth	Country of Citizenship	Relationship to the Applicant
					Spouse
					Son Daughter
					Son Daughter
					Son Daughter
					Son Daughter

(continued on next page)

5. Estimated Minimum Cost:

These costs are estimated. Actual amounts may be higher. You will need to demonstrate that you have funds in the following section. PLEASE NOTE: the amount below is an estimate for one year of study (or less) in the U.S

Name of Degree/ Certificate Program

Which quarter do you plan to begin studies in Pasadena?

Dates of DMin, DIS or MAGL intensive courses: _____ to _____

Master's-level applicants only: Desired course format ([click here](#) for details): On-campus Intensive/s Hybrid or Hybrid +

Please note: in order to remain "in status," master's level student visa holders must generally take a minimum of 3 courses, 2 of which must be classroom (on-campus) classes. Please contact the International Services Office at iso@fuller.edu for more information.

Please refer to the [Annual Estimated Cost Sheet](#) for the following amounts.

- 1 **Annual tuition:** US\$ _____
- 2 **Annual living cost for self:** US\$ _____
- 3 **Annual living cost for spouse (if applicable):** US\$ _____
- 4 **Annual living cost for child(ren) (if applicable):** US\$ _____
- 5 **TOTAL ANNUAL AMOUNT NEEDED (add lines 1 - 4):** US\$ _____

6. Anticipated Source(s) of Support:

This portion and the accompanying [Confidential Declaration of Financial Support](#) form is necessary to certify that you will be able to pay tuition and living expenses. F-1 students must verify funds for one year of study. A [Certificate of Eligibility \(Form I-20\)](#) for an F-1 student will NOT be issued unless this form is completed and the necessary certifications are obtained.

A recent bank letter or bank statement (less than 3 months old) indicating available funds MUST accompany all DFS forms. Total support funds MUST be equal to or exceed total estimated cost. If you are financing your studies yourself, send a copy of your bank statement.

6 **Self:** US\$ _____

Name of Bank or Financial Institution	City	Country
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Other sponsors (Attach additional pages if necessary.)

	Name	Relationship	Support Amount
7	_____	_____	US\$ _____
8	_____	_____	US\$ _____
9	_____	_____	US\$ _____

Please have each sponsor above complete a [Confidential Declaration of Financial Support](#) (DFS) form.

Though we do not verify your funds for subsequent years, you are expected to secure funds for the full duration of your studies.

TOTAL SUPPORT (add lines 6 - 9)
This amount should match or exceed the total in line 5: US\$ _____

Disclaimer: Issuance of a Certificate of Eligibility is contingent upon acceptance into an eligible degree program. This form is not required for admissions and completion does not guarantee issuance of a Certificate of Eligibility. Please note that the International Services Office cannot process your request until you have received a letter of acceptance and have submitted financial documents demonstrating your ability to finance your studies.

By typing or signing my name and dating below, I certify that the above information including the information regarding the arrangements for financing my studies at Fuller Theological Seminary are true and accurate to the best of my knowledge.

Signature

Date

Annual Estimated Cost Sheet

Fuller Theological Seminary | International Services Office

SUMMER 2019 – SPRING 2020

Use the amounts below to complete the ESTIMATED MINIMUM COSTS section of the *I-20 Application*. Please note that this information is valid until the Spring 2019 quarter and is subject to change at any time. If applying for the 2020-2021 academic year (Summer 2020 – Spring 2021), please contact the [International Services Office](#) after March 1, 2020 for updated amounts.

1 Annual Tuition

School of Theology (SOT)

	Annual Tuition
MA (all MA programs)	US\$15,300
MDiv	US\$15,300
ThM	US\$19,560
PhD	US\$14,040
DMin (8-unit course)	US\$3,400
DMin (12-unit course)	US\$5,100
KDMIN	US\$10,200
Certificate	US\$10,200

School of Intercultural Studies (SIS)

	Annual Tuition
MAICS	US\$15,300
ThM (English)	US\$16,020
ThM (Korean)	US\$19,620
PhD	US\$16,380
DIS	US\$6,540
KDMiss/KDIS	US\$8,720
KDMinGM	US\$10,200
MAGL (4-unit on-campus seminar)	US\$1,700
Certificate	US\$10,200

School of Psychology (SOP)

	Annual Tuition
MSMFT	US\$26,940
PsyD	US\$36,780
PhD	US\$36,780

2 Annual living cost for self

MAGL / DMin / DIS	US\$1,000
KDMin / KDMinGM (4 quarters)	US\$24,000
Certificate programs	US\$17,200
All other programs	US\$34,400

3 Annual living cost for spouse

MAGL / DMin / DIS	US\$250
Certificate programs	US\$3,000
All other programs	US\$6,000

4 Annual living cost for children

MAGL / DMin / DIS	US\$160 for each child
Certificate programs	US\$2,000 for each child
All other programs	US\$4,000 for each child

Confidential Declaration of Financial Support

Fuller Theological Seminary | International Services Office

{To be completed by sponsor}

1. Declaration of Support

I certify that I will support _____ while a student at Fuller Theological
Seminary. The Total Annual Support will be \$US _____. I will begin supporting on
_____/_____/_____ until ____/____/_____.
(MM/DD/YYYY) (MM/DD/YYYY)
Student's Name
Total annual support

Please enclose a bank statement written in English with USD equivalent as evidence of your ability to serve as this student's supporter.

2. Sponsor Information

Organization Name/ Last Name (Family/Surname)

First Name (Given Name)

Email Address

Relationship to Student

3. Sponsor Mailing Address

Number and Street Address (CANNOT be a Post Office Box)

Address (Line 2)

City

Province or State

Postal Code

Country

By signing my name below, I certify that the information provided on this form is correct and complete.

Sponsor Signature

Date

You may mail or email the completed Confidential Declaration of Financial Support and bank statements to:

Fuller Theological Seminary
International Services Office
135 North Oakland Ave.
Pasadena, CA 91182
U.S.A
email: iso@fuller.edu