



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:

Important: In order to complete this application, you must download this document and open it with free Adobe Reader.

- * 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

Fuller Theological Seminary | International Services Office

| | | |
|----|--|--|
| 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 <i>(Please complete this section from top to bottom.)</i> | | | | | |
|-------------|---|---------------|---------------|------------------|------------------------|-------------------------------|
| 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 |

| | | |
|----|--|--|
| 12 | Reason of I-20 Request | 1.Initial Attendance at Fuller Seminary: _____ 2.Initial Attendance at Fuller Seminary: Requires Change of Status to F-1: _____ 3. Transfer from another School in the US - Name of the School: _____ 4. Other Reason:_____ |
| 13 | Degree sought at Fuller | |
| 14 | Have you started your program online? | No Yes • If Yes, What Program? _____ • Units completed: _____ |
| 15 | In what quarter are you starting? | |
| 16 | Week-long intensive courses only | 1-2 Weeks 3-4 Weeks Intensives start & end date: _____ |
| 17 | Annual Expenses (<i>Click the “Calculate Amounts” button below to update the following costs.</i>) | 1. Tuition and Fees: US\$ _____ 2. Living Expenses: US\$ _____ 3. Expenses for Spouse: US\$ _____ 4. Expenses for Child(ren): US\$ _____ Total Expenses: US\$ _____ |
| 18 | Funding (<i>Total Funding must match or exceed the Total Expenses amount</i>) | 1. Student Personal Funds US\$ _____ 2. Funds from other source(s): Name: _____ US\$ _____ Name: _____ US\$ _____ Name: _____ US\$ _____ Name: _____ US\$ _____ Name: _____ US\$ _____ Total Funding: US\$ _____ |

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

FALL 2022 – SUMMER 2023

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 Summer 2023 quarter and is subject to change at any time. If applying for the 2023-2024 academic year (Fall 2023 – Summer 2024), please contact the *International Services Office* after March 15, 2023 for updated amounts.

1 First Year Tuition (includes tuition, fees, and estimated book costs)

School of Mission and Theology (SMT)

| | Residential or Low-Residential | First Year Tuition |
|------------------------------|--------------------------------|--------------------|
| MDiv (Pasadena MDiv Cohort) | Residential | \$21,600 |
| ThM in Intercultural Studies | Residential | \$19,600 |
| ThM in Theology | Residential | \$24,080 |
| PhD in Intercultural Studies | Residential | \$19,670 |
| PhD in Theology | Residential | \$16,940 |
| DGL(4-unit course) | Low-Residential | \$3,140 |
| DMin (4-unit course) | Low-Residential | \$2,660 |
| KDMIN (Korean Program) | Residential | \$13,160 |

School of Psychology & Marriage and Family Therapy (SOPMFT)

| | Residential or Low-Residential | Annual Tuition |
|-------|--------------------------------|----------------|
| MSMFT | Residential | US \$25,970 |
| PsyD | Residential | US \$41,520 |
| PhD | Residential | US \$40,020 |

(continued on next page)

2 Annual living cost for self

| | |
|--------------------------------|-------------|
| Residential programs | US \$34,333 |
| Low-Residential programs | US \$2,500 |

3 Annual living cost for spouse

| | |
|--------------------------------|------------|
| Residential programs | US \$7,889 |
| Low-Residential programs | US \$400 |

4 Annual living cost for 1 child

| | |
|--------------------------------|------------|
| Residential programs | US \$8,233 |
| Low-Residential programs | US \$300 |

5 Annual living cost for 2 children

| | |
|--------------------------------|-------------|
| Residential programs | US \$20,187 |
| Low-Residential programs | US \$600 |

6 Annual living cost for 3 children

| | |
|--------------------------------|-------------|
| Residential programs | US \$25,187 |
| Low-Residential programs | US \$900 |

7 Annual living cost for 4 children

| | |
|--------------------------------|-------------|
| Residential programs | US \$35,107 |
| Low-Residential programs | US \$1,200 |

7 Annual living cost for 5 children

| | |
|--------------------------------|-------------|
| Residential programs | US \$40,107 |
| Low-Residential programs | US \$1,500 |

Living expenses include **student health insurance** and average rent for **Fuller Student Housing** as well as estimated costs for food, utilities, transportation, parking, and personal/miscellaneous purchases.

It is assumed students and their families will rent the following types of Fuller Student Housing units:

- Studio unit for students living alone
- Studio unit for married couples
- 1 bedroom unit for students living with or without a spouse and 1 child
- 2 bedroom unit for students living with or without a spouse and 2-3 children
- 3 bedroom unit for students living with or without a spouse and 4-5 children



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.

Fuller Theological Seminary • International Services Office

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