

## **CERTIFICATE FOR ISSUANCE OF IMMIGRATION DOCUMENT**

Immigration documents can only be issued after admission to Westminster College has been granted. You will receive a letter from the Office of Admissions when you have been accepted to the school. The enclosed forms must be returned with complete and accurate information before immigration documents will be issued.

**Please use this checklist to verify that you are sending correct documentation  
and to speed the issuance of your immigration document.**

- \_\_\_\_\_ Do not leave any blanks on the form. If something is not applicable to you, put an N/A in the space.
- \_\_\_\_\_ All documentation must be in English or be accompanied by an official English translation.
- \_\_\_\_\_ All documents must be the originals. Do not send photocopies, faxes or scanned documents.
- \_\_\_\_\_ The date of issuance of all documents must be less than one year old.
- \_\_\_\_\_ Obtain two (2) original copies of all financial documentation. One set must be attached to this form and will become part of your permanent student file. *Keep the other set of documents to present to the US Embassy or Consulate.*
- \_\_\_\_\_ All financial supporting documents must show that funds (stated in US dollars) are available in a savings account, checking account, money market account, and/or a certificate of deposit. *We do not accept financial support documents including paycheck stubs, retirement accounts, personal property or other fixed assets.*
- \_\_\_\_\_ All bank statements or letters from the bank must be signed by an appropriate bank official and must be on official bank stationery. The bank's street address, phone number and fax number must be included as well.
- \_\_\_\_\_ All supporting documents must include the student's name.
- \_\_\_\_\_ All supporting financial documents must add up to the total amount of the minimum requirement for at least the first year of study at Westminster College.
- \_\_\_\_\_ Student must attach a copy of the passport page(s) with name and photo for the student and all family members who will be accompanying the student to the USA.
- \_\_\_\_\_ If the student (and any dependents) are currently in the USA, you must include a copy of your current I-94 card(s) and I-20 or IAP-66 or I-797.

You must complete this form and return it to the Office of Admissions before you will be issued any immigration documents. Please write above the line and do not leave any blanks. If something is not applicable, write N/A on the line instead of leaving it blank. All information must be entered in English. *Please type or print legibly in black or blue ink.*

**Full legal name as it appears on your passport:**  
*(Please include a copy of your passport photo and name page)*

\_\_\_\_\_  
Family Name (surname)

\_\_\_\_\_  
Given Name (first name)

\_\_\_\_\_  
Middle Name

**Mailing Address for Immigration Document:**  
*(Please complete as it should appear on the mailing label)*

\_\_\_\_\_  
Number and Street Address or Post Office Box

\_\_\_\_\_  
Number and Street Address

\_\_\_\_\_  
Number and Street Address

\_\_\_\_\_  
City Province or State Postal Code

\_\_\_\_\_  
Country

**Contact Information:**

\_\_\_\_\_  
Phone number at mailing address listed above (for delivery purposes)

\_\_\_\_\_  
E-mail address (for correspondence purposes)

**Personal Information:**  
*(Required to issue your immigration document)*

\_\_\_\_\_  
Date of Birth (Month/Day/Year)

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

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

\_\_\_\_\_  
Country of Citizenship

\_\_\_\_\_  
Country of Legal Permanent Residence

\_\_\_\_\_  
Marital Status (Married or Single)

\_\_\_\_\_  
Number of dependents coming to the USA with you

\_\_\_\_\_  
Current Occupation in Home Country (Job Title)

\_\_\_\_\_  
Current Employer

\_\_\_\_\_  
Type of Employer: Federal Government, State Government, University, Private Company, etc.

**I am applying to begin courses at Westminster College for the following semester:**

\_\_\_ Fall (August) \_\_\_ Spring (January) \_\_\_ Summer (May)

Year \_\_\_\_\_

Area of Study: \_\_\_\_\_

**If you are currently in the USA, you MUST complete the following information:**

*(Please include copies of your I-94 card, I-20 or IAP-66 or H-1 Petition)*

Current non-immigrant status: F1 \_\_\_ F2 \_\_\_ J1 \_\_\_ J2 \_\_\_ H1 \_\_\_  
H4 \_\_\_ B1 \_\_\_ B2 \_\_\_ Other status: \_\_\_\_\_

Current students: Name of current school: \_\_\_\_\_ Location of current school: \_\_\_\_\_

Which of the following options do you wish to pursue:

\_\_\_\_\_ I would like to remain in my current non-immigrant status

\_\_\_\_\_ I would like to leave the USA, apply for an F1 visa, and re-enter the USA.

\_\_\_\_\_ I would like to change my status to F1 student without leaving the USA.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date form completed (month/day/year)

\_\_\_\_\_  
Print Family Name (Surname)

\_\_\_\_\_  
Print Given Name (First Name)

## Expenses at Westminster College

You must provide financial documentation that you can meet the total expense for one academic year. The total amount needed is shown below in the box. You need to decide if you plan to live on or off campus. You may combine the sources listed below to meet the required total.

Undergraduate Tuition and fees USD \$22,374.00* (two semesters of at least 12 credit hours each) Estimated living and student expenses On campus .....USD \$9,479.00      Off campus .....USD \$5,070.00  Total for Two Semesters (one academic year): <b>On campus total .....USD \$31,853.00      Off campus total .... USD \$26,100.00</b> <small>*Tuition subject to change without notice</small>	Graduate Tuition and fees USD \$12,600.00* (two semesters of at least 7 credit hours each, estimate, varies by program)  Estimated living and student expenses.....USD \$9,800.00  Total for Two Semesters (one academic year): <b>On campus total .....USD \$22,400.00</b> <small>*Tuition subject to change without notice</small>
--	--

**PERSONAL INCOME OR SAVINGS OF THE STUDENT:**

If completing this section, you **MUST** include a bank statement or bank letter showing that the amount listed here is available in your personal bank account

Name of Bank: \_\_\_\_\_ Amount of Funds in USD: \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date (Month/Day/Year) \_\_\_\_\_

**PRIVATE SOURCE OF INCOME (includes family members or friends):**

If completing this section, you **MUST** include a bank statement or bank letter showing that the amount listed is available in your bank account

Name of Bank: \_\_\_\_\_ Amount of Funds in USD: \_\_\_\_\_

Printed Name of Provider \_\_\_\_\_ Signature of Provider \_\_\_\_\_

Street Address of Provider \_\_\_\_\_ Relationship to Student \_\_\_\_\_

City, State/Province, Country of Provider \_\_\_\_\_ Date Signed by Provider (month/day/year) \_\_\_\_\_

**WESTMINSTER COLLEGE SCHOLARSHIP:**

If you received a scholarship letter from Westminster College, put that amount here. **Please include a copy of the award letter.**

\_\_\_\_\_ Amount of Scholarship in USD

**OUTSIDE SCHOLARSHIP OR SIMILAR ASSISTANCE (NOT FROM WESTMINSTER COLLEGE):**

This part of the form must be completed by the sponsoring agency, firm, government, or university. **Please attach award letter.**

Terms of Award For:  
 Student: \_\_\_\_\_  
 Amount of Award: USD \_\_\_\_\_  
 Length of Award: \_\_\_\_\_  
 Begin Date: \_\_\_\_\_  
 End Date: \_\_\_\_\_

**SPONSOR NAME AND CONTACT INFORMATION**  
 Agency Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_

Westminster College is authorized to bill the sponsor listed above for the amount listed here in accordance with the terms of this student's award.

\_\_\_\_\_ Authorizing Signature of Agency      \_\_\_\_\_ Printed Name      \_\_\_\_\_ Date (Month/day/year)

**Please check one of the below options:**

- \_\_\_\_\_ I plan to live on campus, therefore the total amount I must show in all funding sources is USD \$30,295.00
- \_\_\_\_\_ I plan to live off campus, therefore the total amount I must show in all funding sources is USD \$26,100.00
- \_\_\_\_\_ I am a graduate student, therefore the total amount I must show in all funding sources is USD \$22,400.00

The total amount of funding sources available to me, as proven here is USD \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date (month/day/year): \_\_\_\_\_