

This form requests the Office of International Affairs to issue a Form I-20 to be used when filing a Form I-539, Application to Extend/Change Nonimmigrant Status with US Citizenship and Immigration Services (USCIS). Please submit this request form with required supporting documents and other documents that are relevant to your case to oiaservices@una.edu in one email.

Part 1: Student Information

Student's Full Name: _____

UNA Email Address: _____ UNA Student ID: _____

Current Visa Status: _____ US Phone Number: _____

Current US Address: _____

Current Education Level and Major of Study: UG GR ESL _____

Part 2: Financial Funding and Sponsorship Information

In the spaces below, please enter all the requested information for each account you wish to submit. If more space is needed, please create a copy of this page and submit all documents.

1:	Financial Institution		Account No.	
	Account Holder's Name		Value of Available Funds	Currency Type
Date of Statement		Value in USD	\$	

2:	Financial Institution		Account No.	
	Account Holder's Name		Value of Available Funds	Currency Type
Date of Statement		Value in USD	\$	

3:	Financial Institution		Account No.	
	Account Holder's Name		Value of Available Funds	Currency Type
Date of Statement		Value in USD	\$	

Total Value in USD of all accounts listed above	\$
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Part 3: Biographical Supporting Documents

For the visa status listed in Part 1, include copies or unaltered scans of the following original documents:

1. Passport
2. Visa
3. I-94, Admission Record
4. other documents that are relevant to your case

Part 4: Financial Supporting Documents

For each account listed in Part 2, include an original financial statement or unaltered scan of the original document.

Acceptable documents must meet the following standard:

1. A financial statement on official stationary must be submitted from a bank or other financial institution where the student or sponsor has accounts containing readily available funds, for example, savings accounts or investment accounts.
2. Financial statements must be a clear and legible original document or unaltered scan of the original document.
3. Financial statements must be in English or include an English translation.
4. Each statement must include the name of the financial institution, the name of the account holder, the account number, the amount of available funds, the currency type of those funds and a date within six months.
5. Pension, retirement, and mortgage funds, income tax statements or returns, proof of property ownership, and letters stating that the student or the sponsor possesses “sufficient financial resources” or “earns enough” are NOT acceptable as evidence of readily available funds.
6. If the financial statements are from a privately-owned business, the sponsor must have legal authority to spend business funds for personal discretion. A document showing legal authority over the business must be included with other documents.
7. If the sponsor is residing in the United States, a [Form I-134](#) should also be submitted.

Part 5: Sponsor Agreement

1. I understand my sponsorship is not provided only for the admission requirements, for the Form I-20/DS-2019, or for a US visa application. I have the honest intention to provide this sponsorship as soon as the student arrives in the United States.
2. I agree to pay all expenses for the student. My sponsorship includes, but is not limited to, tuition, fees, books, health insurance, room and board, and travel expenses. I have attached financial statement(s) to show that I have sufficient financial resources to cover the first academic year of such expenses.

	Undergraduate	Graduate	Academic English Program
Full Expenses (no scholarship)	\$33,000 USD	\$25,000 USD	\$24,000 USD
After Academic Scholarship	\$25,000 USD	\$20,000 USD	\$23,000 USD

3. I understand that full-time enrollment is the most important responsibility of an F-1/J-1 student and failure to maintain full-time enrollment will cause the student to lose F-1/J-1 status within days. Payments must be made according to University deadlines to avoid disenrollment for failure to pay.
4. I understand that my sponsorship must continue for the duration of the student's studies, which will be a period of multiple years.

Part 6: Sponsor's Signature

If more space is needed, please create a copy of this page and submit all documents.

Sponsor's Legal Name	_____	Relationship to Student	_____	
Sponsor's Address	_____			
Sponsor's Email	_____	Sponsor's Phone Number	_____	
By signing here, I state that all information on this form is true.				
Signature	_____		Date	_____

Sponsor's Legal Name	_____	Relationship to Student	_____	
Sponsor's Address	_____			
Sponsor's Email	_____	Sponsor's Phone Number	_____	
By signing here, I state that all information on this form is true.				
Signature	_____		Date	_____

Sponsor's Legal Name	_____	Relationship to Student	_____	
Sponsor's Address	_____			
Sponsor's Email	_____	Sponsor's Phone Number	_____	
By signing here, I state that all information on this form is true.				
Signature	_____		Date	_____

Part 7: Student's Signature

By signing here, I state that all information on this form is true.

Signature	_____	Date	_____
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2022-2023 Estimated Expenses Before Scholarships**

UNDERGRADUATE			
	Fall (15 Credits)	Spring (15 Credits)	Annual (9 month)
Tuition (Non-resident)	\$10,200	\$10,200	\$20,400
University Fees	\$600	\$600	\$1,200
International Student Fee	\$300	\$300	\$600
International Student Health Insurance	\$556	\$779	\$1,335
Tuition & Fees SUBTOTAL	\$11,056	\$11,279	\$22,335
Basic Room (Double Occupancy)	\$1,980	\$1,980	\$3,960
Basic Meal Plan	\$1,725	\$1,725	\$3,450
Living Expenses SUBTOTAL	\$3,705	\$3,705	\$7,410
Books, Supplies and Technology	\$800	\$800	\$1,600
Other Expenses SUBTOTAL	\$800	\$800	\$1,600
GRAND TOTAL	\$16,161	\$16,384	\$32,545*
GRADUATE			
	Fall (9 Credits)	Spring (9 Credits)	Annual (9 month)
Tuition (Non-resident)	\$6,660	\$6,660	\$13,320
University Fees	\$270	\$270	\$540
International Student Fee	\$300	\$300	\$600
International Student Health Insurance	\$556	\$779	\$1,335
Tuition & Fees SUBTOTAL	\$7,786	\$8,009	\$15,795
Basic Room (Double Occupancy)	\$1,980	\$1,980	\$3,960
Basic Meal Plan	\$1,725	\$1,725	\$3,450
Living Expenses SUBTOTAL	\$3,705	\$3,705	\$7,410
Books, Supplies and Technology	\$700	\$700	\$1,400
Other Expenses SUBTOTAL	\$700	\$700	\$1,400
GRAND TOTAL	\$12,191	\$12,414	\$24,605*
ACADEMIC ENGLISH PROGRAM (AEP)			
	Fall (10 courses)	Spring (10 Courses)	Annual (9 month)
Tuition (AEP)	\$6,200	\$6,200	\$12,400
University Fees	\$300	\$300	\$600
International Student Fee	\$300	\$300	\$600
International Student Health Insurance	\$556	\$779	\$1,335
Tuition & Fees SUBTOTAL	\$7,356	\$7,579	\$14,935
Basic Room (Double Occupancy)	\$1,980	\$1,980	\$3,960
Basic Meal Plan	\$1,725	\$1,725	\$3,450
Living Expenses SUBTOTAL	\$3,705	\$3,705	\$7,410
Books, Supplies and Technology	\$500	\$500	\$1,000
Other Expenses SUBTOTAL	\$500	\$500	\$1,000
GRAND TOTAL	\$11,561	\$11,784	\$23,345*

* This is the estimated expenses that are shown on the Form I-20 or DS-2019.

**This is an estimate of typical expenses. It is not a fixed amount. Changes in registered courses, housing and meal plans will affect the final amount on a student bill. Additional funds for personal expenses such as travel, room furnishings, and supplies are not included.

NOTE: All expenses and fees are subject to change.

Funding and Scholarships

Scholarships from the Office of International Affairs

Undergraduate Recruitment Scholarships awards between \$8,000 to \$10,000 for the first year of studies. It is available for on-campus students. Terms apply.

Graduate Recruitment Scholarships awards between \$5,000 to \$7,000 for the first year of studies. It is available for on-campus students. Terms apply.

The *Global Learning Community Housing Scholarship* is applied to housing charges and saves a student more than \$4,400 annually. Limited quantities available. Terms apply.

Scholarships from Other University Sources

Student receiving graduate assistantships, athletic scholarships or substantial scholarship awards from academic departments are not eligible for international student academic scholarships. In some circumstances, these students can receive the GLC Housing Scholarship. Graduate assistantships, athletic scholarships, and other awards may not cover all expenses for study and living expenses at UNA or meet the Estimated Expenses. All students must comply with the financial requirements for the F-1 and J-1 programs and will be responsible for providing proof of funds for amounts not covered by UNA-provided sources.

Graduate assistantships, athletic scholarships, and other scholarship awards from academic departments are NOT provided by the Office of International Affairs. Students can contact the respective departments or program to inquire about opportunities.

Employment in the United States

F-1 and J-1 students are eligible for on-campus employment while maintaining status. After completion of on-campus orientation requirements, students may begin applying. On-campus jobs take time to obtain. The process of application, authorization and waiting for a government-issued social security number can take five to six weeks and often takes longer. The pay scale for on-campus work is modest and hours are limited by law to 20 per week while courses are in session. For these reasons, income from on-campus employment will not be sufficient to pay for the cost of the Estimated Expenses. Students are advised not to base funding on financial support from on-campus employment.

Off-campus employment and internships while in the USA in F-1 and J-1 status are strictly limited by legal regulations and only permitted with written authorization. It is a violation of U.S. Department of Homeland Security regulations for international students to be employed off-campus or to participate in an internship without first obtaining written work authorization. Unauthorized employment will result in immediate loss F-1 and J-1 status and benefits. For these reasons, students are advised not to base funding on financial support from off-campus employment or internships.