



PHILADELPHIA  
BIBLICAL  
UNIVERSITY

**International Office**  
**Philadelphia Biblical University**  
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**HOW TO GET  
YOUR  
FORM I-20**

Certificate of Eligibility for F-1 Student Status

**IMPORTANT:** *The information on the following pages carefully explains how to get your Form I-20. Please read it and follow the directions completely to avoid delays in getting your I-20.*

**NOW THAT YOU ARE PLANNING  
TO BE A STUDENT  
THERE ARE TWO THINGS YOU CANNOT DO!**

**1 DO NOT ENTER THE U.S. WITH A B-1, B-2, OR B-1/2 VISA**

If you use a B visa to enter the U.S. you are saying “I’m here as a visitor” *only*. Since you contacted our school about study, this would be viewed as a “fraudulent entry” and you could be refused permission to stay longer than six months or to extend or change your status. Do not listen to people who say it is easy to enter the country as a visitor and change your status. It is not true! *B visitors are prohibited by U.S. law from pursuing a course of study prior to obtaining a change of status to F-1 student.*

**IF YOUR STUDY PLANS ARE NOT CERTAIN AND YOU WANT TO ENTER THE U.S. TO VISIT SCHOOLS,** you must explain this on your visa application and ask the visa officer for a B-2 visa with the words “Prospective student” noted on it or have the words added to your B visa if you already have one.

**2 DO NOT ENTER THE U.S. WITHOUT A VISA (Unless you are Canadian)**

If you are from a country from which you can enter the U.S. as a visitor by showing a round trip airline ticket, do not do this. If you enter without a visa, you will be permitted to stay for only 90 days. You will not be given more time or allowed to change to student status.

## WHAT IS A FORM I-20 AND WHY DO YOU NEED ONE?

**A Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status.** It certifies that (1) you are or expect to be a “bona fide” student; 2) you meet our admissions requirements; (3) you will pursue a full course of study; (4) you proved to us that you have enough money to study and live in the U.S. without working illegally or suffering from poverty.

**You need a Form I-20 to obtain an F-1 student visa or status, or to keep lawful F-1 status when transferring or changing schools within the U.S.**

## DOES EVERYBODY NEED AN I-20?

**NO, some international students do not need I-20's.** J-1 students need a Form DS-2019 and should ask us for that application. B Visitors and F-2 dependents must obtain an I-20 and apply for a change of status to F-1 student to pursue a course of study that is not avocational or recreational in nature. If you are maintaining another nonimmigrant status in the U.S., you do not have to have an I-20 and may attend school full- or part-time. Dependent children in E, H, I, J, L, M, N, O, P, R, or S status need to change status after their 21<sup>st</sup> birthday or if they marry. If you have no legal status, you may attend school but you are not eligible to change status and do not need an I-20.

## THESE ARE THE RULES FOR GETTING YOUR FORM I-20

- 1) **YOU MUST BE A “BONA FIDE” STUDENT, ACCEPTED TO A FULL-TIME PROGRAM OF STUDY AT PHILADELPHIA BIBLICAL UNIVERSITY.**
- 2) **YOU MUST PROVE TO US THAT YOU CAN SUPPORT THE COSTS OF LIVING AND STUDYING IN THE U.S. FOR EVERY YEAR OF YOUR PROGRAM OF STUDY. U.S. LAW REQUIRES THIS.**
  - **DO NOT EXPECT THAT YOU WILL BE ABLE TO WORK IN THE U.S. TO HELP MEET YOUR ANNUAL COSTS!** *On-campus employment is not guaranteed; off-campus employment is strictly controlled by U.S. Citizenship and Immigration Services.*
  - CAREFULLY REVIEW OUR SCHOOL'S “*Estimated ANNUAL FINANCIAL REQUIREMENTS FOR INTERNATIONAL STUDENTS*” ON PAGE SIX. THIS IS THE AMOUNT THAT YOU MUST PROVE THAT YOU CAN SUPPORT FOR EVERY YEAR IN YOUR PROGRAM OF STUDY. (*Estimate a minimum of 3 years for a Master's; five for a Bachelor's.*)
  - **THESE REQUIREMENTS ARE NOT NEGOTIABLE.** They represent a modest average budget that does not include luxuries of any kind. We strongly recommend that you budget at least 10% more if possible. Too little money causes pain and distress. We insist that students and their families look closely at the costs of living and studying in the U.S. and make careful plans to be sure your needs will be met.
  - **EXPECT ANNUAL INCREASES** *in tuition and living costs of approximately 6%.*
- 3) **READ AND FOLLOW THE FOLLOWING INSTRUCTIONS VERY CAREFULLY. YOU CANNOT COMPLETE THIS PROCESS WITHOUT FOLLOWING THEM STEP-BY-STEP.** Sometimes, we may have to ask you to give us more evidence of your financial ability - perhaps more than once. The U.S. government requires that we be absolutely sure, to the best of our ability, that you will have enough financial support to cover the full costs of your stay in the U.S.

## SOURCES OF FINANCIAL SUPPORT

**YOUR FINANCIAL SUPPORT CAN COME FROM ANY COMBINATION OF THE FOLLOWING SOURCES IN THE U.S. OR ABROAD.**

❶ **FUNDS FROM “SPONSORS”** (parents, relatives, friends, organizations). You may have as many sponsors as you need. Sponsors may provide you with support in the form of cash and/or room and board. Free room and board is when you live with someone and don't have to pay for your room or food.

### ➔ WARNING #1

*It is highly recommended that at least part of your financial support come from your home country. This is important for getting your student visa!*

### ➔ WARNING #2

*A sponsor should promise only as much money as he or she is able to give you. Some sponsors believe that the more money they promise to give the easier it will be to get your I-20. THE MOST COMMON REASON FOR REJECTION OF FINANCIAL DOCUMENTS IS THAT WE DO NOT BELIEVE THE SPONSOR CAN AFFORD TO GIVE AS MUCH AS PROMISED. A sponsor should promise only what he or she intends to give and only as much as can be afforded.*

❷ **PERSONAL FUNDS** that come from your own resources, not those of your relatives. Unless you have enough cash to support yourself for your entire program of study or can prove other sources of personal income, you will need a sponsor with an income sufficient to support you.

❸ **FUNDS FROM THIS SCHOOL** such as, a scholarship or financial aid. Not all College support covers the entire program of study or all expenses, so you may need additional support to meet your minimum annual costs.

## DOCUMENTARY EVIDENCE REQUIREMENTS

**COMPLETE THE APPLICATION FOR THE FORM I-20 (attached) AND SUBMIT IT WITH ALL THE NECESSARY EVIDENCE OF FINANCIAL CAPABILITY DIRECTLY TO PBU'S INTERNATIONAL OFFICE, BY MAIL OR FAX.**

**WE STRONGLY RECOMMEND THAT YOU DO THIS AT THE SAME TIME AS YOU ARE APPLYING TO THE COLLEGE. THAT WAY, ONCE YOU ARE ACCEPTED, YOUR FORM I-20 CAN BE ISSUED QUICKLY!**

**ALL DOCUMENTS YOU GIVE US MUST BE:**

❶ **Less than two months old.**

❷ **In English.** (*we cannot review documents that are not in English!*)

❸ **Photocopies or faxes, not originals.** You will need the originals of all the documents you have sent us to take to the American Embassy when we send you your I-20.

❹ **Sponsor Affidavits must be notarized,** that is, signed by the sponsor in the presence of a notary public, the notary public must sign, and the official seal of the notary public must be on the affidavit. There are notaries public at all U.S. embassies and consulates. In the U.S., most neighborhood pharmacists, lawyers and accountants are notaries. There are notaries in all countries, though the names for them may be different. There are officials licensed by the national or regional government to take sworn statements for courts of law or to witness contracts and property deeds.

### **EVIDENCE REQUIRED:**

#### **SPONSORS OF CASH SUPPORT:**

❶ **AFFIDAVIT OF ANNUAL CASH SUPPORT.** This form may be photocopied for each sponsor. All questions must be answered. The form must be notarized.

#### ❷ **PROOF OF INCOME.**

##### **Individual Sponsor (any of the following):**

- Employer's salary statement on letterhead stationery with most recent pay stub, *or*
- *If self-employed*, salary estimate from accountant or attorney with most recent pay stub, *or*
- Income tax returns or receipts with most recent pay stub, *or*
- Pay stubs for last six months, *or*
- Bank/investment statements for the last six months

**Company Sponsor**

- Submit the most recent “Profit and Loss Statement” for the company.

**→Warning #3**

**If there is no proof of income provided with a bank statement**, the statement balance will be totaled and divided by the number of years in your program of study to determine the amount available to you for each year.

**→Warning #4**

**The income of a company is not the income of the owner of the business** and will not be accepted as proof of income. You must provide an official statement of the salary paid to the owner/sponsor.

**ⓈBANK STATEMENT in the name of the sponsor only.** A monthly statement of balances and deposits.

**→WARNING #5**

**If a bank statement is in the name of more than one person, each individual must submit an affidavit of support.**

**→WARNING #6**

**We cannot accept bank statements that do not specify monthly balances and deposits!**

**SPONSORS OF FREE ROOM AND BOARD:**

**ⓈAFFIDAVIT (notarized) OF FREE ROOM AND BOARD**

**ⓈPROOF OF INCOME (any of the following):**

- Employer’s salary statement on letterhead stationery with most recent pay stub, *or*
- *If self-employed*, salary estimate from accountant or attorney with most recent pay stub, *or*
- Income tax returns or receipts with most recent pay stub, *or*
- Pay stubs for last six months
- Bank/investment statements for the last six months

**ⓈPHOTOCOPY OF LEASE, DEED, RENT RECEIPTS, OR PHONE BILL**

**→WARNING #7**

**If you are presently in the U.S., you must be living with the sponsor** at the time of filing this application for this to be counted towards your means of support.

**PERSONAL FUNDS:**

**BANK/ASSET STATEMENT in your name.** A monthly statement of balances and deposits.

**SCHOOL FUNDS:**

**COPY OF YOUR AWARD LETTER OR CONTRACT** stating exactly what you will be receiving and for how long.

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**ANNUAL FINANCIAL REQUIREMENTS  
FOR INTERNATIONAL STUDENTS**

**2009 – 20010**

*Expect Annual Increases of Approximately 6% in Tuition*

<b>TUITION AND SCHOOL FEES</b>
--------------------------------

*UNDERGRADUATE (On-Campus Resident)*

*Academic Expenses*

<i>Tuition (24-36 Credits/year)</i>	<i>\$18,872</i>
<i>Activity Fee</i>	<i>\$200</i>
<i>Academic Expense Total</i>	<i>\$19,072</i>

*Living Expenses*

<i>Room &amp; Board</i>	<i>\$7,390</i>
<i>Books and Supplies</i>	<i>\$1000</i>
<i>Transportation</i>	<i>\$1,400</i>
<i>Personal Expenses</i>	<i>\$1,600</i>
<i>Health Insurance</i>	<i>\$710</i>
<i>Living Expense Total</i>	<i>\$12,100</i>

**Important Note:** All full-time PBU students are required to have health insurance. Students who do not have their own health insurance may purchase coverage through the University at a cost of \$710 (subject to change).

*Total Estimated Expenses* *\$31,172*

Please visit <http://www.pbu.edu/admissions/student-expenses.htm> for the most up-to-date estimated expenses. Summer school tuition is not included. Fees include mandatory health insurance, and activity fees.

## **GRADUATE**

### **Academic Expenses**

<i>Master of Divinity (18 credits/year)</i>	<b>\$8,226</b>
<i>M.S. in Bible (12 credits/year)</i>	<b>\$5,484</b>
<i>Non-Bible Programs (12 credits/year)</i>	<b>\$6,588</b>

### **Living Expenses**

<i>Room &amp; Board</i>	<b>\$11,700</b>
<i>Books and Supplies</i>	<b>\$1000/\$1200 (M. Div)</b>
<i>Transportation</i>	<b>\$1,400</b>
<i>Personal Expenses</i>	<b>\$2000</b>

**Living Expense Total** **\$16,100/\$16,300 (M.Div)**

**Health Insurance** **\$710**

**Important Note:** All full-time PBU students are required to have health insurance. Students who do not have their own health insurance may purchase coverage through the University at a cost of \$710 (subject to change).

### **Total Estimated Expenses (Including Health Insurance)**

<i>Master of Divinity</i>	<b>\$25,236</b>
<i>M.S. in Bible</i>	<b>\$22,294</b>
<i>Non-Bible Programs</i>	<b>\$23,398</b>

Summer school tuition is not included. Please visit <http://www.pbu.edu/admissions/student-expenses.htm> for the most up-to-date estimated expenses.

## **DEPENDENT COSTS**

<i>Spouse</i>	<b>\$7,525</b>
<i>Each Child</i>	<b>\$7,525</b>





**PART IV: YOUR STATEMENT OF FINANCIAL SUPPORT**

*Do not complete this part unless you have carefully read all instructions!*

What level of education will you be pursuing? \_\_\_\_\_  
Associate's, Bachelor's, Master's, etc.

What will your major be? \_\_\_\_\_

What are your annual costs from page 6 for the undergraduate or graduate programs?

Total Estimated Annual Costs

**How will you support yourself for every year of your program of study? Please check off your means of support below and indicate how much will be provided or available to you every year:**

<b>Source of my support:</b>	<b>Annual Amount</b>
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<input type="checkbox"/> <b>Personal Funds.</b> <i>The amount available to me from my own resources every year is (divide by number of years in your program)</i>		_____
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<input type="checkbox"/> <b>Funds from this school</b> <i>renewable every year.</i> <i>Type</i> _____		_____
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<input type="checkbox"/> <b>Cash funds from a Sponsor</b> <i>to be given to me every year.</i> <i>Sponsor's name</i> _____		_____
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<input type="checkbox"/> <b>Cash funds from a second Sponsor</b> <i>to be given to me every year:</i> <i>Sponsor's name</i> _____		_____
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<input type="checkbox"/> <b>Cash funds from a third Sponsor</b> <i>to be given to me every year:</i> <i>Sponsor's name</i> _____		_____
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<input type="checkbox"/> <b>Free Room and Board from a local sponsor</b> <i>with whom I will live.</i> <i>Sponsor's name</i> _____		_____
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**On-campus employment**

Complete this only if you have a firm offer of employment or are presently working on campus. Attach evidence.

<i>Total amount available to me every year of study            This amount must be the same or more than your            Minimum annual costs.</i>		<div style="border: 1px solid black; width: 150px; height: 30px;"></div>
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**The following documents are enclosed to prove my financial responsibility:**

**My personal documents:**

- Bank/asset statement
- Proof of income

**Funds from this school:**

- Scholarship Letter
- Christian Worker's Scholarship

**Cash Sponsor's documents- All three must be attached.**

- Affidavit of Support
- Proof of Income
- Bank Statement

**Free Room and Board Sponsor's Documents- All three must be attached.**

- Affidavit of Support
- Proof of Income
- Lease, deed, rent receipts, phone bill  
(proof of residence)

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**SPONSOR'S AFFIDAVIT OF ANNUAL CASH SUPPORT  
AND PROOF OF FINANCIAL CAPABILITY**

**WHAT DOES THIS AFFIDAVIT MEAN?**

By completing this affidavit, you are swearing to the U.S. government that you will provide this student with a specific amount of money from your own financial resources *for every year* he or she is going to study at Philadelphia Biblical University and live in the U.S. You are also proving that you can afford the support you are promising with the documents you have attached.

Before signing it, you must understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by U.S. Citizenship and Immigration and Services and very limited.

**HOW TO COMPLETE THIS FORM:**

- Fill this form out completely in English. Promise only the amount of money you are able to give. The most common reason we reject affidavits is that we do not believe a sponsor can afford to give as much as promised.
- Attach the documentary evidence of support explained below.
- Sign the affidavit in front of a notary public or the appropriate official in your country.

**PROVE THAT YOU ARE FINANCIALLY CAPABLE OF PROVIDING THIS CASH SUPPORT FOR EVERY YEAR OF THE STUDENT'S PROGRAM BY ATTACHING ALL THE FOLLOWING DOCUMENTS (if all of these documents are not attached, your support will not be considered). Documents must be:**

*✍ Photocopies or faxes ✍ Current (less than two months old) ✍ In English,  
✍ Notarized*

***PROOF OF INCOME (any of the following)***

- Employer's salary statement on letterhead stationery with most recent pay stub, *or*
- *If self-employed*, salary estimate from accountant or attorney with most recent pay stub, *or*
- Income tax returns or receipts with most recent pay stub, *or*
- Pay stubs for last six months, *or*
- Bank/investment statements for the last six months

***BANK STATEMENT in your name only.*** A monthly statement of balances and deposits.

- *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.*

**THIS IS MY SWORN PROMISE OF CASH SUPPORT**

I, \_\_\_\_\_, *My name* promise that I can and will give \_\_\_\_\_ *Full name of student* no less than U.S. \$ \_\_\_\_\_ in cash (including annual cost of living increases on this amount) for EVERY YEAR of the student's program of study at Philadelphia Biblical University.

My relationship to the student is \_\_\_\_\_.  
*Parent, spouse, brother/sister, friend*

My address is \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

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

<i>Name</i>	<i>Relationship to me</i>	<i>Age</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of my employer \_\_\_\_\_

Annual salary \_\_\_\_\_ (USD) Other Income \_\_\_\_\_ (USD)

My proof of income and bank statements 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*

**SPONSOR 2 (IF APPLICABLE)  
THIS IS MY SWORN PROMISE OF CASH SUPPORT**

**I, \_\_\_\_\_, promise that I can and will**  
*My name*  
**give \_\_\_\_\_ no less than U.S. \$ \_\_\_\_\_**  
*Full name of student*  
**in cash (including annual cost of living increases on this amount) for EVERY YEAR**  
**of the student's program of study at Philadelphia Biblical University.**

**My relationship to the student is \_\_\_\_\_.**  
*Parent, spouse, brother/sister, friend*

**My address is**  
\_\_\_\_\_  
\_\_\_\_\_

**Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_**

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

<b>Name</b>	<b>Relationship to me</b>	<b>Age</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Name of my employer \_\_\_\_\_**

**Annual salary \_\_\_\_\_ (USD) Other Income \_\_\_\_\_ (USD)**

**My proof of income and bank statements 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*

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**SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD  
AND PROOF OF FINANCIAL CAPABILITY**

**WHAT DOES THIS AFFIDAVIT MEAN?**

By completing this affidavit, you are swearing to the U.S. government that this student will live with you free of any charge for room and food *for every year* he or she is studying and living in the U.S. (The student cannot be required to provide you with any services such as, babysitting, cleaning, etc., in exchange for the room and board, as that is *employment*.) You are also proving that you are the person who owns or rents the property and can afford the support you are promising with the documents you have attached.

Before signing it, you must understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by the Immigration Service and very limited.

**HOW TO COMPLETE THIS FORM:**

- Fill this form out completely in English.
- Attach the documentary evidence of support as explained below.
- Sign the affidavit in front of a notary public or other licensed official in your country.

**PROVE THAT YOU ARE CAPABLE OF PROVIDING THIS SUPPORT FOR EVERY YEAR OF THE STUDENT'S PROGRAM BY ATTACHING:** (Documents must be: ✍ *Photocopies or faxes, ✍ Current* (less than two months old))

***PROOF OF INCOME (any of the following)***

- Employer's salary statement on letterhead stationery with most recent pay stub, *or*
- *If self-employed*, salary estimate from accountant or attorney with most recent pay stub, *or*
- Income tax returns or receipts with most recent pay stub, *or*
- Pay stubs for last six months, *or*
- Bank/investment statements for the last six months

***PHOTOCOPY OF YOUR DEED, LEASE, CURRENT RENT RECEIPTS OR CURRENT PHONE BILL*** to prove that you are the person who owns or rents the property.

**THIS IS MY SWORN PROMISE OF FREE ROOM AND BOARD**

I, \_\_\_\_\_ *My name* **promise that for each year of his/her**  
**program of study,** \_\_\_\_\_ *Full name of student*

**will live free of any charge with me in my home at:**

\_\_\_\_\_ *Number, Street*

\_\_\_\_\_ *Phone* \_\_\_\_\_

\_\_\_\_\_ *City, State*

I  own  rent this property.

If presently in the U.S., does the student currently live with you? \_\_\_\_\_

I will not require any type of service to be performed in exchange for this benefit.

My relationship to the student is \_\_\_\_\_.  
*Parent, spouse, brother/sister, friend*

My proof of income and deed or lease 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*

**PLEASE EMAIL, FAX OR SEND THIS COMPLETED  
APPLICATION TO:**

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U.S.A**