



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) to enter and/or remain in the U.S. in valid F-1 or J-1 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 and complete 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 Passport Biographical Page
Financial Documentation
Dependent Documentation (if applicable)
Affidavit of Support (if applicable)
Data Protection Form (students from EU Countries)

Transfer Students also please submit:

- Transfer Form
Most recent I-94
All previous I-20s or DS-2019s
Copy of the visa stamp in your passport
SEVIS Payment Receipt
Copy of your EAD card (if applicable)

SECTION I: PERSONAL INFORMATION

Name: (as in passport) Last/Family Name(s) First/Given Name(s)
Sex: Female Male Other Date of Birth (mm/dd/yy)
City of Birth Country of Birth
Country of Citizenship Country of Legal Permanent Residence
Program (indicate certificate, MA/MS, or PhD) Occupation in Home Country (e.g. Job title, graduate student)

**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: \_\_\_\_\_ Email: \_\_\_\_\_

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: \_\_\_\_\_ Email: \_\_\_\_\_

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

\_\_\_\_\_

**SECTION IV: DEPENDENT INFORMATION (if applicable):** Please complete the information for any member of your family (spouse and/or minor children) **only if they will accompany you during your studies**. Students with dependents must document financial support for each individual during each academic year of study of \$5,047 for a spouse and \$3,144 for each child.

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

Family / Last Name(s) as in passport	First /Given Name(s) as in passport	Date of Birth MM/DD/YYYY	Sex (Female, Male, Other)	City & Country of Birth	Country of Citizenship	Country of Legal Permanent Residence	Relationship to Student (Spouse or Minor Child)

Email address of Spouse: \_\_\_\_\_

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

I am currently in the U.S. or outside of 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 copy of 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 box if applicable):

Date Entered the U.S.	Status (i.e. B-2, F-1, J-1, etc.)	Date left the U.S.

**SECTION VI: STUDENT STATEMENT**

By submitting this form, 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.

## 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 can 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 at [instu@gc.cuny.edu](mailto:instu@gc.cuny.edu).

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

**If You Are Applying for a U.S. Entry Visa:** Please email copies of your financial support documentation to the Office of International Students at [intstu@gc.cuny.edu](mailto:intstu@gc.cuny.edu). Please be sure to bring your most recent (original) financial documentation to your visa appointment.

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> Please provide documentation.	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTALS</b>	\$ _____	\$ _____	\$ _____	\$ _____

## 2022-2023 Minimum Estimate of Yearly Expenses

For International Students at The Graduate Center - CUNY, The Craig Newmark Graduate School of Journalism at CUNY, and the CUNY School of Labor and Urban Studies

### 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, and Women's & Gender Studies (\$855/credit, min. 9 credits per semester)	\$15,755	<b>\$45,520</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>\$47,320</b>
<b>Journalism Master's, School of Journalism:</b> (\$855/credit plus additional fees and equipment. (Min 12 credits per semester)	\$40,039 (for 3 semesters)	<b>\$84,685</b> (for 3 semesters)
<b>Engagement Journalism Master's, School of Journalism:</b> (\$855/credit plus additional fees and equipment. (Min 12 credits per semester)	\$37,473 (for 3 semesters)	<b>\$82,119</b> (for 3 semesters)
<b>Master's, School of Labor and Urban Studies**:</b> (\$855/credit, min. 9 credits per semester)	\$15,595	<b>\$45,360</b>
<b>Doctoral Level I</b> (\$965/credit, min. 7 credits/WIUs per semester)	\$13,875	<b>\$43,640</b>
<b>Doctoral Level II</b>	\$14,185	<b>\$43,950</b>
<b>Doctoral Level III</b>	\$5,265	<b>\$35,030</b>

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

Academic Supplies	\$1,563
Local Transportation	\$1,121
Room	\$16,812
Food and Meals	\$5,518
Other Personal (includes estimates for insurance and taxes)	\$4,751
<b>Total Estimate of Personal and Living Expenses</b>	<b>\$29,765</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	\$5,047
Each Minor Child (under 21 years of age) each year	\$3,144

\*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.

\*\*Certificate students in the CUNY School of Labor and Urban Studies can contact OIS for the current tuition and fees schedule.

\*\*\*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.



## 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.

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 your application.
- Bank statements must cover at least a two-month period.
- Sponsor's name must be on the documents.
- Currency must be noted on financial documents.
- If financial documentation is not in English, a translation must be provided.
- Funds must be liquid assets and available to support the student.
- Instead of bank statements, you may alternatively provide a letter from the bank detailing your account balance.

I certify that I am 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 (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 \$16,812 per academic year) **OR**  
 **Free room and meals** in my home as listed above in Section A (valued at \$22,330 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 \$5,047 for the student's spouse and USD \$3,144 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>	
<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)

\_\_\_\_\_  
 (Name and title of Official verifying Sponsor's signature) (Signature of Official) (Date)