



## International Student Supplement Form (ISSF)

For current and prospective holders of F-1 status

Issuance of a Certificate of Eligibility (Form I-20) is contingent upon meeting legal eligibility requirements. Issuance of a visa by the Department of State (DOS) is not assured with issuance of a Form I-20. Final travel plans/purchase of tickets should only be made after receipt of your I-20 and visa.

### SECTION A: INSTRUCTIONS

Please complete and submit this form along with all supporting documents. This form must be completed in English, typed or printed clearly and submitted to Simmons University.

<b>Review Section B</b>	<b>Simmons University Estimate of Student Expenses</b>
<b>Complete Section C</b>	<b>Personal Information</b>
<b>Complete Section D</b>	<b>Sources of Support for Financing Study at Simmons University</b>
<b>Review and Sign Section E</b>	<b>Applicant Certification</b>

Along with this form please submit the following:

- ☐ Financial Documentation (see page 2 of the attached *Completing the ISSF*)
- ☐ Copy of identification page of your current/valid passport
- ☐ International Student Transfer in Form (*for students who are currently in F-1 status in another school or college; just graduated from another U.S institution; or are currently on OPT. The form may be obtained from your admission counselor*)
- ☐ Copy of identification page of your dependents' passports along with a page listing the dependents' names and relationship to you (*spouse and/or children who are planning to join the applicant in the U.S. in F-2 status*)

### SECTION B: SIMMONS UNIVERSITY ESTIMATE OF STUDENT EXPENSES

These are estimates and cover the Fall and Spring semesters only (9-month academic year). Any summer studies will require additional tuition, fees, and living expenses. All University charges are due and payable in full for each semester. All amounts are in U.S. dollars.

<b>Academic Program:</b>	
<b>Degree Level: Undergraduate</b>	
<b>Length of Program:</b>	
<b>Program Start Date:</b>	
<b>Program End Date:</b>	
<b>Tuition</b>	
<b>Housing &amp; Meals</b>	
<b>College Fees</b>	
<b>Health Insurance</b>	
<b>Books &amp; Supplies</b>	
<b>Incidentals (estimate includes transportation and personal expenses)</b>	
<b>Dependents (\$10,000 or each individual):</b>	
<b>Total</b>	

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## SECTION C: PERSONAL INFORMATION

Answer all applicable questions, and list your full name and personal information exactly as it appears in your passport. Name entries must be in English and must use standard U.S. characters. Letters such as ñ, é, ü, ç are not accepted.

**Please make sure to enclose a photocopy/scan of the identity page(s) of your valid passport.**

### Student Information

Surname/Family/Last Name:

Given/First Name:

Middle Name:

Date of Birth (mm/dd/yy):

Country of Birth:

Country of Citizenship:

*If you have dual citizenship, please indicate the passport which will be used for F-1 visa and entry to the U.S.*

E-mail(s)

*This is our primary method of communication with you*

### Local Address in the USA (if applicable)

Street Address:

City:

State:

Zip:

Telephone:

### Permanent Foreign Residence Address (required)

*This address must not be in the United States. Government regulations require a physical residence address. Postal box addresses in the country of citizenship or legal permanent residence are not permitted.*

Street Address:

City:

State/Province:

Postal Code:

Country

Telephone:

### Immigration status information

Are you currently in the U.S. and/or have you studied in the U.S. within the past 30 days?

☐ Yes

☐ No

If yes, please indicate your current nonimmigrant status.

☐ F-1

☐ Other\_\_\_\_\_

☐ N/A

Do you plan to change your current status to F-1 before the start of your program?

☐ Yes

☐ No

Are you planning on bringing F-2 Dependents? (spouse and/or children under 21 years old only)

☐ Yes

☐ No

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## SECTION D: SOURCES OF SUPPORT FOR FINANCING STUDY AT SIMMONS UNIVERSITY

Please select all financing sources which will be providing support during your program of study at Simmons University. Each must be documented and all sources must equal or exceed the **Total** in **Section B**. Current financial documents must accompany the original ISSF form. For detailed information on financial documents, please see page 2 of **Completing the ISSF** at the back of this application.

<input type="checkbox"/> Personal Funds	<input type="checkbox"/> Private Sponsor/ Company/ Agency (including parent or family member)
<input type="checkbox"/> Home Government	<input type="checkbox"/> Other (Specify) _____

If **Private Sponsor/ Company/ Agency** was selected above, the below statement must be completed by the student's sponsor(s). This includes a parent, family member, or private sponsor.

I, \_\_\_\_\_ (name of sponsor) hereby certify that I am willing and that I am able to provide the amount of \$\_\_\_\_\_ per year, payable in US dollars for \_\_\_\_\_ years (identify 2-3 for graduate, and 4-5 years for undergraduate) for the educational and living expenses while at Simmons University for \_\_\_\_\_ (print student's name), who is my \_\_\_\_\_ (identify relationship). Documentation of my financial resources in the form of a bank letter is attached.

Sponsor's Name: \_\_\_\_\_

Sponsor's Current Address: \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_

Date (mm/dd/yy): \_\_\_\_\_

If there is more than one sponsor or financial source, please submit additional letters of support and bank documentation.

## SECTION E: APPLICANT CERTIFICATION

To be completed by the student. Please read and sign the following statement.

*I certify that all statements on this form are true and accurate information with the stated funds available for my educational expenses while at Simmons University for the duration of the period specified. I understand that under the Privacy Act, the information that I provide cannot be given to anyone outside the University without my written permission. Furthermore, I will notify Simmons University of any changes to my financial circumstances.*

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

Date \_\_\_\_\_

# Completing the International Student Supplement Form (ISSF)

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## What is this form?

The International Supplement Form (ISSF) provides Simmons University with information about your country or countries of citizenship, current and anticipated visa status, as well as passport information. For students expecting to hold an F-1 Student Visa, the Form also serves as the Simmons University Verification of Finances.

## Who should complete this form?

All students wishing to attend Simmons in F-1 status, regardless of visa type, must submit a completed International Supplement Form. US Citizens, Permanent Residents (Green Card holders), those who have been granted refugee or asylee status, and DACA students do not need to submit this form.

## What is a Form I-20?

The Form I-20 (Certificate of Eligibility) certifies that you have met all Simmons University admission requirements for your degree program (including English Proficiency); that you will be a full-time student; and that you have provided proof of funding for your educational expenses.

The Form I-20 is the document which allows you to apply for an F-1 Student Visa. The I-20 is **only** for students that plan to attend Simmons on an F-1 Student Visa.

## How do I receive a Form I-20?

As an admitted and deposited student, you must submit the completed International Student Supplement Form (ISSF) to the Center for Global Education (CGE), along with proof of funds and documentation verifying that you have sufficient financial support to cover the total cost of attendance for one academic year. Once the documentation is submitted, it will be reviewed by Simmons University, and a Form I-20 will be issued if all eligibility requirements are met. All Form I-20s are sent via registered mail to the Permanent Foreign Residence address unless indicated otherwise by the admitted and deposited student.

## What should I submit for a proof of funds?

This can vary depending on the funding sources. The list on the next page outlines documentation needed for each type of funding source.

Please note that the proof of funds documentation required by Simmons University may also be required at the U.S. Embassy or Consulate during the time of F-1 visa application. We strongly advise students to have copies of the documents for that purpose.

## What if I have my spouse and/or child coming with me?

They will be considered dependents and will need their own I-20. Dependents must hold an F-2 visa and may not work during their stay. An extra \$10,000 per person should be taken into account.

# Completing the International Student Supplement Form (ISSF)

## ACCEPTABLE PROOF OF FUNDS DOCUMENTATION

The following items must be submitted as part of the ISSF to demonstrate sufficient financial support covering the total cost of attendance for one academic year. Please note that you must submit documentation only for the sources of funding applicable to you.

### 1. Simmons Awards (scholarships and other institutional awards)

- ☐ The copy of the award letter outlining all funding received from Simmons University

### 2. Personal Funds or Private Sponsors (including parents or other relatives)

- ☐ **Section B** of the ISSF that is completed and signed by the parent/relative/sponsor (if applicable)
- ☐ **Bank/Financial Statement** in your name or your sponsor's name showing the account balance both in local currency and USD
- ☐ **Letter of certification by the bank(s)** on bank stationery. This should include the confirmation of necessary funds, name and address of the bank, signature and title of the bank official, as well as the bank stamp/seal

#### Bank/Financial Statement

This should be single page document. **Please do not submit long statements which include your transaction history.** It is acceptable to provide bank/financial statements from multiple accounts. The statement should fulfill the following criteria:

- Include the financial institution's name
- Include the account holder's name
- Clearly display the account balance in USD and local currency, as well as the account opening date
- Be dated within the past 2 months (older statements will not be accepted for I-20 purposes)
- Be translated into English (especially names)
- Show liquid assets that can be converted to cash

### 3. Other Institutional Support/Award Letters (if applicable)

- ☐ A letter from an employer or another institution addressed to Simmons University, on official business letterhead, including a signature, showing a specific amount **or** specific expenses to be covered (tuition, academic fees, living expenses, health insurance, etc.), and length of financial support

Please Note: Salary statements are not accepted

### 4. Bank or Government Loans

- ☐ A loan certificate or letter which indicates your name and the amount of approved loan on official letterhead

Please Note: Conditional loan approvals may be accepted only if the condition is the receipt of your I-20. Loan applications are not accepted as proof of funding.

# Completing the International Student Supplement Form (ISSF)

## THE FOLLOWING ARE NOT ACCEPTED

Documents older than 6 months

Income or salary statements

Funds that are not immediately accessible

Tax return forms or documents

Assets that are not in liquid form (house, car, etc.)

Life insurance policy statements

Pension funds

## TIMELY SUBMISSION OF DOCUMENTS

Your I-20 cannot be issued until appropriate proof of funding is received by the CGE. In addition, missing or separately submitted documents may slow down the process.