

Instructions: *The Form I-20 is required for the purpose of obtaining an F-1 student visa. Please complete all sections of this application as they relate to you. Submit the completed Form I-20 Application with passport copies and financial documents to the Office of International Admissions & Services at Kutztown University by mail, fax, or email to receive your Form I-20 by mail. The Office of International Admissions & Services is not permitted to email or fax the Form I-20.*

## Section I. Student Details

*Please enter your name in English exactly as it appears in your passport. You must provide a copy of the biographical information page of your passport with this application to confirm all details.*

Are you applying for:  F-1 student visa, or  Change of status to F-1 student (students currently in the U.S. only)

Last (Surname/Primary/Family) Name: \_\_\_\_\_

First (Given) Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

## Section II. Student Citizenship

City of Birth: \_\_\_\_\_ Country of Legal Permanent Residence: \_\_\_\_\_

## Section III. Student Permanent non-U.S. Address for I-20

Address 1 (number and street): \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## IV. Mailing Address for I-20

Address 1 (number and street): \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone number for delivery: \_\_\_\_\_ Email for delivery: \_\_\_\_\_

## V. SHIPPING PREFERENCE for I-20

**Do you plan to pay for express mailing of your I-20?**  No  Yes

If Yes, please review the Express Document Shipping information at [www.kutztown.edu/studentvisa](http://www.kutztown.edu/studentvisa) for instructions.

## Section VI. Dependent Information

*Only an unmarried child under the age of 21 years or a spouse is considered to be a dependent for the purpose of obtaining an F-2 dependent visa. You must provide a copy of the biographical information page of the passport for all dependents. Attach additional sheets if necessary for additional dependents. You do not need to complete this section if you are not married, do not have children, or do not plan for your spouse and children to apply for F-2 status.*

**Will you have any F-2 dependent spouse or children?**  Yes – Complete Section VI.  No – Go to Section VII.

### First Dependent Information

Relationship:  Spouse  Child

Surname/Primary/Last/Family Name: \_\_\_\_\_

First (Given) Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Male  Female

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

Country of Citizenship: \_\_\_\_\_ Country of Legal Permanent Residence: \_\_\_\_\_

### Second Dependent Information

Relationship:  Spouse  Child

Surname/Primary/Last/Family Name: \_\_\_\_\_

First (Given) Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Male  Female

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

Country of Citizenship: \_\_\_\_\_ Country of Legal Permanent Residence: \_\_\_\_\_

*Additional dependents may be listed on a separate page if needed.*

## Section VII. Current Status

Are you currently in the U.S.?  Yes – Complete Section VII.

No – Go to Section VIII.

What is your current visa type? \_\_\_\_\_ When does your current visa status expire? \_\_\_\_\_

If you do not have F-1 status, please tell us how you plan to get F-1 status:

Change of status in the U.S.

Travel to get the correct status

Reinstatement

## Section VIII. Transfer Information

Are you transferring a SEVIS record from another U.S. institution?  Yes – Complete Section VIII.  No – Go to Section IX.

### Student Section

You will have to request that your SEVIS record be transferred to Kutztown University. We require additional information from your current institution before accepting your transferred SEVIS record. Please print and sign your name before giving this form to the Designated School Official (DSO) at your current institution. The form must be sent to KU by a DSO.

Student Name (Printed): \_\_\_\_\_

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

Semester you plan to enroll at Kutztown University: \_\_\_\_\_

**I grant permission for the information requested below to be forwarded to Kutztown University.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please give the Section VII. Transfer Information page to the DSO at your current institution to complete and submit to KU.

### DSO Section

Attention Designated School Official: Thank you for completing this section of the form and sending it by mail, email, or fax to the Office of International Admissions & Services at Kutztown University; please see contact information below.

Is the student's data in SEVIS?  Yes  No SEVIS ID: \_\_\_\_\_

Current SEVIS end date: \_\_\_\_\_ SEVIS transfer release date: \_\_\_\_\_

To the best of your knowledge, has this student maintained full-time enrollment?  Yes  No

If no, please explain. \_\_\_\_\_

Please list any CPT, OPT, or off-campus work authorizations. \_\_\_\_\_

\_\_\_\_\_

Please list any Reduced Course Load (RCL) authorizations. \_\_\_\_\_

\_\_\_\_\_

Is this student eligible to continue at your institution?  Yes  No

If no, please explain. \_\_\_\_\_

DSO Name (Printed): \_\_\_\_\_ DSO Title: \_\_\_\_\_

DSO email: \_\_\_\_\_ DSO phone number: \_\_\_\_\_

DSO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Kutztown University of Pennsylvania SEVIS code: PHI214F00311000**

Office of International Admissions & Services  
Kutztown University  
P.O. Box 730  
Kutztown, PA 19530

Phone: 484-646-4256  
Fax: 610-683-1356  
Email: [international@kutztown.edu](mailto:international@kutztown.edu)

## Section IX. Financial Information

The United States government requires all international applicants to provide proof of their ability to pay tuition, fees, and living expenses for the full length of their program of study. Kutztown University of Pennsylvania requires evidence of financial support to issue the Form I-20. Please be aware that you will not be able to pay for the full amount of your educational expenses by working while you are in the United States. U.S. government regulations strictly limit employment authorization and require that holders of student visas must be full-time students. Therefore, your job opportunities are extremely limited.

You will need to submit evidence of financial resources available to you for the “Total Amount to be Verified for One Year of Study” amount listed below from your own assets or a sponsor. You must also show that you have continued financial support for the duration of your academic program using your own funds or funds provided by sponsors. If you have been awarded an institutional tuition waiver or graduate assistantship, you can reduce the overall amount of required funding you have to prove based on your institutional financial aid. All sponsors must complete the Affidavit of Financial Support, which is page five (5) of this document. You may submit multiple copies of page five (5) if you will have multiple sponsors.

Here is a list of acceptable documents:

- Six consecutive months of bank statements
- Bank loans for educational purposes
- Scholarship letters
- Investment statements indicating liquid assets
- Government funding guarantor letter

Submit only copies of official financial documents; you will need to take the official financial documents to your visa interview. All documents must be less than two months old and translated to English. Provide a description of currency type if not explicitly stated on the document.

### TOTAL Estimated Expenses for One Academic Year

	Bachelor's (12-18 credits per semester)	Master's (9 credits per semester)
Tuition:	\$11,574*	\$13,932
Administrative Fees:	\$3,797	\$2,418
Housing & Meals:	\$11,043**	\$11,800
Books & Personal Expenses:	\$3,000	\$3,000
Health Insurance:	\$2,000	\$2,000
<b>Total Amount to be Verified for One Year of Study:</b>	<b>\$31,414</b>	<b>\$33,150</b>

\*Represents reduced tuition rate for first-time freshman and transfer students to Kutztown University. For **second degree** and other students, the non-discounted tuition rate is currently **\$19,290** for one year which makes the Total Amount to be Verified for one year **\$39,887 USD**.

\*\*Housing & Meals expenses includes \$600 fee for on-campus housing during winter break, approximately mid-December to late January

- Tuition and fees cost based on 2019-2020 fall and spring semesters only.
- Bachelor's degree fees include \$313 first-time student fees and master's degree fees include one-time \$50 academic records fee for new students
- Students should also budget for transportation to/from Kutztown University and summer break housing, if applicable.
- Fees are subject to change without notice. Tuition and fees may increase 3-6% per year, on average.
- Dependent support: Student must show an additional \$6,500 of support for a spouse and each child.
- This a moderate budget; housing, meals, books and personal expenses may vary.
- I-20 amount will be reduced by any financial aid you receive in the form of waivers, scholarships, or graduate assistantships, where applicable.
- **For more information about local cost of living in the area of Kutztown University, please see the [Living Wage Calculator](#). KU is located in Berks County, Pennsylvania.**

# Form I-20 Application

Please complete all sections of this form and answer all questions. PRINT CLEARLY for the accuracy of the Form I-20. Write NA if a section or question is not applicable to you. **\*\*NOTE: Yearly Amount of Support Promised to Student is a REQUIRED FIELD. The total from all sponsors MUST equal the TOTAL Amount to be Verified per the Chart on Page 4.**

Student's Information	
Student's KU ID Number:	
Student's Last (Family) Name:	Student's First (Given) Name:
Student's Annual Income:	Student's Personal Savings:
Student's Signature:	Date:
Family Financial Support Information	
Parent/Guardian 1	
Last (Family) Name:	First (Given) Name:
Occupation AND Employer Name:	Annual Salary:
Other Income:	Please describe other income:
Relationship to student (mother, father, guardian, etc.):	<b>**Yearly Amount of Support Promised to Student in US Dollars:</b>
Signature:	Date:
Number of people in family parents/guardians must financially support:	
Parent/Guardian 2	
Last (Family) Name:	First (Given) Name:
Occupation AND Employer Name:	Annual Salary:
Other Income:	Please describe other income:
Relationship to student (mother, father, guardian, etc.):	<b>**Yearly Amount of Support Promised to Student in US Dollars:</b>
Signature:	Date:
Sponsor Information (anyone other than the student, parent or guardian who will financially sponsor student's education)	
Last (Family) Name:	First (Given) Name:
Occupation AND Employer Name:	Annual Salary:
Other Income:	Please describe other income:
Relationship to student:	<b>**Yearly Amount of Support Promised to Student in US Dollars:</b>
Signature:	Date: