



CHAMPLAIN COLLEGE

International Student Services

Office of International Student Services
163 South Willard St, PO Box 670, Burlington, VT 05402-0670
Tel. 802-865-6485, E-mail: jkarki@champlain.edu; international@champlain.edu

Form I-20 Application Information

The Form I-20 is a document issued by the Office of International Student Services at Champlain College which certifies to the U.S. government that you are eligible for F-1 student status. By issuing the Certificate of Eligibility (Form I-20) to you, the College verifies that (1) you will have met our admissions requirements for a full course of study, and (2) you have provided to us full proof of financial support to study and live in the United States.

Who Needs a Form I-20?

If you are not a U.S. citizen, are outside the U.S., and do not hold an immigration status that allows you to study in the U.S., you need to obtain a Form I-20 and apply for an appropriate visa at a U.S. Consulate outside of the United States. If you are currently in the U.S., do not hold an immigration status that allows you to study in the U.S., and wish to pursue a course of study, you must first obtain a Form I-20 then either 1) apply to the U.S. Citizenship and Immigration Services (USCIS) for a change of status to F-1, or 2) leave the U.S., obtain an F-1 student visa outside the U.S., and re-enter the U.S.

Canadian citizens do not need a visa to enter and study in the U.S. but they are required to be issued a Form I-20 and to follow all the rules for maintaining F-1 status.

Important Points to Remember

- DO NOT enter the U.S. with a B-1 or B-2 visa status unless it is marked "Prospective Student". U.S. immigration regulations do not allow a student on a visitor's visa to enroll in classes until a change of status to student (F-1) status has been approved by USCIS.
- DO NOT enter the U.S. without a visa. If you are from a country that participates in the Visa Waiver Program (VWP), do not enter the U.S. on this program. If you enter without a visa or on VWP, you will be permitted to stay in the U.S. for only 90 days. You will not be eligible for an extension of stay or allowed to change to student status.
- Students transferring from another U.S. school (high school, college or university) must obtain a Transfer Pending I-20 from Champlain College prior to the beginning of the semester.
- Students in F-1 status are allowed to work on-campus for up to 20 hours per week while Champlain College is in session and full time during college breaks and vacation periods.
- Working off campus is not permitted without prior authorization. You must speak with the Director, Office of International Student Services prior to accepting any employment.

Eligibility Requirements to Obtain an I-20

In order to be eligible for a Form I-20 you must meet the following criteria:

- You must be accepted to Champlain College in a full-time degree program.
- You must complete the Form I-20 Application and submit it to the Director, Office of International Student Services with the required documents.
- You must provide proof of financial support for one full academic year. It is important that you prove that your sources of financial support are renewable each year you plan to study at Champlain College.

Procedure for Obtaining a Form I-20

Complete the Form I-20 application and submit it with the required documents to the Office of International Student Services (as a scan via email is best):

E-mail: jkarki@champlain.edu

Application Checklist

The following documents must be submitted with this application (*if applicable*):

- Bank Statement/Bank Letter
- Sponsor's Affidavit of Support (*if someone else is providing financial support*)
- Sponsor's Affidavit of Free Room and Board (*if housing/meals are provided by someone else*)
- Copy of your passport bio/information page (*name, citizenship & date of birth*)
- Copy of your visa, I-94 and all previous Forms I-20, Optional Practical Training EAD card (*if applicable*)
- Transfer-In Form (*if you are currently in the U.S. and plan to transfer to Champlain College*)
- Copy of Spouse's passport information page, copy of marriage certificate (*if applicable*)
- Copy of child's passport information page (*if applicable*)

Funding

U.S. Immigration law requires Champlain College to verify that a student seeking an F-1 visa has sufficient funds to finance their studies for the duration of their program. The figures below show the estimated minimum cost of attendance for 9 months (one academic year) and are subject to increase without notice.

Estimated Expenses 2023-2024

Traditional On Campus

| | | | |
|-------------------------------|------------------------|-----------------------------|------------|
| Tuition | \$45,100 | Residence Hall | \$10,500** |
| Dining/Meal Plan | \$6,400 | All Students Fee | \$450 |
| *Champlain Health Insurance | \$2,100 | Books | \$1,000 |
| Personal Expenses | \$1,000 | First Year Orientation Fee: | \$125 |
| International Orientation Fee | \$150 | F-1 SEVIS Fee (government): | \$350 |
| F-1 Visa Fee (government): | \$160 | | |
| Total | \$67,335.00 USD | | |

*If you carry comparable health insurance coverage, this expense can be waived. Please be aware this cost has not been confirmed yet for the 22-23 academic year.

**Cost vary depending on the hall.

Traditional Off Campus

| | | | |
|-----------------------------|------------------------|-------------------------------|---------|
| Tuition | \$45,100 | Room/Board | \$9,300 |
| All Student Fee | \$450 | Books | \$1,000 |
| *Champlain Health Insurance | \$2,100 | First Year Orientation Fee: | \$125 |
| Personal Expenses | \$1,000 | International Orientation Fee | \$150 |
| F-1 SEVIS Fee (government): | \$350 | F-1 Visa Fee (government): | \$160 |
| Total | \$59,735.00 USD | | |

*If you carry comparable health insurance coverage, this expense can be waived. Please be aware this cost has not been confirmed yet for the 23-24 academic year.

If you have dependents, please add \$6,750 for spouses and \$2,250 for each child to your estimates.

Sources of Funding: Any combination of funds is acceptable as long as you demonstrate you can cover the full cost.

Source of Funding **Required Documents to be attached**

| | |
|-------------------|--|
| Personal Funds | Original copy of your bank statement dated within the past two (2) months. |
| Family or Sponsor | Signed affidavit stating support and original bank statement dated within the last two (2) months. |
| Government | Original or certified copy of agency award letter. |
| Other | Anticipated amount of scholarship funding |

All documents must be in English or a certified English translation. Name of the account holder and the amount of funds must be listed. Type of account (checking, saving, etc.) and the type of currency must be listed.

Unacceptable documents include, investments, real estate, insurance policies or pension funds, income tax forms, pay stubs, W2 forms and letters saying “enough” or “sufficient funds are available” or that the holder is capable of supporting the student.

Please be aware that the estimated costs above do not take into account airfare/travel fees, which are extra costs to the student/family.

Form I-20 Application



Personal Information

Print your name as it appears in your passport. If you do not have a passport at the time of completing this application, print the name exactly as it appears on your birth certificate. Submit a copy of your passport information page or copy of birth certificate.

Name _____
Family/Last *Given/First* *Middle*

Country of Birth _____ Country of Citizenship _____

Date of Birth (mm/dd/yyyy) _____ Gender Male Female Other

Permanent Address in your home country (Required). Unless otherwise noted, the Form I-20 will be sent to this address.

Street Address _____

City _____ Province/State _____

Country _____ Postal Code _____

U.S. Local Address (if applicable)

Street Address _____ City _____ State _____ Zip Code _____

Email Address _____ Telephone Number _____

Program & Visa Information

Term to begin: Spring _____ Fall _____ Intended Major _____

Anticipated Level of Studies Bachelor Master Current Immigration Status _____

I am currently outside of the U.S. and hold not immigration status. I will apply for a student visa at an U.S. Embassy or Consulate.

I am currently in the U.S. in the following status _____ and

- I will leave the U.S. and apply for a F-1 student visa in my home country and reenter before my program begins
- I will apply for a Change of Status within the U.S. to F-1 status
- I will transfer my current F-1 status to Champlain College
- Other _____

Dependent Information

No

Yes

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Dependents are spouses and unmarried children under the age of 21. A dependent will be issued a dependent Form I-20 and are eligible to apply for an F-2 visa. Each dependent will be issued his/her own Form I-20. This will allow each dependent to travel separately from you if they will arrive in the U.S. after you. Proof of additional funding is required for each dependent (\$6,750 for spouse and \$2,250 for each child per year).

First Name **Last Name** **Date of Birth** **Country of Birth** **Country of Citizenship** **Relationship**

Transfer Student

Are you transferring in from another U.S. High School, College or University? No Yes

What is the name of the school you are currently attending _____

If you are on Optional Practical Training (OPT), when does it end or has ended? (mm/dd/yyyy) _____

Do you plan to travel outside of the U.S. before classes begin? No Yes If yes, travel dates _____

Financial Support Information

U.S. Immigration law requires Champlain College to verify that a student seeking an F-1 visa has sufficient funds to finance their studies for the duration of their program. Review the cost and length of study estimates to determine how much financial support you will need to complete your program.

| Source of Funding | Guaranteed Support/Documented funds in U.S. \$ |
|---|---|
| Personal Funds | \$ _____ |
| Family or Sponsor | \$ _____ |
| Government | \$ _____ |
| Anticipated Scholarship(s) | \$ _____ |
| <input type="checkbox"/> I will receive a Champlain College Scholarship | |
| Other | \$ _____ |
| Total Financial Support | \$ _____ |

Signature (Required; if left blank, your Form I-20 will not be processed)

My signature acknowledges the following:

- The Financial Support information is accurate and true to financing my studies at Champlain College.
- I understand that mandatory immigration check-in at the Office of International Student Services is required upon my arrival in the U.S. Failure to do so will jeopardize my status and stay in the U.S.
- I understand I am required to attend the mandatory International Student Orientation prior to the start of the semester.
- I have attached the required documents outlined in the checklist to this application. Failure to submit documents may cause a delay in processing my Form I-20.
- I understand Champlain College requires all students to subscribe to mandatory health insurance and provide the necessary health immunization forms.

Student Signature _____ Date _____

Affidavit of Support Form

Return this form if someone other than yourself (parent/guardian/ sponsor) is funding your educational expenses.

This form must be completed by the sponsor who will provide your financial support during your course of study at Champlain College. If you have more than one sponsor, please copy this form and have it completed by each sponsor and return it with your application.

Student's College ID # (if available) _____

I, _____ hereby certify that I am willing to provide

_____ with no less than \$ _____ (USD)

Student Name

for one year of study at Champlain College and I have attached official financial documentation of liquid assets to fund the first year of study. Additionally, I also assume full financial responsibility for this student for the duration of study at Champlain College.

My relationship to the student is _____

(family, spouse, friend, etc.)

- I intend to sponsor the student's dependents I do not intend to sponsor the student's dependents

I have reviewed the estimate of expenses to this form and agree that I will provide full financial support so long as the student is enrolled at Champlain College. I understand that failure to provide financial support can result in loss of immigration benefits of the above named student. I certify the information provided in this Affidavit of Support is true and correct.

Sponsor's Signature _____ Date _____

Affidavit of Free Room and Board

This form must be completed by the sponsor who will provide the student with free room and board during the student's program of study at Champlain College. The residence must be within a reasonable distance from the campus to commute on a daily basis.

I, _____ hereby certify that I am willing and able to provide

_____ free housing and meals for every year of study at Champlain College.

Student Name

My relationship to the student is _____.

(family, spouse, friend, etc.)

Address of domicile offered to the student:

Street Address _____ City/State/Zip _____

- I own or I rent the property. And I will not require any type of service to be performed in exchange for this benefit.

I certify that the information provided in the Affidavit of Free Room and Board is true and correct.

Sponsor's Signature _____ Date _____



Transfer-In Form – International Student

Complete this page only if you are currently in the U.S. and plan to transfer to Champlain College.

Prospective Champlain College Student

In order to prepare your Champlain College SEVIS (I-20), we need information from your current school. Please sign below giving permission to your current school to release the following information about you.

Name _____ Date _____

Signature _____

Champlain College will issue your new I-20 after your current school's SEVIS Release date and when you are enrolled into classes at Champlain College.

Attention DSO/International Student Advisor

The above student has applied to Champlain College POM214F100 17000. Please complete the following information, meet with the student and determine the SEVIS Release Date:

1. SEVIS ID _____ Release Date _____
2. Please indicate any Curricular Practical Training (CPT) and Optional Practical Training (OPT) period authorized to the student while at your institution:

CPT from _____ to _____ PT or FT _____

OPT from _____ to _____ PT or FT _____
3. Please check one of the following:
 - The student is maintaining a full course of study and is in good status to the best of my knowledge.
 - The student is out of status and a reinstatement to student status is pending.
 - The student is out of status and will be advised to apply for reinstatement upon receipt of a new I-20 from CC.
4. If student is out of status, please explain _____
5. Beginning date of attendance at your institution _____
6. Ending date of the most recent completed semester/term _____

Print Name of DSO Completing Form

Title _____ Signature of DSO _____

Phone Number () _____ E-Mail Address _____

Name and address of School/University _____

Send to:

Office of International Student Services, 163 South Willard St, PO Box 670, Burlington, VT 05402-0670

E-mail: jkarki@champlain.edu; international@champlain.edu