



Capstone International Center
International Student & Scholar Services

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INTERNATIONAL@UA.EDU | [HTTP://INTERNATIONAL.UA.EDU/ISSS/](http://INTERNATIONAL.UA.EDU/ISSS/)

**Student F-1 I-20/
J-1 DS-2019
Request Form**

SECTION 1: STUDENT'S INFORMATION

<p>IF YOU ARE <u>OUTSIDE</u> THE U.S.:</p> <p><input type="checkbox"/> Request for F-1 Student Non-Immigrant Status (I-20) to apply for F-1 Student Visa Outside of the U.S.</p> <p><input type="checkbox"/> Request for J-1 Student Non-Immigrant Status (DS-2019) to apply for J-1 Student Visa Outside of the U.S.</p>	<p>IF YOU ARE <u>INSIDE</u> THE U.S.:</p> <p><input type="checkbox"/> Request VISA/SEVIS TRANSFER TO UA from another U.S. School. (Please complete Section 4)</p> <p><input type="checkbox"/> Request CHANGE-OF-LEVEL (For current UA students starting new degree program at UA)</p> <p><input type="checkbox"/> Request REINSTATEMENT</p> <p><input type="checkbox"/> Request CHANGE-OF-STATUS to <input type="checkbox"/>F-1/<input type="checkbox"/>J-1. Current Visa: _____</p>
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NAME AND RESIDENCE INFORMATION (NAME ON YOUR I-20/DS-2019 MUST MATCH PASSPORT):

Full Name (as in passport): _____
Family/Last Name (Surname) Given Name (First)

Date of Birth (Month/Day/Year): _____ Gender : male female

City of Birth: _____ Country of Birth: _____

Country of Citizenship: _____ Country of Permanent Residence: _____

Address in Home Country (Give a Complete Address, not PO Box): _____	Address in U.S. (If currently in the US, give a Complete Address): _____
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Phone Number: _____ E-Mail Address: _____

UNIVERSITY OF ALABAMA DEGREE INFORMATION:

UA Campus Wide ID Number (CWID): _____

Anticipated Program: Undergraduate Graduate Law; Intended Major: _____

Anticipated Start Date: Fall (August); Spring (January); Summer 1; Summer 2 of _____ (Year)

REQUIRED FOR J-1 STUDENTS - CURRENT OR LAST POSITION/ EMPLOYMENT OUTSIDE OF THE US:

Occupation/profession in Home Country or Abroad: _____

Place of Employment/Study in Home Country or Abroad (Company or Institution): _____

SECTION 2: DEPENDENT FAMILY INFORMATION (FOR SPOUSE AND CHILDREN'S F-2 I-20 OR J-2 DS-2019)

IMPORTANT NOTE: F-2 I-20 and J-2 DS-2019 documents can be issued only to a dependent spouse and to unmarried, dependent children under 21 years of age. Married children and children over 21 cannot be issued an F-2 I-20 or J-2 DS-2019.
 How many dependents will join you: _____ For additional children, please copy the information below and include on a separate page.

Spouse's Information	<p>Full Name : _____ <small>Family/Last Name (Surname) Given Name (First) Middle Name (if any)</small></p> <p>City of Birth: _____ Country of Birth: _____</p> <p>Country of Citizenship: _____ Country of Permanent Residence: _____</p> <p>Date of Birth: (month/day/year): _____ Spouse's Gender : <input type="checkbox"/>male <input type="checkbox"/>female</p>
Child's Information	<p>Full Name : _____ <small>Family/Last Name (Surname) Given Name (First) Middle Name (if any)</small></p> <p>City of Birth: _____ Country of Birth: _____</p> <p>Country of Citizenship: _____ Country of Permanent Residence: _____</p> <p>Date of Birth: (month/day/year): _____ Child's Gender : <input type="checkbox"/>male <input type="checkbox"/>female</p>

SECTION 3: FINANCIAL INFORMATION

Please enter any and all sources of funding and the amount of finances available to support your study and living expenses while at the University of Alabama. If funds are from an organization, grant, or government support, please include a copy of any letters of award or sponsorship. If your support will come from personal or parent funds, please include bank certification not more than 12 months old.

The specific amount of funds must total at least \$47,377 USD (\$60,017 USD for law students) for the 2018-2019 academic year:
<http://international.ua.edu/iss/future-new-students/expenses/>.

FINANCIAL SUPPORT FOR DEPENDENTS: To bring a spouse or child(ren), an F-1/J-1 student must show financial support above the minimum cost of attendance and living at UA. Additional financial support of \$3800 per year must be shown for each F-2/J-2 dependent.

SOURCE OF FUNDS	PROJECTED SUPPORT PER YEAR	CERTIFICATION OF FUNDS: By signing this form, the sponsor certifies that funding amount listed is true and that funds are readily available and will be provided as indicated.
1. Personal Funds or Savings <ul style="list-style-type: none"> • Attach letter(s) from bank(s) certifying the amount listed for 1st year of study. 	US DOLLARS \$ _____	A1: Name of Financial Institution: _____ A2: Country of Financial Institution: _____
2. Parental Funds or Savings <ul style="list-style-type: none"> • Attach letter(s) from bank(s) certifying the amount listed for 1st year of study. • If both parents' names appear on funding, both parents should sign. • Parent sponsors who currently live in the US but who are not US Citizens or Legal Permanent Residents must submit copies of their immigration documentation. 	US DOLLARS \$ _____	B1: Parent(s) currently living in the US: <input type="checkbox"/> Yes or <input type="checkbox"/> No B2: Parent(s) US citizen or permanent resident? <input type="checkbox"/> Yes or <input type="checkbox"/> No B3: Occupation of Parent(s): _____ B4: Name of Parent(s): _____ B5: Parent's(s') Signature(s): _____ Date of Signature: _____
3. Scholarship Support: Student's Home Government or Sponsoring Agency <ul style="list-style-type: none"> • Attach copy of Scholarship/Fellowship Award Letter. 	US DOLLARS \$ _____	C1: Name of institution, government, or other sponsoring agency: _____

SECTION 4: SEVIS TRANSFER INFO – ONLY FOR F-1/J-1 STUDENTS CURRENTLY IN THE U.S.

This section is only for students who are currently studying in the U.S. on an F-1 or J-1 student visa. Please provide us details about your current SEVIS record and current institution. Your SEVIS I-20/DS-2019 cannot be released to UA until after the last day of studies at your current institution is complete. **Note: Please do not ask your current institution to process a SEVIS Transfer until you have been admitted to UA. Once admitted, you may provide your International Student Advisor (DSO/ARO) with a copy of your admission letter and request to transfer your SEVIS record to UA.**

I am in good standing. I am currently out-of-status/terminated. Please Explain: _____

SEVIS ID# N_____ Date of Last Attendance/Anticipated Completion Date: _____

Current visa status: F-1/ J-1. Are you on Work Authorization?: OPT CPT AT From: _____ To: _____

Current Institution and Location (City/State): _____

Please provide us with your International Advisor's (DSO/ARO) name: _____

International Advisor's Email: _____

University of Alabama - F-1 School Code: ATL214F01174000; J-1 EV Program Number: P-1-03854

SECTION 5: STUDENT ATTESTATION

I certify that the information on this form is true. Any misrepresentation may be cause for refusing or revoking admission to UA.

STUDENT'S SIGNATURE: _____ **DATE:** _____

REQUIRED DOCUMENTATION TO BE SUBMITTED WITH I-20/DS-2019 REQUEST

- Pages 1 – 2 of this form (Please do not include pages 3 and 4).
 - Copies/Scans of Passport Identification Pages for Yourself and All Requested Dependents
 - Copies/Scans/Originals of Proof of Financial Support (Bank Statement, Award Letter, Scholarship Letter, etc.)
- The specific amount of funds must total at least \$47,377 USD (\$60,017 USD for law students) for 2018-2019:**
<http://international.ua.edu/iss/future-new-students/expenses/>.

UNDERGRADUATE & GRADUATE STUDENTS –2018-19***Summary of Required Funding for Issuance of an I-20 or DS-2019**

DIRECT COSTS	Fall Semester	Spring Semester	Summer	TOTAL
Tuition	\$14,615	\$14,615	‡	\$29,230
International Fee	\$75	\$75	‡	\$150
Course/College Fees**	\$400	\$400	‡	\$800
Health Insurance***	\$732	\$1015	***	\$1747
Total Direct Costs by UA	\$15,822	\$16,105	‡	\$31,927
INDIRECT COSTS				
Books & Supplies	\$600	\$600	‡	\$1200
Housing****	\$3150	\$3150	\$2100	\$8400
Meals†	\$1700	\$1700	\$1250	\$4650
Personal Expenses/Travel††	\$450	\$450	\$300	\$1200
Total Indirect Costs	\$5900	\$5900	\$3650	\$15,450
TOTAL (DIRECT + INDIRECT)	\$21,722	\$22,005	\$3650	\$47,377

LAW STUDENTS – 2018-19***Summary of Required Funding for Issuance of an I-20 or DS-2019**

DIRECT COSTS	Fall Semester	Spring Semester	Summer	TOTAL
Tuition	\$20,935	\$20,935	‡	\$41,870
International Fee	\$75	\$75	‡	\$150
Course/College Fees**	\$400	\$400	‡	\$800
Health Insurance***	\$732	\$1015	***	\$1747
Total Direct Costs by UA	\$22,142	\$22,425	‡	\$44,567
INDIRECT COSTS				
Books & Supplies	\$600	\$600	‡	\$1200
Housing****	\$3150	\$3150	\$2100	\$8400
Meals†	\$1700	\$1700	\$1250	\$4650
Personal Expenses/Travel††	\$450	\$450	\$300	\$1200
Total Indirect Costs	\$5900	\$5900	\$3650	\$15,450
TOTAL (DIRECT + INDIRECT)	\$28,042	\$28,325	\$3650	\$60,017

* Estimates meant for the issuance of an I-20 or DS-2019. Official UA Cost of Attendance can be found here: <http://financialaid.ua.edu/cost/>

** College/Course Fees will vary depending on actual course enrollment - <https://studentaccounts.ua.edu/cost/>.

*** Health Insurance is \$1747 per year and is paid in separate 5-month and 7-month installments, which covers all 12 months of insurance. The current annual cost for United Healthcare Insurance coverage: International Student, Dependent spouse and child(ren) - \$1747 USD each.

**** Housing is based on an average rate of \$700 per month for a single or studio off-campus apartment - <https://offcampushousing.ua.edu/>. For fall and spring semesters, the rate of \$700 is multiplied by 4.5 months, and for summer it is multiplied by 3 months. Please be aware that some off-campus properties include utilities (electricity and water) in the price of rent, while others require separate utility service. On-campus housing is limited to undergraduates and can vary from \$2875 to \$5400 per semester - <https://housing.sa.ua.edu/apply/rates/>.

† Meal cost reflects the USDA guideline of an average of \$300 per month in expenses for groceries for an individual (<https://www.cnpp.usda.gov/USDAFoodPlansCostofFood/reports>) plus \$350 Dining Dollars per semester. For fall and spring semesters, the rate of \$300 is multiplied by 4.5 months with the \$350 Dining Dollars added, and for summer the rate of \$300 is multiplied by 3 months with the \$350 Dining Dollars added. All undergraduate students are charged \$350 at registration each semester for Dining Dollars; Dining Dollars are not automatically charged to graduate students. Please note that students living on campus will have a higher rate for the full meal plan, which is estimated at \$2251 per semester, and approximately \$1335 in the summer - <http://bamadining.ua.edu/meals-plans/>.

†† Personal expenses and travel are based on an average rate of \$100 per month. For fall and spring semesters, the rate of \$100 is multiplied by 4.5 months, and for summer it is multiplied by 3 months.

‡ Summer tuition, fees, books, and supplies are not included in the estimated annual costs. If summer is your first semester of study, you must enroll full-time. Undergraduate students will need to show an additional \$14,525 in funding for summer tuition (12 credit hours) and fees; graduate students will need to show an additional \$14,525 in funding for summer tuition (9 credit hours) and fees; and Law students will need to show an additional \$20,655 in funding for summer tuition (10 credit hours) and fees. Tuition rates available at: <https://studentaccounts.ua.edu/tuition-rates/> & <https://studentaccounts.ua.edu/tuition-rates-summer/>.

WHERE TO SEND THE FORM AND DOCUMENTS:

Undergraduate Admissions

Please upload your documents by logging into your [MyBama](#) account, and going to the Admissions/ Scholarships tab. Under Undergraduate Admission please click the link “**Supplemental Document Upload.**”

Graduate Admissions

The Graduate School
The University of Alabama, Box 870118
Tuscaloosa, AL 35487-0118
Tel: (205) 348-8278, Fax: (205) 348-0400
Email: aemaltbie@ua.edu; kmburns2@ua.edu

Law School Admissions

School of Law
The University of Alabama, Box 870382
Tuscaloosa, AL 35487-0382
Tel: (205) 348-5440, Fax: (205) 348-5439
Email: admissions@law.ua.edu

GUIDELINES FOR DOCUMENTATION OF FINANCIAL SUPPORT

Educational institutions are required by the Department of Homeland Security to have documentary proof of adequate financial support prior to issuing immigration an I-20 or DS-2019. Failure to fully and properly follow the instructions on this information sheet will result in non-issuance of the I-20 or DS-2019 form which is required (1) to obtain a visa and enter the U.S., (2) to transfer from another U.S. school to The University of Alabama, and (3) to extend F-1 or J-1 visa status at The University of Alabama.

The specific amount of funds must total at least \$47,377 USD (\$60,017 USD for law students) for the 2018-2019 academic year: <http://international.ua.edu/iss/future-new-students/expenses/>. Students who begin studies in summer must enroll full-time; so for those who begin their studies in summer, they will need to show additional funding for summer tuition and fees. Add \$3800 USD for a dependent spouse and each dependent child accompanying you to UA. Please be aware that actual dependent costs may be much higher due to additional medical insurance expenses, food, clothing, and daycare for children.

FINANCIAL DOCUMENTATION REQUIREMENTS FOR STUDENTS WITH GOVERNMENT FUNDING, SCHOLARSHIPS, GRANTS, AND LOANS

The information below describes usual financial requirements. The University reserves the right to require original documents as well as additional or different financial documentation, including an advance deposit. You will be notified if special documentation is required.

Government Funding, Scholarships, Grants, and Loans. A letter of award confirming a scholarship or loan must be submitted with the I-20/DS-2019 request form. The award letter must meet the following requirements:

- (1) must be an original document **or** verifiable, true copy **or** unaltered scan of the original document;
- (2) must be on official letterhead stationery of the scholarship or loan organization;
- (3) must be addressed to The University of Alabama;
- (4) must be dated within twelve months of the intended date of enrollment;
- (5) must specify the amount, terms, and duration of the award or loan, including specific beginning and ending dates; and
- (6) must contain billing instructions specifying how the scholarship or loan organization intends to pay your tuition and fee bills.

INSTRUCTIONS FOR SUPPORTING BANK LETTER FOR FAMILY/SELF-SPONSORED STUDENTS

Students whose financial sponsorship comes from family or personal funds must provide documentation of financial resources available to them. While The University will accept copies and scans, The University reserves the right to require original documents as well as additional or different financial documentation, including an advance deposit. You will be notified if special documentation is required.

1. A letter on official stationery (must be an original document **or** verifiable, true copy **or** unaltered scan of the original document), must be submitted from a bank or other financial institution where the prospective student or parent has savings deposits, certificates of deposit, money market certificates, or other types of accounts containing **readily available funds**.
2. If deposits are in more than one financial institution, a separate letter must be submitted from each bank.
3. The letter(s) must provide **a specific amount of funds and the name of the account holder**.
4. The letter(s) must be signed and dated less than one year from when the student plans to enroll.
5. No changes, alterations, or modifications may be made to any information appearing on the letter(s).
6. 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.
7. The bank letter must be in **English**; otherwise, attach a **translation** into English.

UA SCHOLARSHIPS AND FINANCIAL ASSISTANCE AND EMPLOYMENT IN THE US

A. UA SCHOLARSHIPS AND FINANCIAL ASSISTANCE

Please Note: Graduate assistantships, athletic scholarships, grants, and other awards may not cover all expenses for study and living expenses at UA or meet the Estimated Cost of Attendance. 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 UA financial assistance.

B. EMPLOYMENT IN THE US

- **On-Campus Employment.** On-Campus jobs are few in number and difficult to obtain. Therefore, you are advised **not** to plan on supplementing your financial support with on-campus employment.
- **Off-Campus Employment.** It is a **violation** of U.S. Department of Homeland Security regulations for international students to be employed off-campus without **first** obtaining written work authorization. Unauthorized employment will result in loss of valid nonimmigrant status and its benefits. Do **NOT** expect to supplement your financial support by working off-campus.