



## 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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Fuller Theological Seminary | International Services Office

- **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:**

#### **Matthew Jin**

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# 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  
Student's Name

Seminary. The Total Annual Support will be \$US \_\_\_\_\_. I will begin supporting on  
Total annual support

\_\_\_\_/\_\_\_\_/\_\_\_\_ until \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(MM/DD/YYYY) (MM/DD/YYYY)

***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.