FLORIDA INTERNATIONAL UNIVERSITY

# *Instructions: Declaration and Certification of Finances (DCF)*

We can provide students admitted to the University with Certificates of Eligibility. Before issuing these certificates, we must receive student's documents (as described in the procedures below) by the deadlines associated with their terms of admission. We ask students to submit the Declaration and Certification of Finances form by email to admiss@fiu.edu for undergraduate and gradadm@fiu.edu for graduate students.

**Please note**: If you fail to comply with foreign student document submission dates and requirements, you may encounter delays in obtaining your visa that will have an impact on your date of entry to the U.S. Do not enter on a B-1/B-2 (tourist)visa or visa waiver. Students who enter the U.S. on a B-1/B-2 visa should not enroll in academic courses. To remain in status, tourist who wish to pursue academic coursework must leave the U.S. and return on the appropriate F-1 or J-1 visa. **Failure to follow the instructions below may result in a delay of receiving the immigration papers you need to be a student in good standing at a U.S. institution of higher education.**

## *Declaration and Certification of Finances*

As part of the application process, you must complete the Declaration and Certification of Finances (DCF) and provide a copy of your passport (if you currently have a visa, please provide us with a copy of your current visa information). Immigration authorities require the university to verify financial resources of each applicant prior to issuing the Form I-20. By completing this form and submitting appropriate documentation, you will help us complete this verification in a timely manner.

**Please note**: We will accept copies or scans. However, the Embassy/Consulate will require **original financial information**. During your visa appointment, you will present original financial documents that must match the information on the I20. If you submit incomplete, inadequate, or falsified information, you may not receive a student visa. Your financial documents must be less than one month old when you submit them to our department. **Applicants who submit older or partial documents will not be eligible to receive an I20 or DS-2019; it is the responsibility of the applicant to verify the accuracy and date of their documents prior to uploading them through the FIU portal.**

## *Cost of Attendance*

Your DCF must reflect the annual estimated cost of graduate or undergraduate attendance as summarized in table 1 (below). **If you are admitted to the summer semester, you must show support that covers the costs included in the *Twelve Month (Summer, Fall, Spring Terms)* section of table 1.**

Table 1
*Estimated Costs of Attendance by Student Level, On-Campus Status, and Periods of Enrollment*

| **Fall or Spring Admissions** | **Undergraduate** | **9 Months Fall & Spring Enrollment** | **Graduate** | |
|---|---|---|---|---|
| | **Off Campus** | **On Campus** | **Off Campus** | **On Campus** |
| Credits Attempted | **30** | **30** | **18** | **18** |
| Tuition | $ 21,852 | $21,852 | $20,634 | $20,634 |
| Fees | $398 | $398 | $398 | $398 |
| Books & Supplies | $1,350 | $1,350 | $1,000 | $1,000 |
| Living Expenses | $ 22,424 | $21,838 | $22,424 | 21,838 |
| Medical Insurance | $1,882 | $1,882 | $1,882 | $1,882 |
| *Total Costs* | $47,906 | $47,320 | $46,338 | $45,752 |
| **Summer Admissions** | | **12 Months Summer, Fall and Spring Enrollment** | | |
| Credits Attempted | **39** | **39** | **24** | **24** |
| Tuition | $28,406 | $28,406 | $27,512 | $27,512 |
| Fees | $597 | $597 | $597 | $597 |
| Books & Supplies | $2,025 | $2,025 | $1,500 | $1,500 |
| Living Expenses | $ 33,636 | $ 32,757 | $33,636 | $32,757 |
| Medical Insurance | $2,509 | $2,509 | $2,509 | $2,509 |
| *Total Costs* | $ 67,144 | $ 66,294 | $ 65,754 | $ 68,314 |

Annual estimate of costs are based on the Financial Aid Student Budgets available on the OneStop website: https://onestop.fiu.edu/finances/estimate-your-costs/index.html

Tuition and fees are subject to change and are estimates; costs do not reflect actual required payments to FIU. International students must be enrolled full-time to maintain their visa status. Full-time undergraduate enrollment is at least 12 credit hours per semester. Full-time graduate enrollment is at least 9 credit hours per semester. Students who are admitted in the Summer C semester must enroll full time; students admitted to Summer B must enroll for 6 credit hours.

We base living expenses on the "Off Campus" and "On Campus" room and board costs that our Office of Financial Aid defines for each academic year. During your first month living off campus, you will likely pay a security deposit and last month rent in addition to the first month rent. You should also prepare to address initial costs for electricity, water, and telephone.

## *Medical Insurance*

All international students are required to carry medical insurance, which meets University requirements. A policy is available for purchase online from Student Health Services: http://studenthealth.fiu.edu. Health insurance coverage for a full year, August to August is estimated at $2,509 for a student and $2,509 each for a child and/or spouse. Students admitted into the summer term will pay an additional premium for Summer only medical insurance an estimate of $627 for Summer otherwise insurance premiums are paid on an annual basis and cover Fall term – Summer term. To learn more about insurance please visit this website: https://dasa.fiu.edu/student-support/wellness/immunization-insurance/index.html

## *Current F-1 or J-1 Student Visa Holders*

If you are currently holding an F-1 or J-1 student visa and plan to transfer from another U.S. institution to FIU, you must also submit a DCF with supporting documents as indicated above. Your current institution must release your SEVIS record to FIU before your new Form I-20 will be issued; this happens only after you are admitted to FIU. Therefore, you need to complete the top section of the F-1 Student Transfer Form (page 7) including your current U.S. address and have the international student advisor at your current/previous school complete the bottom section. Once we have received the form and your SEVIS record has been released, we will begin the process to issue a new Form I-20.

Information in SEVIS must be electronically forwarded to FIU before issuance of the new Form I-20 will be possible. Your SEVIS record will only be released at the end of the term in which you are currently enrolled.

**Please do not plan any international travel without making appropriate arrangements for securing your new I-20 in advance. A minimum of two full weeks processing time is needed for your I-20 to be ready once all documents are received and approved. You are strongly encouraged not to leave the country without your transfer I-20. We cannot guarantee faster processing time.**

## *Current F-1 or J-1 Student Visa Holder Not in Status*

If you are not in status at the time of your admissions offer, there are two options, reinstatement, or reentry into the United States. The process of reinstatement is lengthy and requires the approval by your previous institution, their request to SEVIS to reinstate your record and approval by U.S. Citizenship and Immigration Services (USCIS). Your previous institution will not submit a reinstatement request, if you are not currently enrolled as a fulltime student, this includes if you have completed your program or have stayed beyond the 60-day grace period. For reentry, we will issue you a new initial I20 and request that you "restart" your F-1 status by reentering the United States. It is not suggested to make a new entry into the United States by way of the Caribbean. Taking a cruise is also not a viable reentry option. **We strongly encourage that issuance of a new I-20 and reentry to the U.S. in most cases**. Your new initial I-20 and new SEVIS number will require you to pay the SEVIS fee; you may not need a new F1 if your F-1 visa is still valid. Please retain your expired I-20.

## *Students with Dependents*

Students who plan to bring their dependent(s) to the U.S. will require additional financial support to cover the dependents and must complete page 4 of the DCF form. The additional financial support should be reflected on the student's DCF page 5 in the amount of $6,000 for his/her spouse and $4,000 for each child. Additional insurance for the family of F-1 students is optional, but highly recommended. Medical insurance is required for all J-2 dependents. F-2 dependents are not permitted to work but may enroll part-time in university coursework. F-1 students cannot serve as sponsors of F-1 students.

## *Athletes*

Student Athletes are students who are enrolled full-time and formally part of a school sanctioned intercollegiate competitive sports program.

## *Next Steps*

Once you receive your initial I-20 you should proceed to pay the SEVIS 1-901 Fee, schedule an appointment at a U.S. Embassy or Consulate and apply for an F-1 visa. You can review these steps at: https://admissions.fiu.edu/international/last-steps/index.html The International Student and Scholar Services office provides helpful pre-arrival advice on their website see: https://isss.fiu.edu/international-students/f-1-international-students/index.html

***THIS PAGE IS REQUIRED FOR All INTERNATIONAL STUDENTS NEEDING F-1 VISA***

All international students, defined as non-U.S. citizens, permanent residents of the U.S. or other resident-visa categories (asylum, refugee, DACA), must complete this form. Please return your Declaration and Certification of Finances by email to **admiss@fiu.edu** for undergraduate students and **gradadm@fiu.edu** for graduate students. Failure to complete this section will result in a delay of service.

**Please provide a copy of your passport, current visa, if applicable, and any dependent passports along with this document.**

***Purpose:***

◯ Initial I-20 (Students from Abroad) ◯ Transfer from U.S. Institution **(Transfer Form Pg. 7 Required)** ◯ Change of Status

**Applicant Information:** Your name should appear exactly as printed on your passport.

Family Name/Surname(s):

First & Middle Names(s):

Date of Birth (MM/DD/YYYY) Gender: ◯ Male ◯ Female

Country of Birth: Country of Citizenship:

City of Birth: Panther ID:

Visa Information:

Type of visa for which you will apply: ◯ F-1 ◯ J-1

Apply for the F-1 visa, unless you have been informed by a sponsoring agency you require a J-1 visa.

Current visa status, if applicable:

Please complete a visa transfer form (page 7):

◯ F-1 ◯ F-2 ◯ J-1 ◯ J-2

◯ A-1 ◯ B-1/B-2 ◯ E ◯ H-4 ◯ L-2 ◯ Other(specify):

Do you have dependents who will be accompanying you? YES No (If yes, complete page four of this form)

**Please note all I-20s are sent via email only.**

**International Address: Your complete home address in your country of residency is required.**

**Street Address:**

**City:** **State:** **Zip Code:**

**Country:**

**Telephone Number:** **Email Address:**

**Mailing Address:** **If you are a transfer or change of status student already in the U.S. address this is required.**

**Street Address:**

**City:** **State:** **Zip Code:**

**Country:**

**Telephone Number:** **Email Address:**

**Student Signature:** **Date:**

Family Name/Surname(s): First Name(s): Panther ID:

I will be living: ◯ On Campus ◯ Off Campus

***THIS SECTION IS REQUIRED ONLY IF YOU WILL BE BRINGING DEPENDENTS TO THE U.S.***

### *Dependent Information:*

Please list all dependents who will be accompanying you to live in the U.S. during your studies or if they are currently residing with you in the U.S. Only your legal spouse and dependent unmarried children under the age of 21 can be claimed as dependents. If your spouse and/or children are accompanying you to the U.S., you must show an additional $6,000 for your spouse and $4,000 for each dependent child. A copy of each passport must also be submitted to International Admissions for issuance of the dependent I-20. If more than four dependents will accompany you, please print an additional page with the additional dependent information.

**Dependent names must appear as printed on the passport.**

| | **Dependent 1** | **Dependent 2** |
|---|---|---|
| Relationship | ◯ Spouse ◯ Child | ◯ Spouse ◯ Child |
| Family Name/Surname(s) | | |
| First Name(s) | | |
| Middle Name(s) | | |
| Date of Birth (MM/DD/YYYY) | | |
| Country of Birth | | |
| Country of Citizenship | | |

| | **Dependent3** | **Dependent4** |
|---|---|---|
| Relationship | ◯ Spouse ◯ Child | ◯ Spouse ◯ Child |
| Family Name/Surname(s) | | |
| First Name(s) | | |
| Middle Name(s) | | |
| Date of Birth (MM/DD/YYYY) | | |
| Country of Birth | | |
| Country of Citizenship | | |

Please provide a copy of dependent passport(s) and current visa stamp, if applicable along with this page.

Family Name/Surname(s): First Name(s): Panther ID:

**THIS PAGE IS REQUIRED FOR ALL INTERNATIONAL STUDENTS NEEDING F-1 STUDENT VISA.**

Student Annual Financial Support in U.S. Dollars (USD)

Each type and amount of financial support listed below must be accompanied by valid supporting documentation.

A. **Personal Savings** Amount U.S. $

B. **Family/Sponsor Funds** (If full or partial financial support is from family/sponsor) Amount U.S. $

Full Name Relationship

Email Address

C. **Family/Sponsor Funds** Amount U.S.$

Full Name Relationship

Email Address

D. **Florida International University Scholarship or Departmental Funding** Amount U.S.$

Department/Scholarship Contact Person

E. **Government/Other Organizational Sponsorship Funds** Amount U.S.$

Name of Agency Contact Person

Agency Address Email Address

Telephone Number

Total the support listed above in A, B, C, D and E in the section below. This total amount should be reflected on the supporting documents that you submit either on page 6 or as described below.

## Total Amount of Financial Support

Amount U.S. $

## Supporting Financial Documents

In addition to this form, you are required to submit valid supporting financial documents certifying that you have sufficient funds available to cover expenses for your first year at FIU. **Documents must be submitted electronically, no more than 30 days from the date of submission, officially translated in English and issued by a financial institution or agency verifying access to the funds**.

Personal funds – A recent bank statement or bank letter or you may use page 6 as your bank letter.

Funds from family or sponsor – A recent bank statement or letter along with an affidavit of support containing both student's and sponsor's name, relationship, and amount of funds available for the purpose of the applicant's studies. You may use page 6 of this form as your affidavit of support or include the same information in a bank letter. Funds should be shown at the current USD exchange rate.

Florida International University Scholarship or Departmental Funding – Please indicate the type of funding or scholarship name and the Departmental Contact in the section above, so we may verify.

Government or other sponsoring agency – a signed copy of the scholarship or award letter stating the amount, name of recipient and duration of award.

Examples of financial documents that will NOT be accepted include:

Annual salary statements, pay stubs, credit card statements.

Real Estate

Investments, stocks, retirement plans, insurance policies, or other accounts which money cannot be withdrawn.

Family Name/Surname(s): First Name(s): Panther ID:

**THIS PAGE IS OPTIONAL TO ASSIST WITH THE BANK & SPONSOR LETTER; IT IS NOT REQUIRED IF YOU ARE PROVIDING DOCUMENTATION SEPARATELY.**

***AFFIDAVIT OF SUPPORT***

Please complete this section if you will be receiving funds from a family member or sponsor. Submit with the appropriate bank letter and matching funds.

I, hereby certify that I am willing and able to provide U.S. $

[Print name of Family Member/Sponsor]

to meet the expenses incurred by during the length of the student's

[Print Student's Full Name]

academic study to which this application pertains. My relationship to the student is that of

I have authorized the release of my supporting financial documents to verify the promised financial resources are available to me for the support of the student listed above. I affirm that I understand the content of this affidavit signed by me and the statements are true and Correct.

**Signature of Family Member/Sponsor:** **Date:**

**Bank Certification Letter**

To be completed by a bank official. If your bank cannot complete this form, please have a representative issue a letter in English with the below information included. Please include the bank seal or stamp in this section.

In compliance with the request of our account holder, we state that on the close of
[Name of account holder]

business the deposit balance of the above-named individual as shown in our records is currently the following amount
[Month/Day/Year]
U.S.$ . This account was opened on to the best of our knowledge of the
[Use Daily Conversion Rate] [Month/Day/Year]

banking laws in our country, these funds may be sent out of the country to support the educational needs of the above-named student in the United States.

Name of the Bank: Address of Bank:
Name of the Bank Official:
Title of the Bank Official: Telephone Number:

**Bank Seal or Bank Stamp**:

**Signature of Bank Official**: Date:

**Student Signature**: Date:

Return the form with signature(s) and bank seal/stamp by email. **NOTE**: Originals must be provided to the Consulate during your visa appointment.

FLORIDA INTERNATIONAL UNIVERSITY

# *F-1 Student Transfer Form*

All F1 student applicants transferring from a U.S. institution to FIU or being admitted from FIU's English Language Institute or from another FIU degree seeking program must complete this form. As part of the admissions process, your F1 visa status must be verified with your current institution, including high school and English language program. Complete section I and give this form to your international student advisor at your current/previous institution along with a copy of your admissions notification. Your international student advisor at your current/previous institution will complete section II of the form and should return it to Admissions via email. **This form must include a specific release date to transfer your I20; the form will remain incomplete without it.**

We cannot issue your I20 for transfer until your SEVIS record has been released from your current institution and until we receive the completed Transfer Form verifying your status. Issuance of the I-20 takes a couple of weeks after the release date. **Do not plan to travel without arranging to receive a new I-20 from FIU prior to traveling, as you will not be allowed to reenter the U.S. on your previous I-20**.

If you are currently out of status, FIU will issue you a new initial I-20. You will be required to pay the SEVIS fee related the new I-20 and leave the U.S. and reenter on the new I-20. It is not suggested to make a new entry into the United States by way of the Caribbean. Taking a cruise is also not a viable reentry option. You may also be required to receive a new F-1 visa, in the case that your F-1 visa is expired.

**Note**: All authorized employment at your current/previous institution and/or any remaining OPT employment authorization based on your current/previous degree will end once your SEVIS record has been released to FIU.

**Section I Student Information** **Please legibly print or type all information requested.**

Panther ID: Admissions: Fall ◯ Spring ◯ Summer A/C ◯ Summer B/Early Fall ◯

Family Names/Surname(s) First/Middle Name(s)

Email Address: Telephone Number:

U.S. Mailing Address (REQUIRED):

City: State: Zip Code:

At which campus is your FIU program:

◯ **Modesto A. Maidique Campus (MMC) MIA214F00503000 (school code)**

◯ **Biscayne Bay Campus (BBC) MIA214F00503001 (school code)**

I request and authorize my present international student advisor (or Designated School Official) to provide the information below as part of my admission for transfer to Florida International University and to release my electronic SEVIS record.

**Student Signature**: **Date**:

***Section II - International Student Advisor***

Student's SEVIS Number: Is the student currently in status? ◯ Yes ◯ No

Did the student graduate: ◯ Yes ◯ No If no, has a reinstatement application been filed? ◯ Yes ◯ No

Last date the student was enrolled at your institution: If no, date of termination in SEVIS:

History of employment and reduced course load authorizations, if applicable:

| | | | | |
|---|---|---|---|---|
| 1. | CPT | Dates of authorization | ◯ Full time | ◯ Part time |
| 2. | OPT | Dates of authorization | ◯ Full time | ◯ Part time |
| 3. | Medical RCL | Dates of authorization | ◯ Full time | ◯ Part time |

**SEVIS Transfer Release Date (please include exact date, otherwise the form will remain incomplete)**

Name of PDSO/DSO & Title Email Address

Name of Institution City, State, Zip Code

**Signature of PDSO/DSO:** **Date:**

*Failure to complete any required section of this form will result in a delay in service. Submission of this form means you attest that all information is true.*