



CITY UNIVERSITY OF NEW YORK

OFFICE OF INTERNATIONAL STUDENTS

APPLICATION FOR CERTIFICATE OF ELIGIBILITY (ACE)

To apply for Forms I-20 or DS-2019

International students who are admitted into a degree program must obtain a Certificate of Eligibility (Form I-20 for F-1 Students or Form DS-2019 for J-1 Students) in order to enter and/or remain in the U.S. in valid Student Status. This applies whether you are a new student, a transfer student from another U.S. university, or a transfer student from another CUNY college.

The Certificate of Eligibility will be issued only if you have received an admissions letter and if you have properly completed and returned this form, and all documentation of financial support verifying that you have adequate financial resources to meet your expenses during the period of your study in the U.S.

Please complete this Application for Certificate of Eligibility and Declaration & Certification of Finances and email them directly to the Office of International Students at intstu@gc.cuny.edu with all required documentation (see Checklist below). If you are admitted and request a postponement of your admission, you will need to request a new application for Certificate of Eligibility form.

Students from European Union Countries: In addition to this application, please also complete and submit the Acknowledgement Regarding Protection of Personal Data available here: F-1 students or J-1 students.

Checklist

- Application for Certificate of Eligibility
Financial Aid Letter (if applicable)
Copy of the Passport ID Page
Financial Documentation
Affidavit of Support (if applicable)
Data Protection Form (EU Country students)
Dependents' Documents (if applicable)

Transfer Students also please submit:

- Transfer Form
Most recent I-94
Copies of all previous I-20s or DS-2019s
Copy of your most recent visa
SEVIS Payment Receipt
Copy of your EAD card (if applicable)

SECTION I: PERSONAL INFORMATION

Name (family name(s) as in passport) (given name(s) as in passport)

Date of Birth (mm/dd/yy) Sex Male Female Other

City of Birth Country of Birth

Country of Citizenship

Country of Legal Permanent Residency

Email Address

Occupation in Home Country: (please be specific, e.g. Ph.D. student, college professor, elementary school teacher)

**SECTION II: ADDRESS INFORMATION: *Permanent Residential Address Outside the U.S. (mandatory for all students)***

Street Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Send my I-20/ DS-2019 to this address:  Yes  No, send it to: \_\_\_\_\_

**SECTION III: U.S. ADDRESS INFORMATION: *Address in the U.S. (transfer students currently in F-1 or J-1 status only)***

Street Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Send my I-20/ DS-2019 to this address:  Yes  No, send it to: \_\_\_\_\_

**SECTION IV: CURRENT U.S. IMMIGRATION (check one)**

I am currently in the U.S. with an active F-1 or J-1 SEVIS record which I plan to transfer to The Graduate Center - CUNY, The Craig Newmark Graduate School of Journalism at CUNY, or the CUNY School of Labor and Urban Studies. **You must complete our *Transfer Form* and submit it with this application.** Please note that if you decide not to transfer your record, you will need to depart the U.S., pay the SEVIS fee again, and apply for a new F-1 or J-1 visa before returning to the U.S.

I am currently in the U.S.  
What is your current immigration status? \_\_\_\_\_

Date of Initial Entry to U.S.: (mm/dd/yy) \_\_\_\_\_

I-94 Expires on: (mm/dd/yy) \_\_\_\_\_ **(please attach a copy of your most recent I-94)**

I am currently NOT in the U.S.  
The following information is about my previous visits to the U.S. (only complete this part if applicable):

Date Entered the U.S.	Status (i.e. F-1, J-1, B-2, etc.)	Date Left the U.S.
mm/dd/yy	mm/dd/yy	mm/dd/yy

Date Entered the U.S.	Status (i.e. F-1, J-1, B-2, etc.)	Date Left the U.S.
mm/dd/yy	mm/dd/yy	mm/dd/yy

I am currently outside the U.S. with an active F-1 or J-1 SEVIS record which I plan to transfer to The Graduate Center - CUNY, The Craig Newmark Graduate School of Journalism at CUNY, or the CUNY School of Labor and Urban Studies. **You must complete our *Transfer Form* and submit it with this application.** Please note that if you decide not to transfer your record, you will need to pay the SEVIS fee again, and apply for a new F-1 or J-1 visa before returning to the U.S.

**SECTION V: DEPENDENT INFORMATION (if applicable):** Please complete the information for any family member (spouse and/or minor children) only if they will accompany you during your studies. Students with dependents must document financial support for each person during each academic year of study: \$8,000 for a spouse; \$4,896 for each child.

**Please submit a copy of the marriage certificate, each child's birth certificate, and each dependent's passport ID page.**

Name \_\_\_\_\_  
(family name(s) as in passport) (given name(s) as in passport)

Date of Birth \_\_\_\_\_ Sex  Male  Female  Other Relationship to Student  Spouse  Child  
(mm/dd/yy)

City of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ Country of Legal Permanent Residency \_\_\_\_\_

Email Address of Dependent \_\_\_\_\_ Phone Number \_\_\_\_\_

Home Address of Dependent \_\_\_\_\_

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Name \_\_\_\_\_  
(family name(s) as in passport) (given name(s) as in passport)

Date of Birth \_\_\_\_\_ Sex  Male  Female  Other Relationship to Student  Spouse  Child  
(mm/dd/yy)

City of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ Country of Legal Permanent Residency \_\_\_\_\_

Email Address of Dependent \_\_\_\_\_ Phone Number \_\_\_\_\_

Home Address of Dependent \_\_\_\_\_

\*\*\*\*\*

Name \_\_\_\_\_  
(family name(s) as in passport) (given name(s) as in passport)

Date of Birth \_\_\_\_\_ Sex  Male  Female  Other Relationship to Student  Spouse  Child  
(mm/dd/yy)

City of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ Country of Legal Permanent Residency \_\_\_\_\_

Email Address of Dependent \_\_\_\_\_ Phone Number \_\_\_\_\_

Home Address of Dependent \_\_\_\_\_

**SECTION VI: STUDENT STATEMENT**

By submitting this form to the Office of International Students at The Graduate Center- CUNY, I hereby certify that all information provided is complete and accurate to the best of my knowledge. All required documentation and supporting documents have been submitted with this form and I acknowledge that an incomplete application will result in the delay of the issuance of my immigration documents.

## 2020-2021 Minimum Estimate of Yearly Expenses

The following financial support is the minimum required to receive an I-20 or DS-2019 SEVIS Certificate of Eligibility.

### Estimate of Academic Expenses

Program	Tuition and Fees*	Total Per Year (Tuition and Fees + Living Expenses)
<b>Master's in:</b> Biography & Memoir, Classics, Comparative Literature, Linguistics, Philosophy, Political Science, Women's and Gender Studies (\$855/credit, min. 9 credits per semester)	\$15,755	<b>\$ 45,137</b>
<b>Master's in:</b> Cognitive Neuroscience, International Migration Studies, Liberal Studies, Middle Eastern Studies, Data Science, Quantitative Methods in the Social Sciences, Data Analysis & Visualization, Digital Humanities (\$955/credit, min. 9 credits per semester)	\$17,555	<b>\$ 46,937</b>
<b>Master's: School of Journalism:</b> (\$855/credit plus additional fees and equipment. Min 13-15 credits per semester as set by the School of Journalism)	\$40,415	<b>\$ 84,488</b> (total over 3 semesters)
<b>Social Journalism Master's: School of Journalism:</b> (\$855/credit plus additional fees and equipment. Min 12 credits per semester)	\$34,355	<b>\$ 78,428</b> (total over 3 semesters)
<b>Master's: School of Labor and Urban Studies:</b> (\$855/credit, min. 9 credits per semester)	\$20,800	<b>\$ 50,182</b>
<b>Doctoral Level I</b> (\$965/credit, min. 7 credits/WIUs per semester)	\$13,875	<b>\$ 43,257</b>
<b>Doctoral Level II</b>	\$14,185	<b>\$ 43,567</b>
<b>Doctoral Level III</b>	\$5,265	<b>\$ 34,647</b>

### Estimate of Personal and Living Expenses\*\*

Academic Supplies	\$1,543
Local Transportation	\$1,107
Room	\$16,596
Food and Meals	\$5,447
Other Personal (includes estimates for insurance and taxes)	\$4,689
<b>Total Estimate of Personal and Living Expenses</b>	<b>\$ 29,382</b>

### Other Estimates of Expenses

Initial F-1 status SEVIS fee (first-time F-1 status only. Instructions will be sent with Form I-20)	\$350
Initial J-1 status SEVIS fee (first-time J-1 status only. Instructions will be sent with Form DS-2019)	\$220
Dependent Spouse per year	\$8,000
Each Minor Child (under 21 years of age) each year	\$4,982

\*General CUNY Graduate Center fees are \$365 per year. General fees at the School of Journalism are \$1,382.90 for the first two semesters and \$541.45 for the third semester. General fees at the School of Labor and Urban Studies are \$280 per year. Actual tuition may be higher or lower depending on individual program requirements and the number of billable credits for which a student registers. All tuition, fees, and personal expense estimates are subject to change without notice.

\*\*Please note that the above amounts represent a conservative estimate of New York City living costs. Many students will require additional funds. It is anticipated that all costs will increase by 3–5% each year. Please take this into account when completing these forms.

## DECLARATION AND CERTIFICATION OF FINANCES

Provide as much complete documentation as possible. If additional documentation is required, we will contact you. A Certificate of Eligibility will be issued only after all required documentation to meet the minimum financial support requirement has been received and approved by the Office of International Students at The Graduate Center–CUNY. For further guidance on the types of proof of funding documents that are accepted, please refer to pages 8 and 9.

### SUPPORT REQUIREMENTS

**All Students:** Financial support must be documented to guarantee the first year, and must be documented to project where support will come from in future years of study.

**New Students:** Doctoral students at the Graduate Center must provide documentation of financial support to cover a minimum of the first four years of study.

Master’s students at the Graduate Center must provide documentation of financial support to cover a minimum of the first two years of study.

All students at the School of Journalism and the School of Labor and Urban Studies must provide documentation of financial support for the full length of the program of studies.

**Continuing Students:** The minimum period of support must be discussed with an International Student Counselor in the Office of International Students at the Graduate Center.

Please email copies of your financial support documentation to the Office of International Students at [intstu@gc.cuny.edu](mailto:intstu@gc.cuny.edu). **If you are applying for a U.S. entry visa**, you will bring the original documentation to present at the U.S. Consulate for your visa application.

Sources of Financial Support	Year 1 Guaranteed Support	Year 2 Projected Support	Year 3 Projected Support	Year 4 Projected Support
<b>CUNY Financial Award</b> Please provide your official award letter	\$ _____	\$ _____	\$ _____	\$ _____
<b>Government or other Institutional Support</b> Please provide your official award letter	\$ _____	\$ _____	\$ _____	\$ _____
<b>Personal Sponsor</b> Sponsor must complete Affidavit of Support	\$ _____	\$ _____	\$ _____	\$ _____
<b>Student’s Personal Funds</b> bank statements and income documents	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTALS</b>	\$ _____	\$ _____	\$ _____	\$ _____



## AFFIDAVIT OF SUPPORT

This Affidavit is for your sponsor to complete (if applicable). A sponsor is someone such as a parent or friend who is willing to financially support you during your studies. If you have more than one sponsor, each sponsor must complete the Affidavit.

Please note that other F or J status individuals may not serve as your sponsor.

### SECTION A: SPONSOR INFORMATION

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

### SECTION B: FIRST YEAR GUARANTEED CASH SUPPORT

**Financial Documentation:** Documentation should be on letterhead from a bank or financial institution detailing information about checking, savings, or other liquid accounts. All financial documentation must meet the following criteria:

- Documents must be dated within three (3) months of the date of the student’s application.
- You must submit documentation reflecting two months’ worth of statements.
- Your name (as the sponsor) must be on the documents.
- Currency must be noted on financial documents.
- If financial documentation is not in English, a certified translation must be provided.
- Funds must be liquid assets and available for support.
- Instead of bank statements, you may alternatively provide a letter from the bank detailing the account balance.

I certify that I able to and do commit to provide annual cash funding in the amount of USD \$ \_\_\_\_\_ to (name of student) \_\_\_\_\_ to meet his/her/their expenses at The Graduate Center - CUNY, The Craig Newmark Graduate School of Journalism at CUNY, or the CUNY School of Labor and Urban Studies until (month) \_\_\_\_\_ / (year) \_\_\_\_\_ as demonstrated by the financial documentation submitted.

### SECTION C: PROJECTED FUTURE SUPPORT

Please provide a letter from your current employer (on letterhead and in English) confirming current employment and annual income. Retired or self-employed sponsors must provide appropriate documentation of annual income. NOTE: Annual income is the only documentation that can verify your ability to support the student in the future.

As documented in the letter provided, I receive an annual income of USD\$ \_\_\_\_\_.

My total annual expenses are USD\$ \_\_\_\_\_.

**SECTION D: ROOM AND BOARD SUPPORT INFORMATION** (Complete only if the student will live permanently in the sponsor's home in the United States). The value of this support should not be included in Cash support amount above. Please also submit a copy of proof of home ownership or lease.

I certify that I will provide (name of student) \_\_\_\_\_

- Free room** in my home as listed above in Section A (valued at \$16,596 per academic year) **OR**
- Free room and meals** in my home as listed above in Section A (valued at \$22,043 per academic year)

while the student follows a program of study at The Graduate Center - CUNY, The Craig Newmark Graduate School of Journalism at CUNY, or the CUNY School of Labor and Urban Studies.

**SECTION E: STUDENT'S DEPENDENT SUPPORT INFORMATION** (to be completed only by a Sponsor providing support for the student's dependents in addition the amounts above)

I certify that I am able to and do commit to provide support for the following individuals who will accompany (name of student) \_\_\_\_\_ with a minimum of USD \$8,000 for student's spouse and USD \$4,982 for each minor child per academic year.

<b>Name of Spouse (as in passport)</b>	
<b>Name of Minor Child (as in passport)</b>	
<b>Name of Minor Child (as in passport)</b>	

Total support for all dependents will be USD \$ \_\_\_\_\_ each academic year until (month) \_\_\_\_\_ / (year) \_\_\_\_\_.

**SECTION F: VERIFICATION OF SPONSOR'S SIGNATURE**

This Affidavit must be signed in the presence of a notarizing or verifying official. (Notary or other official who knows the sponsor and can identify the sponsor's signature).

I affirm that the contents of this affidavit signed by me are true and correct; and I authorize the release of the documentation presented to the student and/or U.S. government officials if requested.

\_\_\_\_\_  
 (Name of Sponsor signing this affidavit) (Signature of Sponsor) (Date-mm/dd/yy)

\_\_\_\_\_  
 (Name and title of Official verifying Sponsor's signature) (Signature of Official) (Date-mm/dd/yy)

## Financial Requirements

Funding for the *first year* must be *guaranteed*; funding for *all following years* must be *projected*. There are many ways to demonstrate that you will be able to meet the minimum financial requirements to study in the US. Funding documents that you provide to us may include the following:

### FIRST YEAR SUPPORT (guaranteed)

- a. **Fellowship/ Scholarship:** You may submit a Fellowship or Scholarship letter detailing the amount of funding you will receive. Please note that any Tuition Award money you may receive cannot be used to cover living expenses. If you will receive Graduate Center funding, this can be obtained from the financial aid office via email at [financialaid@gc.cuny.edu](mailto:financialaid@gc.cuny.edu) or in Room 7201.
- b. **Documentation of Support:**
  - a. Personal savings or checking account. The account(s) must be in your name.
  - b. Support from a sponsor. A sponsor is someone such as a family member or friend who is willing to financially support you. All sponsors must complete and have notarized the Affidavit of Support. We also need a statement from your sponsor's employer on letterhead showing the type of employment, dates of employment, description of position, and current salary. If sponsor is self-employed, they may submit tax documents showing the amount earned during the previous tax year.
  - c. Housing support from a sponsor. A person living in the US, who is not another F-1 or J-1 student, may host you in their home. All sponsors must complete and have notarized the Affidavit of Support. In addition to providing proof of financial security as documented above, they should also provide a copy of the up-to-date lease, rental agreement or home ownership document.

All financial documentation must meet the following criteria:

- Documents must be dated within three (3) months of the date of your application.
- The account owner's name must be on the documents.
- Currency must be noted on financial documents. If not in USD, a currency conversion - such as a screenshot- must be included.
- If financial documentation is not in English, a certified translation must be provided.

For banking documents:

- Documentation should be on letterhead from a bank or financial institution detailing information about checking, savings, or other liquid accounts.
- Funds must be liquid assets and available for support.
- You must submit documentation reflecting two months' worth of statements.
- Instead of bank statements, you may alternatively provide a letter from the bank detailing the account balance.

### FOLLOWING YEARS SUPPORT (projected)

These are similar to the requirements listed above, and must be renewable sources of income only: fellowship or scholarship; proof of financial support from a sponsor; proof of housing support from a sponsor.



- a. **Fellowship/ Scholarship:** You may submit a Fellowship or Scholarship letter detailing the amount of funding you will receive. Please note that any Tuition Award money you may receive cannot be used to cover living expenses. If you will receive Graduate Center funding, this can be obtained from the financial aid office via email at [financialaid@gc.cuny.edu](mailto:financialaid@gc.cuny.edu) or in Room 7201.
- b. **Documentation of Support:**
- a. Support from a sponsor. A sponsor is someone such as a family member or friend who is willing to financially support you. All sponsors must complete and have notarized the Affidavit of Support. We also need a statement from your sponsor's employer on letterhead showing the type of employment, dates of employment, description of position, and current salary. If sponsor is self-employed, they may submit tax documents showing the amount earned during the previous tax year.
  - b. Housing support from a sponsor. A person living in the US, who is not another F-1 or J-1 student, may host you in their home. All sponsors must complete and have notarized the Affidavit of Support. In addition to providing proof of financial security as documented above, they should also provide a copy of the up-to-date lease, rental agreement or home ownership document.

All financial documentation must meet the following criteria:

- Documents must be dated within three (3) months of the date of your application.
- The account owner's name must be on the documents.
- Currency must be noted on financial documents. If not in USD, a currency conversion - such as a screenshot- must be included.
- If financial documentation is not in English, a certified translation must be provided.

For banking documents:

- Documentation should be on letterhead from a bank or financial institution detailing information about checking, savings, or other liquid accounts.
- Funds must be liquid assets and available for support.
- You must submit documentation reflecting two months' worth of statements.
- Instead of bank statements, you may alternatively provide a letter from the bank detailing the account balance.

You can e-mail your Application for Certificate of Eligibility and all supporting documents to our office at: [intstu@gc.cuny.edu](mailto:intstu@gc.cuny.edu). Our office will process an I-20 or DS-2019 for you once we have received your complete application. Then, you will use that I-20 or DS-2019 to make an appointment for a visa at the US consulate in your home country.