



## 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](mailto: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**  
(applicant and all accompanying dependents)
- **Copy of passport biographic page**  
(must be valid for at least six months after your U.S. arrival date)
- **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	Family Members Accompanying F-1 Visa Student <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





## Annual Estimated Cost Sheet

Fuller Theological Seminary | International Services Office

### FALL 2023 – SUMMER 2024

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 2024 quarter and is subject to change at any time. If applying for the 2024-2025 academic year (Fall 2024 – Summer 2025), please contact the *International Services Office* after March 15, 2024 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	US \$22,520
ThM in Intercultural Studies	Residential	US \$19,876
ThM in Theology	Residential	US \$24,632
PhD in Intercultural Studies (residential, 21 units)	Residential	US \$19,670
PhD in Intercultural Studies (intensive, 7 units)	Low-Residential	US \$6,930 (per quarter)
KPhD in Intercultural Theology (residential, 21 units)	Residential	US \$19,670
KPhD in Intercultural Theology (intensive, 7 units)	Low-Residential	US \$6,930 (per quarter)
PhD in Theology (residential, 18 units)	Residential	US \$16,940
PhD in Theology (intensive, 7 units)	Low-Residential	US \$6,930 (per quarter)
DGL(4-unit course)	Low-Residential	US \$3,188
DMin (4-unit course)	Low-Residential	US \$2,752
KDMIN (Korean Program)	Residential	US \$13,712

##### School of Psychology & Marriage and Family Therapy (SOPMFT)

	Residential or Low-Residential	Annual Tuition
MSMFT	Residential	US \$27,112
PsyD	Residential	US \$43,092
PhD	Residential	US \$41,536

(continued on next page)

## 2 Annual living cost for self

Residential programs (Pasadena) .....	US \$35,628
Low-Residential programs .....	US \$2,500

## 3 Annual living cost for spouse

Residential programs (Pasadena) .....	US \$8,585
Low-Residential programs .....	US \$400

## 4 Annual living cost for 1 child

Residential programs (Pasadena) .....	US \$11,620
Low-Residential programs .....	US \$300

## 5 Annual living cost for 2 children

Residential programs (Pasadena) .....	US \$21,979
Low-Residential programs .....	US \$600

## 6 Annual living cost for 3 children

Residential programs (Pasadena) .....	US \$27,414
Low-Residential programs .....	US \$900

## 7 Annual living cost for 4 children

Residential programs (Pasadena) .....	US \$37,709
Low-Residential programs .....	US \$1,200

## 7 Annual living cost for 5 children

Residential programs (Pasadena) .....	US \$43,144
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 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

Fuller Theological Seminary | International Services Office

{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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