



Certificate of Eligibility (Form I-20) Application Instructions

Fuller Theological Seminary | International Services Office

F-1 Student Visa & Certificate of Eligibility (Form I-20)

The F-1 visa is the most common student visa type and is issued to students who are admitted to a full-time academic or language program at a US institution. Fuller ISO issues Form I-20s, the official three-page document that is endorsed by a designated school official, to admitted students. Once students receive their Form I-20, they can apply for the F-1 visa at a [US embassy/consulate](#) in their home country. For questions regarding the I-20 issuance, please contact iso@fuller.edu

Certificate of Eligibility (Form I-20) 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 (Form I-20) 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 (Form I-20) 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 (Form I-20) Application and submit via the **ISO Dropbox** (<https://fuller.tfaforms.net/218124>)
- ❖ Submit a complete Certificate of Eligibility Application as early as **4 months** prior to your program start date (refer to Checklist on Page 3)
- ❖ Deadline to submit a complete I-20 application is **2.5 months** before the start date of the quarter
- ❖ I-20 processing time will take between **2-4 weeks** after submission

Instructions for Completing the Certificate of Eligibility (Form I-20) Application:

- ❖ Part 1-8: Fill out information exactly as it appears on your passport
- ❖ Part 9: Fill your permanent address (your address in your home country), **CANNOT be a Post Office Box**
- ❖ Part 10: Fill your mailing address (where you would like your Form I-20 sent)
- ❖ Part 11: Fill out information exactly as it appears on your dependents' passport
- ❖ Part 12: Click the reason for submitting the I-20 request form (Initial, Change of Status, Transfer, or others)
- ❖ Part 13: Select the Degree sought at Fuller

- ❖ Part 14: Have you started your degree online? What Program? How many units have you completed?
- ❖ Part 15: Click the quarter you wish to start your program in the United States
- ❖ Part 16: Fill out the information if you are coming to Fuller for intensive courses- Write down the start and end dates of the class(s) you are planning to take (if applicable)
- ❖ Part 17: Calculate the amounts of funding required for I-20 requests
 - ❑ **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, and student health insurance fee for students and their dependents). F-1 students are required to enroll in Fuller's student health insurance.
 - ❑ 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.
- ❖ Part 18: Fill out the amount for your source of funding
 - ❑ If you are supporting yourself, provide a bank statement **written or translated into English** verifying that you have the stated funds
 - ❑ 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)
 - ❑ 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
 - ❑ 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 issued within the last 3 months from the submission date (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 Part 18 should match or exceed total in Part 17
- ❖ Sign and date at the bottom



Certificate of Eligibility (Form I-20) Application Checklist

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- **Complete I-20 application form**
(must be valid for at least six months after your U.S. arrival date)
- **Copy of passport biographic page**
(applicant and all accompanying dependents)
- **Financial document(s)**
- **Confidential Declaration of Financial Support**
(if applicable)

If you have questions please contact:

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I-20 Request Form

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1	Student Number	G
2	Family Name (Last Name)	
3	First Name (Given Name)	
4	Date of Birth (MM/DD/YYYY)	
5	Gender	Male Female
6	City of Birth	
7	Country of Birth	
8	Country of Citizenship	
9	Foreign Address (Permanent Address) (CANNOT be a Post Office Box)	1. Street: _____ 2. City: _____ 3. State/Province: _____ 4. Postal/Zip Code: _____ 5. Country: _____ 6. Phone: _____ 7. Email: _____
10	Mailing Address (Where you would like your I-20 sent, U.S. mailing address if applicable)	1. Street: _____ 2. City: _____ 3. State/Province: _____ 4. Postal/Zip Code: _____ 5. Country: _____ 6. Phone: _____ 7. Email: _____

11	Dependent Information					
Family Name	First Name	Date of Birth	City of Birth	Country of Birth	Country of Citizenship	Relationship to the Applicant
						Spouse
						Son Daughter
						Son Daughter
						Son Daughter
						Son Daughter
						Son Daughter



Annual Estimated Cost Sheet

Fuller Theological Seminary | International Services Office

SUMMER 2021 – SPRING 2022

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 2022 quarter and is subject to change at any time. If applying for the 2022-2023 academic year (Summer 2022 – Spring 2023), please contact the *International Services Office* after March 1, 2022 for updated amounts.

1 Annual Tuition

School of Mission and Theology (SMT)

	Annual Tuition
MA (all MA programs)	US \$16,710
MDiv	US \$16,710
ThM Intercultural Studies	US \$17,350
ThM Theology	US \$21,110
PhD Intercultural Studies	US \$17,690
PhD Theology	US \$15,230
DIS/DGL	US \$7,250
KDIS/KDGL (Korean Program)	US \$9,510
DMin (8-unit course)	US \$4,070
DMin (12-unit course)	US \$5,870
KDMIN (Korean Program)	US \$11,270
MAGL (4-unit on-campus seminar)	US \$2,270
Certificate of Christian Studies (ICS or Theology)	US \$11,270

School of Psychology & Marriage and Family Therapy (SOPMFT)

	Annual Tuition
MSMFT	US \$22,430
PsyD	US \$37,960
PhD	US \$36,570

(continued on next page)

2 Annual living cost for self

MAGL / DMin / DIS / DGL.....	US \$1,200
KDMin (4 quarters)	US \$24,500
Certificate programs	US \$17,500
All other programs.....	US \$35,100

3 Annual living cost for spouse

MAGL / DMin / DIS / DGL (Intensives).....	US \$300
Certificate programs	US \$3,100
All other programs.....	US \$6,150

4 Annual living cost for children

MAGL / DMin / DIS / DGL (Intensives).....	US \$200 for each child
Certificate programs	US\$ 2,100 for each child
All other programs.....	US \$4,100 for each child



Confidential Declaration of Financial Support

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{To be completed by sponsor}

1. Declaration of Support

I certify that I will commit to 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 issued within the last 3 months from the submission date written in English with USD equivalent as evidence of your ability to serve as this student's support.

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

Send this form with accompanying documents to the student.

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