

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)

- !  of the ISSF that is completed and signed by the parent/relative/sponsor (if applicable)
- !  in your name or your sponsor's name showing the account balance both in local currency and/or USD
- !   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/or local currency, as well as the account opening date
- Be dated within the past six months (older statements will not be accepted for I-20 purposes)
- 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.

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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 Center for Global Education. In addition, missing or separately submitted documents may slow down the process.