



**Certification of Finances
Instructions & Forms**

International Special Student Program (ISSP)



Gallaudet University ISSP Certification of Finances Instructions & Forms

CERTIFICATION OF FINANCES INSTRUCTIONS & FORMS

United States Citizenship and Immigration Services regulations require all international student applicants to provide evidence of adequate financial support before they can become eligible to obtain a student visa. To demonstrate that you have adequate financial support, you must complete and send this form, along with original, official documents showing that you funds to pay at least the fixed/estimated costs for one or two semesters. Listed below are the fixed/estimated costs for international students in the undergraduate and graduate programs at Gallaudet University.

Costs: For a summary of costs information, and how to determine which schedule of costs applies to you (based on undergraduate/graduate and whether your home country is listed as developing), please visit: [www.gallaudet.edu/rsia/international-student-and-scholar-services-\(immigration\)/international-student-and-scholar-services-\(iss\)-forms/summary-of-costs-for-attendance-for-international-students.html](http://www.gallaudet.edu/rsia/international-student-and-scholar-services-(immigration)/international-student-and-scholar-services-(iss)-forms/summary-of-costs-for-attendance-for-international-students.html).

The official statement of all costs for studying at Gallaudet University can be found at this link: www.gallaudet.edu/finance-office/student-financial-services/tuition-and-fees.html.

As required by the U.S. Government, Gallaudet is required to add a 100% surcharge to the tuition rate for international students; however, if you are from a developing country, the surcharge will be reduced to 50%. To determine if your country is on the developing/non-developing countries list, and to find out more details about this policy, please check here: www.gallaudet.edu/finance-office/student-financial-services/tuition-and-fees/eda-developing-countries-list.html.

Estimated Additional Costs: Plan to have at least \$5,000 for personal expenses each academic year. If you stay at Gallaudet through the winter and summer vacation periods, plan to have an additional \$5,000. If any family members stay with you while you are a student, plan to have an additional \$5,000 (spouse) and \$3,000 (other family member).

Summer Courses: Gallaudet offers courses during the summer (May-August), which require additional tuition and fees. Most academic programs do not require students to take summer courses. Consult the Student Accounts Office at the following link www.gallaudet.edu/finance_office/student_financial_services.html for a list of these additional charges.

International Orientation: A three-day program for new international students at Gallaudet is held every August at no additional charge (www.gallaudet.edu/undergraduate_acceptance/fall_2014/orientation/new_students/international_students.html).

Advance Fee Deposit: A deposit of the fixed cost for attending Gallaudet University is required in advance for all new and returning international students. An immigration document will be issued only after the advance fee deposit and all supporting financial documentation (including completion of the Notification of Intent to Enroll Form) have been received by the University.

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Documentation:

Option 1: If you have a financial sponsor for your schooling, please submit the following documents:

1. **Documentation of Financial Sources Form** (page 4)
2. **Certification of Finances Form** (page 5)
3. **Sponsor's Affidavit of Annual Cash Support** (page 7): This form from your financial sponsor cannot be more than two months old and needs to be officially stamped by a notary public.
4. **Official Letter of Award** (please attach to this form): From the government or agency that will support you.

If your indicated source(s) of funds require an official letter for the Documentation of Financial Sources (table below), please submit the original official letter. The official letter should have an amount that the applicant will receive and the range of dates for which it is effective.

Option 2: If you are supporting yourself, please submit the following documents:

1. **Documentation of Financial Sources Form** (page 4)
2. **Certification of Finances Form** (page 5)
3. **Bank statements (no more than two months old)** (please attach to this form)
4. **Bank letter, in English (no more than two months old)** (please attach to this form), including the bank's official letterhead, confirming the financial sponsor's bank account balance in U.S. dollars. If applicable, copies of certificates of deposits, and/or mutual or bond funds must accompany the letter.

Financial Policy:

Gallaudet's Financial Policy can be found on the Student Financial Services website

link, www.gallaudet.edu/finance_office/student_financial_services/new_fall_2013_payment_policy_for_international_student_s.html.

All international students are required to pay their semester tuition and other fees before the deadline for business registration, which is at the beginning of the semester. Deadlines for business registration are posted in the Gallaudet University academic calendars, www.gallaudet.edu/Registrars_Office/Academic_Calendars.html.

However, in the case of new international students, this means an **advance payment** has to be completed before arrival day for International Student Orientation, www.gallaudet.edu/undergraduate_acceptance/fall_2014/orientation/new_students/international_students.html. New international students who plan to live on campus must pay their residence hall (dormitory) and meal plan fees before their arrival for International Student Orientation; otherwise, they will not be allowed to check into their residence hall room. International students who have off-campus housing and financial support from an outside agency must deposit funds in advance of their arrival to cover estimated tuition and books and supplies.

If the advance payment is not made before the student arrives on campus, a financial hold may be placed on the student's account and they will not be allowed to register for classes. If no advance payment or official letter of financial support is submitted by the deadline for business registration, the student cannot register for any classes at Gallaudet University and may lose F1 or J1 status, requiring him or her to immediately return to their home country.

Please contact student.accounts@gallaudet.edu if there are any questions about this policy. If for any reason a student does not continue with studies at Gallaudet, they should visit the Office of Research Support and International Affairs **immediately**.

Gallaudet University, Office of Research Support and International Affairs, Dawes House, 800 Florida Ave., NE, Washington, DC 20002-3695, UNITED STATES. 1-202-651-5746 (FAX). Please contact 1-202-250-2366 (VP). Intl.Visit@gallaudet.edu (EMAIL) with questions.
Please make a copy of this application for your records.

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DOCUMENTATION OF FINANCIAL SOURCES FORM

Documentation of Financial Support: Listed below are the sources of support you can use to demonstrate adequate financial support. The total amount of funds shown in these supporting documents must equal or exceed the fixed costs for one academic semester or year in your chosen program (see table above).

You must obtain two original, official copies of each supporting document.

1. Attach one copy of each document to this Certification of Finances Form and send it to the Office of Research Support and International Affairs at Gallaudet University.
2. When your documents are received and approved, Gallaudet will send you a completed Form DS--2019.
3. You will take the Form DS--2019 AND your second official copy of the supporting documents to the United States Embassy or Consulate in your country to apply for your student visa. Canadian students do not need a student visa.

Indicate below your sources of financial support, OTHER than from Gallaudet University, and attach documentation from each source. The period covered can be for more than one semester.

Source of Funds	Amount Available	Required Documents
Advance Fee Deposit An advance deposit of the fixed costs for one academic year in the applicant's student account at Gallaudet University.	\$	1. Submit receipt of advance payment of school fees from the Gallaudet University Student Financial Services Office.
Student Personal Funds (An advance deposit of the fixed costs for one academic year in the applicant's student account at Gallaudet University required.)	\$	1. Submit receipt of advance payment of school fees from the Gallaudet University Student Financial Services Office AND 2. Bank statement for checking, savings, and/or accessible accounts AND 3. Certificates of deposits, mutual funds, stocks, or bonds.
Support Available from Family/Friends (An advance deposit of the fixed costs for one academic year in the applicant's student account at Gallaudet University required.)	\$	1. Submit receipt of advance payment of school fees from the Gallaudet University Student Financial Services Office AND 2. Bank statement for checking, savings, and/or accessible accounts AND 3. Certificates of deposits, mutual funds, stocks, or bonds.
Support Available from Sponsors (An advance deposit of the fixed costs for one academic year in the applicant's student account at Gallaudet University required.)	\$	1. Submit receipt of advance payment of school fees from the Gallaudet University Student Financial Services Office AND 2. Bank statement for checking, savings, and/or accessible accounts AND 3. Certificates of deposits, mutual funds, stocks, or bonds.
Your Government/Embassy	\$	1. Official Letter 2. Complete the Sponsor's Affidavit of Annual Cash Support
Charitable Organizations/School Scholarship	\$	1. Official Letter 2. Complete the Sponsor's Affidavit of Annual Cash Support
Ontario Student Assistance Program (OSAP)/Canada Student Loan/Vocational Rehabilitation (VR)/Others (Canadians only)	\$	1. Official Letter 2. Complete the Sponsor's Affidavit of Annual Cash Support

Applicant Certification:

I hereby certify that the total amount of money I have available for my first academic year at Gallaudet University is U.S.

\$ _____. Further, I certify that the information I am providing is correct and complete, and that I will notify Gallaudet University of any changes in my financial circumstances. I understand that if I am a tourist without a student visa and/or Form DS--2019, I cannot register as a student at Gallaudet University.

Signature

Date (MM/DD/YYYY)

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CERTIFICATION OF FINANCES FORM

Please fill out the Certification of Finances Form. This form is required for all applicants. The Office of Research Support and International Affairs is authorized to issue I--20 or DS--2019 forms for financially and academically qualified applicants seeking F--1 or J--1 student visas, respectively. You must have a valid J--1 or F--1 student visa before you may begin study at Gallaudet University. Students with B--1/B--2 visitor visas may not enter a University program or register for courses. In order to obtain an F--1 or J--1 visa, you must first submit all required documents from the application information packet. After Gallaudet receives and approves the required documents, the University will send you the proper immigration document, Form I--20 or DS-2019, which you will need to apply for a visa.

Please type or print clearly. Enclose a photocopy of the page in your passport showing your photograph and biographic information. This will be used for your I--20 or DS--2019.

Mr. Ms. Mrs. - Gender: Male Female - Date of Birth: Month _____ Day _____ Year _____

Last Name (surname/family name): _____

First Name (given name): _____

Middle Name (other names): _____

City of Birth: _____

Country of Birth: _____ Country of Citizenship: _____

Mailing Address: _____

Number/Street

Number/Street2

City

State/Province

Zip Code/Postal Code

Country

Phone: _____ Fax: _____
Area code/country code & number Area code/country code & number

Email: _____

Date you expect to start your ISSP program: Day _____ Month _____ Year _____

Date you expect to complete your program: Day _____ Month _____ Year _____

VISA INFORMATION (if you are already in the United States):

If you are currently in F--1 or J--1 status at another college or university in the U.S., please indicate: F--1 (I--20) J--1 (DS--2019)

College/University Name: _____

Please enclose photocopies of the following documents.

- Passport and Visa Stamp in passport
- I--94 Card (both sides)
- Form DS--2019 or I--20 or other immigration documents (both sides)

Will you request Gallaudet University to issue the Form DS--2019 or I--20?

Yes No

If yes, F--1 J--1

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GUIDE TO SPONSOR'S AFFIDAVIT OF ANNUAL SUPPORT

What does 'affidavit' mean?

An affidavit is a sworn statement in writing. By completing this affidavit, you (sponsor) swear to the United States government that you will support the student with a specific amount of money from your own financial resources for each year of the student's studies and residence at Gallaudet University in the United States of America.

By signing the affidavit, you are also making a financial commitment to the student. Sponsors who fail to provide sworn support will force the student to leave school -- and the United States. Do not expect the student to help support costs through employment; employment is strictly controlled by the Immigration Service and is very limited.

How to complete the enclosed Sponsor's Affidavit of Annual Cash Support Form:

- Fill out the affidavit form **in English**
- Promise to give only as much money as you can afford. The most common reason Gallaudet rejects affidavits is lack of evidence that a sponsor can pay the amount of money promised.
- Attach proof of financial capability document(s) as explained below.
- Sign the affidavit in front of a notary public, court registrar, or other appropriate official in your country.

Proof of Financial Capability Documents:

You must prove that you are financially capable to support EACH YEAR of your student's studies by attaching a proof of income document and a bank statement. (If one of these documents is not attached, your affidavit will not be considered.)

- Proof of Income Document.** This must be on your employer's business stationery, through copies of income tax returns or receipts, or, if you are self-employed, estimates by a bank where you have an account. The income of your company will not be accepted as proof of income.
- Bank Statement.** The statement must be in your name and disclose the following information: date when your account was opened, current balance in U.S. dollars or its equivalent, average deposits, and average balances. Gallaudet cannot accept statements that do not specify balances unless they are a minimum of \$100,000 (U.S.). If another person's name appears on your bank statement, that person must complete a separate affidavit or submit a notarized statement permitting those funds to be considered as financial support for the student.
- Bank Letter.** This letter must be submitted with the account balance and include the letterhead of the bank associated with the account. The bank letter must be **in English** and must specify the balance in U.S. dollars.

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SPONSOR'S AFFIDAVIT OF ANNUAL CASH SUPPORT

THIS IS MY SWORN PROMISE OF CASH SUPPORT

I (NAME), _____ PROMISE THAT I CAN AND WILL GIVE NO LESS THAN
U.S. \$ _____ IN CASH FOR EVERY YEAR OF THE PROGRAM OF STUDY AT GALLAUDET UNIVERSITY
TO (NAME OF STUDENT): _____.

My relationship to the student is: _____

Father, Mother, Spouse, Brother, Sister, Uncle, Aunt, Friend, etc.

My address is _____

Phone: _____ Fax _____

Email: _____


The following individual(s) are fully or partially dependent upon me for their support. (Do not include the student named above).

Name	Relationship to me	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of my employer: _____

Annual Salary (U.S. dollars): _____ Other Income(U.S. dollars) : _____

My proof of income document and bank statement are attached: Yes No

	I swear that the information I have provided above is true and correct.
	_____ Signature of Sponsor Sworn and subscribed before me this day
	_____ Signature of Notary Public/Court Registrar and date