



**TCNJ**  
THE COLLEGE OF  
NEW JERSEY



**F-1 International Student  
Admissions Supplement  
2016-2017**

## F-1 Student Handbook 2016-2017

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### ADMISSION REQUIREMENTS

Students must complete the admission process through acceptance before TCNJ will provide you with an I-20.

Undergraduate Students: <http://admissions.tcnj.edu/resources-for/international-applicants/>

Graduate Students: <http://admissions.tcnj.edu/resources-for/graduateapplicants/>

English as a Second Language and American Language Students: <https://esl.tcnj.edu/institute-for-esl-american-studies/apply/>

To guarantee your I-20 is created as quickly as possible upon your acceptance please submit the materials below along with your application for TCNJ.

### I-20 APPLICATION SUBMISSION CHECKLIST:

- Application for a from I-20—attached in this packet (page 2-3)
- Copy of Passport Bio Page—must be valid for six months after start of your program
- Statement of Financial Cost Worksheet—attached in this packet (page 6)
- Affidavit of Support & Financial Assistance—attached in this packet (page 8)  
(must also include required documents of proof)
- Terms/Conditions Concerning F-1 Student Waiver—attached in this packet (page 9-10)
- \*Form I-134—only if your sponsor resides in the U.S.  
<http://www.uscis.gov/sites/default/files/files/form/i-134.pdf>

### TRANSFER STUDENTS WITH AN F-1 VISA MUST ALSO SUBMIT THE FOLLOWING:

- Transfer Form
- Copy of all I-20s (current and previous)
- Copy of Visa
- Copy of I-94

### ENGLISH PROFICIENCY REQUIREMENTS

If English is not your native language, you must prove English language competency. Please review the minimum score requirements as listed on the website for your program and send score reports as requested.

### TRANSFERRING CREDITS FROM ANOTHER COUNTRY:

If you are requesting the college courses you took in your home country to be applied towards your degree program at TCNJ, they must first be evaluated by a U.S. evaluating agency. This is REQUIRED for ALL Students. We recommend using the World Education Service. Please contact the World Education Service directly, requesting a “course by course” evaluation.

World Education Service, Inc.  
Box 745, Old Chelsea Station  
New York, NY 10113-0745  
Telephone: 212-966-6311  
Website: [www.wes.org](http://www.wes.org)

International Student Services  
[iss@tcnj.edu](mailto:iss@tcnj.edu)  
609-771-2596  
111 Green Hall  
2000 Pennington Rd.  
Ewing, NJ 08628

Center For Global Engagement  
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## APPLICATION FOR A FORM I-20

### 1. Name as it appears on passport:

Last Name (Family Name, Primary name)	First Name (given name)	Middle name

### 2. International Address:

Number and Street			
City	State/Province	Postal Code	Country
Phone Number		e-mail address	

### 3. U.S. Address: (If Applicable)

Number and Street		
City	State	Zip Code

### 4. Biographical Information:

	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown		
Date of Birth (MM/DD/YYYY)	Gender	Country of Birth	City of Birth
			<input type="checkbox"/> Married <input type="checkbox"/> Unmarried (Complete section 7 on page 3 if spouse/children traveling with you to U.S.)
Country of Citizenship	Country of Permanent Residence	Marital Status	

### 5. Academic Information:

If other please specify:		
Academic Level	Major Field of Study	Secondary Major
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minor Field of Study	Have you been notified of an admission decision?	Is your native language English?
<input type="checkbox"/> TOEFL Score: Click here to enter text. <input type="checkbox"/> IELTS Score: Click here to enter text. <input type="checkbox"/> SAT Verbal Score: Click here to enter text.		
<input type="checkbox"/> Other Please Specify: Click here to enter text.		
If your native language is not English indicate how you will show evidence of your English language proficiency		

### 6. Present Immigration Status

Select one
SEVIS ID Number: (If Applicable)

## APPLICATION FOR A FORM I-20 (Continued)

### 7. Dependent Information: (If Applicable. Use additional paper as necessary)

#### Dependent 1:

Last Name (Family Name, Primary name)	First Name (given name)	Middle name	
Date of Birth (MM/DD/YYYY)	Country of Birth	Country of Citizenship	Relationship

#### Dependent 2:

Last Name (Family Name, Primary name)	First Name (given name)	Middle name	
Date of Birth (MM/DD/YYYY)	Country of Birth	Country of Citizenship	Relationship

#### Dependent 3:

Last Name (Family Name, Primary name)	First Name (given name)	Middle name	
Date of Birth (MM/DD/YYYY)	Country of Birth	Country of Citizenship	Relationship

#### Dependent 4:

Last Name (Family Name, Primary name)	First Name (given name)	Middle name	
Date of Birth (MM/DD/YYYY)	Country of Birth	Country of Citizenship	Relationship

## Estimate of Annual Expenses

An undergraduate student in F-1 status MUST enroll in a minimum of 3 Units (12 credits) and a graduate student in F-1 status MUST enroll in a minimum of 9 credits each semester. The following list summarizes the approximate expenses an international student will incur in one 12-month year at TCNJ. All costs are subject to change.

*This is a modest, "no extras" budget. It does not include such items as cell phones/computers. It is highly recommended that you bring at least 10% more.*

Each semester, all tuition and college fees must be paid at the time of registration.

Tuition/College Fees (Undergraduate—Fall/Spring only)	\$ 26,420 (3 Units = 12 credits)
Tuition/College Fees (Graduate— Fall/Spring only)	\$ 22,850 (9 credits)
Room/Board (undergrad only—includes meals)	\$ 12,400
Off-Campus Housing/Food (graduate only)	\$ 13,900
Undergraduate Health Insurance	\$ 1,480
Graduate Health Insurance	\$ 2,150
Personal Items/Clothing	\$ 2,500
Local Transportation	\$ 1,000
Books and Supplies	\$ 1,400
<b>ANNUAL TOTAL—Undergraduate</b>	<b>\$ 45,200.00</b>
<b>ANNUAL TOTAL—Graduate</b>	<b>\$ 43,800.00</b>

Estimate for tuition and books are for two semesters (fall and spring only) and do not include summer school. Summer session enrollment is optional for F-1 students, and summer school tuition is NOT included in the above totals.

**Art Majors** must prove they can support the additional cost of art supplies, estimated at **\$2,000 annually**.

**Students with dependent spouse and/or child** or children in F-2 status must show additional evidence of financial capability to cover their annual expenses in the following amount: **\$13,300 annually for your spouse and \$5,000 for each child**.

Applicants **cannot** rely on employment during their studies as a means of financial support.

The College encourages students to be prepared for unforeseen and discretionary spending not included in TCNJ's estimate of annual expenses.

## ACCEPTABLE TYPES OF FINANCIAL SUPPORT

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### STUDENT'S PERSONAL FUNDS

A student may act as his/her own full or partial sponsor if s/he can document sufficient personal funds. The student should submit a notarized letter describing the amount of funds available, the length of availability, and the source of those funds (personal savings, etc.) along with bank statements to verify the availability of the funds.

### SPONSORSHIP BY FAMILY, RELATIVES OR OTHER INDIVIDUALS

Sponsors must promise to support the student (and dependents, if applicable) for the duration of study and be able to document sufficient financial resources. Sponsors must prepare the TCNJ **Financial Affidavits** (attached in this packet on page 7). Sponsors must also submit letters from employers or tax returns to verify income as indicated on the affidavits. In addition, bank statements accounting for the past four months must be submitted. If the sponsor is a U.S. citizen they will also need to complete the U.S. Citizenship and Immigration Services Affidavit of Support (I-134). The USCIS affidavit can be found online:

<http://www.uscis.gov/i-134> (If you cannot access this link, go to <http://www.uscis.gov/portal/site/uscis> — click on “Immigration Forms” and download Form I—134.)

### SPONSORSHIP BY A COMPANY, GOVERNMENT, OR OTHER SOURCE

If a student is being sponsored by a company, the company should provide a letter committing to the amount of financial support required by TCNJ and submit documentation of sufficient corporate assets to provide that support. The documentation must include bank statements accounting for the past four months and a yearly income tax return or similar documents. If the student is receiving financial support from a government or private funding source, an official letter detailing the amount and duration of that support is required.

**Note that all documents you give must be:**

- **Less than six months old**
- **In English**
- **Originals**
- **Completely filled**

Make a copy of all documents for yourself before submitting them.

## ESTIMATED ANNUAL COSTS WORKSHEET

Expect an annual increase of approximately 10% in expenses.

If you are going to be accompanied by a spouse or child, you must show additional evidence of financial capability to cover their annual expenses in the following amount: \$ 13,300 annually for your spouse; \$5,000 for each child.

YOUR ESTIMATED ANNUAL COSTS	
Tuition/Fees:	
Living Costs:	
Dependent Costs:	
<b>Total:</b>	

## ESTIMATED ANNUAL SUPPORT WORKSHEET

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:

Source of my support:	Annual Amount
<input type="checkbox"/> <b>Personal Funds.</b> The amount available to me from my own and family resources every year	\$
Parent(s)/Guardian(s) names:	
<input type="checkbox"/> <b>Cash Funds from a sponsor</b> to be given every year	\$
Sponsor's name:	
<input type="checkbox"/> <b>Cash Funds from a sponsor</b> to be given every year	\$
Sponsor's name:	
<input type="checkbox"/> <b>Cash Funds from a sponsor</b> to be given every year	\$
Sponsor's name:	
<input type="checkbox"/> <b>Cash Funds from a sponsor</b> to be given every year	\$
Sponsor's name:	
<input type="checkbox"/> <b>Cash Funds from a sponsor</b> to be given every year	\$
Sponsor's name:	
<b>Total:</b>	\$

### My Personal Documents

- Bank Statement
- Proof of Income

**Sponsor's and Parent(s)/Guardian(s) documents:** I understand that ALL three types of documents MUST be attached.

- Affidavit of Support
- Proof of Income
- Bank Statement
- Scholarship Letter

## DIRECTIONS TO COMPLETE AFFIDAVIT OF SUPPORT

### 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 The College of New Jersey 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 the Bureau of Immigration and Customs Enforcement and campus jobs are very limited.

### HOW TO COMPLETE THIS FORM:

1. Fill the affidavit of support form on page 8 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.
2. Attach the documentary evidence of support explained below.
3. Sign the affidavit in front of a notary public or the appropriate official in your country
4. Prove that you are financially capable of providing this cash support by attaching the following documents: *(if these documents are not attached, your support will not be considered).*
  - a. **PROOF OF INCOME.** This must be on your employer's business stationery, on income tax returns or receipts, or estimated by a bank or private accountant if you are self-employed. The income of a company will not be accepted as proof of income. You must provide an official statement of the salary paid to you or it must appear on tax returns.
  - b. **BANK STATEMENT** in your name, which states the date the account was opened, current balance in U.S. dollars. We cannot accept statements that do not specify balances unless it is stated to be a minimum of six figures in U.S. dollars.

*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.*



# AFFIDAVIT OF SUPPORT AND FINANCIAL ASSISTANCE

Personal Information			
Last Name (Family Name, Primary name)	First Name (given name)	Middle name	
Address			
Number and Street			
City	State/Province	Postal Code	Country
Phone Number		e-mail address	
	I hereby certify and promise that I am willing and able to provide funds in the amount of: \$ _____ USD for _____ (name of student) for each year of study at TCNJ.		
Relationship to student			

Employment Information		
Name of Employer	Job Title	Annual Salary USD

Address			
Number and Street			
City	State/Province	Postal Code	Country

Attached are my  bank statements accounting for the past four months and  a statement from my employer/copy of W-2 and tax returns, attesting to my financial status.

In addition to the student, the following persons are dependent upon me for their housing, food or financial support. Use additional paper if necessary. (Do not list spouse or adult children who are supporting themselves. Do not include the student named in the affidavit.)

Name	Relationship	Age
Name	Relationship	Age
Name	Relationship	Age
Name	Relationship	Age

This affidavit will not be accepted unless it has been **COMPLETELY FILLED** and signed by the sponsor in the presence of a notary public and signed and sealed by the notary. Please write N/A or NONE if the item does not apply to you. **DO NOT** leave anything blank. **INCOMPLETED AFFIDAVITS WILL BE RETURNED EVEN IF THEY HAVE BEEN NOTARIZED.**

I hereby affirm (swear) that the contents of this affidavit signed by me and the statements in this affidavit are true and correct.	
<b>Signature of Sponsor</b>	
Date: Sworn and subscribed to me on	Time:
<b>Signature of Notary</b>	

## TERMS AND CONDITIONS CONCERNING F-1 STATUS

Read everything on the following pages carefully and be sure that you understand the terms and conditions concerning your admission and stay in the United States as a nonimmigrant F-1 visa/status student.

You are REQUIRED to sign and date this document and submit it to the Center for Global Engagement before your SEVIS I-20 is released to you.

1. **ADMISSION.** As a nonimmigrant F-1 visa/status student you will be admitted to the United States for the "duration of status." This means that you are authorized to stay in the United States for the entire length of time during which you are enrolled as a full-time undergraduate (12 credit or more) student or a full-time graduate (9 credit or more) student at The College of New Jersey and any period of authorized practical training plus 60 days. TCNJ will issue SEVIS Form I-20 to you to complete your Bachelor's or Master's degree within the time specified on the I-20. You may continue from one education level to another, such as progressing from a Bachelor's to a Master's program or a Master's to a Doctorate program by following the appropriate procedures. While in the United States, you must maintain a valid passport from your country of citizenship.
2. **SCHOOL.** For initial admission, your I-20 and school specified on your visa must match. If you have a SEVIS Form I-20 from more than one school, it is important to take the I-20 of the school you intend to attend to our visa appointment. Failure to report to the specified school may result in the loss of your student status.
3. **ENROLLMENT.** As an international F-1 student visa/status holder, you must make normal academic progress towards your degree. You must not withdraw yourself or have the instructor withdraw you from any class without PRIOR approval from a Designated School Official (DSO). F-1 students are required to maintain a full course of study, which is 12 credits for Undergraduate and 9 credits for Graduate students.
4. **REENTRY BY TRAVEL.** A nonimmigrant F-1 visa/status student may be readmitted after temporary absence of 5 months or less from the United States, if the student is otherwise admissible. You may be readmitted by presenting a valid passport, a valid visa, and either a new SEVIS Form I-20 or page 3 of the SEVIS Form I-20 properly endorsed for reentry. You must obtain this endorsement from the DSO prior to your travel.
5. **TRANSFER.** A nonimmigrant F-1 visa/status student is permitted to transfer to a different school provided they follow the transfer procedure. To transfer schools, the student must inform the DSO at his/her current school (the "transfer-out" DSO) of (1) His/her intent to transfer and (2) The complete name/school code of the school to where s/he will transfer ("transfer-in" school). In SEVIS, the transfer-out DSO must enter a release date; this will be the date that SEVIS record will transfer to the new school (usually the end of the last term that the student will be at the transfer-out school). The transfer-in school cannot access the record until the transfer release date is reached. Students who wish to transfer out of The College of New Jersey must complete the [Transfer-Out Application](#).
6. **EXTENSION OF STAY.** If you cannot complete the educational program within the time specified on your SEVIS Form I-20, you must apply for an extension of stay. An [APPLICATION FOR EXTENSION](#) of stay must be filed with the DSO at least 60 days before the expiration of your SEVIS Form I-20.
7. **EMPLOYMENT.** As an F-1 student, you are not permitted to work off campus or to engage in business without specific employment authorization. If applying for post completion full-time [Optional Practical Training \(OPT\)](#), you must submit an application to the DSO at least 45 days PRIOR to your graduation or program completion date (whichever is earlier). Please note that if, during this time, you decide to transfer to another college, your OPT will be terminated.
8. **NOTICE OF ADDRESS.** If you move, you must submit a notice within 10 days of the change of address to the U.S. Department of Homeland Security, Bureau of Citizenship and Immigration. The DSO can make this change on your behalf. Update the DSO immediately upon moving to a new address.
9. **ARRIVAL/DEPARTURE.** Students must have their I-20 document signed to travel outside of the U.S. By signing below you authorize The College of New Jersey Center for Global Engagement and its employees to access your I-94 record as needed to document your entries and exits while in student status.

## TERMS AND CONDITIONS CONCERNING F-1 STATUS CONTINUED

10. FINANCIAL SUPPORT. You must demonstrate that you are financially able to support yourself for the entire period of stay in the United States while perusing a full course of study. You are required to provide documentary evidence of your means of support when applying for a SEVIS I-20 from The College of New Jersey.
11. PENALTY/REINSTATEMENT. To maintain your nonimmigrant F-1 student visa/status, you must comply with all the F-1 regulations. Failure to comply with these regulations will result in the loss of your student status and may subject you to deportation. If you violate your immigration status, you may apply for reinstatement with the immigration district director provided you fulfill all the conditions of the reinstatement. The REQUEST FOR REINSTATEMENT MUST be filed within the five-month period of being in violation/out of status. After this five-month period, you will not be eligible to file for reinstatement.

Please note that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document to obtain a SEVIS Form I-20.

### STUDENT CERTIFICATION

I have read and agree to comply with the terms and conditions of my admission and those of any extension of stay as specified above. I understand that it is my responsibility to make sure that I do not violate the terms and conditions of my F-1 student visa/status.

Student's Name
Student's Signature
Date

### RECEIVING YOUR I-20

Once The Center for Global Engagement is notified of a positive admissions decision and we receive all materials related to your I-20 application we will issue you an I-20. **You have the choice to have you or someone you authorize to pick up the I-20 from our office or to have the I-20 shipped to you.** In order to receive your I-20 by mail you will go online to pre-pay the shipping of your documents through our secure partner website E-Ship Global. Register and pre-pay your shipping here:

<https://study.eshipglobal.com/register/>

I, _____ (Your Name), authorize _____ (Designated Representative) to retrieve my I-20 from The Center for Global Engagement.	
E-mail of Representative	Phone Number of Representative