

# Garrett-Evangelical I-20 Request Form (F-1 Visa)

This form is for international students requiring sponsorship from Garrett-Evangelical. In order for you to apply for a student visa at a U.S. consulate, you need to obtain Form I-20 from the Office of Student Life at Garrett-Evangelical. To initiate the process, please: a.) complete this request form; b.) attach the required financial documentation and \$5500 international student deposit; c.) *[for MDiv and MA students only]* attach the required endorsement form; d.) attach copy of passport for self and any dependents, and e.) mail/fax/email it to the address listed at end of form. All of these items are due by June 15, 2019.

## **SECTION ONE: Personal Information**

### **Name as it appears on the passport:**

(Family/Surname) Last:

First Name:

Middle Name:

Birthdate (mm/dd/yyyy):

Birth City:

Birth Country:

Country of Legal

Permanent Residence:

(This may be the same as your Country of Citizenship. NOT the U.S.)

Country of Citizenship:

(If you have dual citizenship, list the country of the passport you plan to use to enter the U.S.)

All students are required to provide a permanent foreign address. This is not necessarily the same address to which your I-20 will be mailed.

Address Line 1:

Address Line 2:

City:

Country:

Province:

Postal Code:

Passport Number:

Passport Expiration Date (month/day/year):

## **SECTION TWO: Program Information**

Please select which degree program at Garrett-Evangelical you were admitted to:

M.Div.

M.T.S.

M.A.

Ph.D.

### SECTION THREE: Visa Category Information

By completing the I-20 Request Form, you are indicating that you will be applying for an F1 Visa.

**Current Visa Status – Please choose one:**

- I am NOT currently in the U.S. and do not have an active F1 SEVIS record.
- I am NOT currently in the U.S. but I have an active F1 SEVIS record. *You MUST complete the Transfer-In Form which is found here: <https://www.garrett.edu/admissions/international-students>*
- I am currently in the U.S. with an active F1 SEVIS record and would like to transfer my F1 SEVIS record to Garrett-Evangelical. *You MUST complete the Transfer-In Form which is found here: <https://www.garrett.edu/admissions/international-students>*
- I am currently in the U.S. but will LEAVE the U.S. to apply for the F1 visa stamp at a U.S. Consulate or Embassy.
- I am currently in the U.S. in another status and would like to change my status to F1 student while remaining in the U.S.\*

\*Please indicate your current status in the U.S. \_\_\_\_\_

### SECTION FOUR: Estimated Cost of Attendance

Federal and Seminary regulations require that an F1 student visa applicant submit evidence of the ability to provide minimum living expenses for him/herself and any dependents in the U.S. while affiliated with Garrett-Evangelical Theological Seminary. *Please refer to Section Eight: Additional Expenses that international students should account for beyond the minimum expenses listed here.*

#### **Estimated Student Budget for an Individual, Academic Year 2018-2019 (9 month budget)**

Tuition for Master Degree student (based on 27 credit hours):	\$21,195
Tuition for PhD Degree student (based on 20 credit hours):	\$27,600
Student and Technology Fees:	\$1,073
Living expenses for an individual (room and board):	\$8,750
Other (books, supplies, required health insurance, personal expenses, local travel)	\$5,360
<b>Total Expenses for Master Degree student (for an individual):</b>	<b>\$36,405</b>
<b>Total Expenses for PhD degree student (for an individual):</b>	<b>\$42,810</b>

If bringing a **spouse**, add **\$6,300** to the total expenses.

If bringing a **child/children**, add **\$4,300** to the total expenses for each child.

**Summary of Sources of Funding**

I will receive financial support from the following sources (See Section Six for Financial Documentation Requirements and Sponsor Statement of Support Form):

\$ \_\_\_\_\_ per \_\_\_\_\_ source: Garrett-Evangelical Theological Seminary

\$ \_\_\_\_\_ per \_\_\_\_\_ source: \_\_\_\_\_

\$ \_\_\_\_\_ per \_\_\_\_\_ source: \_\_\_\_\_

\$ \_\_\_\_\_ per \_\_\_\_\_ source: \_\_\_\_\_

\$ \_\_\_\_\_ per \_\_\_\_\_ source: \_\_\_\_\_

\$ \_\_\_\_\_ per \_\_\_\_\_ source: \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_ per year

I hereby certify that the above statements, and supporting documentation, are true and correct to the best of my knowledge. I understand that a false statement or falsification of supporting documentation will disqualify me for issuance of Form I-20 from Garrett-Evangelical Theological Seminary.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION FIVE: ADDITIONAL REQUIREMENTS**

**International Student Deposit**

International students must place a deposit of \$5500 on account with the Business Office. The deposit must be received prior to issuing of the I-20. The deposit is applied to the student’s account and will be credited toward the student’s first-year tuition, fees, housing, and living expenses. \$500 of the deposit will be available to you by Friday, August 23, 2019, during your required International Student Orientation which is from Tuesday, August 20-Friday, August 23, 2019.

This deposit is refundable if you are unable to enroll at Garrett-Evangelical Theological Seminary.

Please include a check or money order for payment of the International Student Deposit of \$5500. For those interested in direct wire transfer, please contact the Admissions Office for wire transfer instructions at [getadmitted@garrett.edu](mailto:getadmitted@garrett.edu). To use a credit/debit card, contact our Business Office at 1-847-866-3917 and be sure to have your Student ID number available to give them.

**Passport(s)**

Please include passport copies for yourself and all your dependents when you return this form.

## SECTION SIX: Financial Documentation Requirements and Sponsor Statement of Support

All new international students are required to show proof that funds are guaranteed for the first year of study. Please ensure that all adequate funding will continue to be available from the same or equally dependable sources for subsequent years. You may be asked to show proof of this at your visa interview. This proof can come from several different sources (personal, family, university, business, etc.); however, you must be sure to have supporting documents for each of the sources of funding. The Admissions Office will follow up with each sponsor to verify their support.

Below are the requirements for each type of documentation. **Be sure to obtain two copies of ALL documents: one for your own records, the second to bring with you when applying for your visa stamp at the U.S. Consular office and to show upon your entry to the U.S., or to USCIS if you are submitting an application for a Change of Status (COS). Keep in mind that although you are not required to submit original documents to Garrett-Evangelical, you may be required to show ORIGINAL financial documents at your visa appointment, at the port of entry, or to USCIS if you are submitting a COS application.**

<b>Required Documentation</b>	
<i>Any combination of Funds is acceptable, as long as you demonstrate you can cover the full cost:</i>	
Personal Funds:	1. Bank statement, bank letter, or loan letter (see bank statement and letter guidelines below). An original is not required for I-20/DS-2019 issuance purposes but is strongly encouraged for the visa application.
Family or Friend Funds:	<b>(Both 1 and 2 are required for this field:)</b> 1. Bank statement or bank letter dated within the last six months (see bank statement requirements below). An original is not required for I-20/DS-2019 issuance purposes but is strongly encouraged for the visa application. 2. Sponsor Statement of Support (see below).
Garrett-Evangelical Funds	1. Copy of the Garrett-Evangelical letter detailing your scholarship award.
Other Institutional Support (Employer, Government, etc.):	1. Support letter detailing the financial support (see institutional letter of support requirements below.)

### Bank Statement Guidelines:

Must be dated within the last six months;  
Name of account holder must be present;  
Amount of money in the account must be listed;  
Must be in English, or include a certified English translation;  
Type of currency must be included;  
Type of account (e.g., savings, checking, time deposit) must be included.

### Institutional Letter of Support Guidelines:

Must be an original;  
Must be dated within the last six months;  
Name of award recipient must be present;  
Must state the period of time covered by the award;  
Must indicate Garrett-Evangelical as the student's institution;  
Must state total amount of support for the given time period.

### Bank Letter Guidelines:

Name of account holder must be present;  
Amount of money in the account must be listed,  
-OR- letter must state that the holder has enough money in the account to cover the estimated costs listed in Section 4.  
Must be in English, or include a certified English translation;  
Type of account (e.g., savings, checking, time deposit) must be included;  
Type of currency must be included;  
Must be dated within the last six months.

**Garrett-Evangelical Theological Seminary**

**Sponsor Statement of Support**

Must be completed by EACH personal sponsor (family, friend, etc.). Make additional copies if necessary.

**Sponsor Name:** \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

**Sponsor Address:** \_\_\_\_\_

**Sponsor email:** \_\_\_\_\_

**Sponsor phone number:** [+]  
\_\_ - \_\_\_\_ - \_\_\_\_\_

**Student's name:** \_\_\_\_\_

**Relationship to Student:** \_\_\_\_\_

**Check one box only:**

- I will provide full financial support for the applicant's educational and living expenses for the entire length of study at Garrett-Evangelical. As verification that funding is available, I have attached bank statements (or a bank letter).
- I will provide partial financial support. **Amount per year in USD:** \_\_\_\_\_

When should payment(s) be expected? \_\_\_\_\_

This sponsor statement of support is a legal and moral agreement made in light of Christian faith commitments to support a person and family (if applicable) at the level indicated. Your signature attests to this obligation.

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

**SECTION SEVEN: DEPENDENT INFORMATION**

**NOTE: IF YOU DO NOT INTEND ON BRINGING ANY DEPENDENTS, YOU MAY SKIP THIS SECTION.**  
Each family member who will join you in the U.S. in F-2 dependent status must have a Form I-20 immigration document issued in his/her own name. Please use this page to provide the information needed to prepare these documents. *Please include a copy of their passport when you return this form.*

**First Dependent:**

Family Name: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_  
First Name: \_\_\_\_\_ Gender:  Male  Female  
Middle Name: \_\_\_\_\_ Relationship to you:  Spouse  Child  
City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_  
Country of legal residency: \_\_\_\_\_

**Second Dependent:**

Family Name: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_  
First Name: \_\_\_\_\_ Gender:  Male  Female  
Middle Name: \_\_\_\_\_ Relationship to you:  Spouse  Child  
City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_  
Country of legal residency: \_\_\_\_\_

**Third Dependent:**

Family Name: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_  
First Name: \_\_\_\_\_ Gender:  Male  Female  
Middle Name: \_\_\_\_\_ Relationship to you:  Spouse  Child  
City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_  
Country of legal residency: \_\_\_\_\_

**Fourth Dependent:**

Family Name: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_  
First Name: \_\_\_\_\_ Gender:  Male  Female  
Middle Name: \_\_\_\_\_ Relationship to you:  Spouse  Child  
City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_  
Country of legal residency: \_\_\_\_\_

**SECTION EIGHT: [For MDiv and MA Students ONLY]**

**STUDENT ENDORSEMENT FORM**

At Garrett-Evangelical, we highly value our service to the global church and sincerely *welcome* the cross-cultural enrichment that international students bring to our community. Additionally, we expect international students to be: 1) endorsed by their home churches or organizations, 2) committed to returning to their home countries, and, 3) provided reasonable assurance that a leadership role will be available through the endorsing church or organization after they earn their degree in the United States.

Applicant's name:

Name of endorsing church or organization:

Name of endorsing church or organization *official contact person*:

Email address of *official contact person*:

---

**To the endorsing church or organization *official contact person*:**

Please attach a letter which includes your reasons for endorsing the applicant's application for study at Garrett-Evangelical Theological Seminary. Your letter should include any expectations your church or organization may have for the applicant's future service after completing this degree. Examples may include a particular appointment, position, or leadership responsibility.

**To the applicant:**

Please attach an explanation of 1) why you want to study specifically at Garrett-Evangelical Theological Seminary, and 2) why you believe studying here will help you further develop your spiritual leadership qualifications for a particular position or leadership responsibility you may have upon completing your degree and returning to your home country.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature *official contact person*: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION NINE: ADDITIONAL COSTS**

The costs listed in Section Four of this form represent the minimum costs associated with F-1 study at Garrett-Evangelical Theological Seminary. However, there are many additional costs that students should be prepared to meet. They include, but are not limited to the following:

**International Travel Expenses:** for travel between home country and U.S. for start of program, end of program, and vacations.

**Large Purchases:** such as computers, furniture, cars (including vehicle insurance and maintenance), etc.

**Summer Expenses:** The budget listed in Section Four is for the costs of attendance for fall, January, and spring semesters only. If you intend on staying in the U.S. during the summer, you will need to factor in room and board costs. *If you intend on taking classes in the summer you will also need to factor in tuition, fees, and book costs.*

## **SECTION TEN: I-20 Request Form Checklist**

**Enclose the following documents when requesting your I-20:**

- Completed I-20 Request Form with signature in Section Four
- As many completed Sponsor Statement of Support forms with accompanying documentation
- Copy of passport for self and any dependents
- Check or money order for the International Student Deposit (\$5500). If you have made a payment via credit/debit card or international wire transfer, include proof/record of payment or transfer
- If applying to MDiv or MA program, completed Student Endorsement Form.

Deadline for submission is June 15, 2019. However, we encourage you to complete the process as soon as possible.

### **Return completed form and supporting documents**

**to:**

**Office of Admissions  
Garrett-Evangelical Theological Seminary  
2121 Sheridan Road Evanston, IL 60201**

**Email: [getadmitted@garrett.edu](mailto:getadmitted@garrett.edu)**

**Fax: +1 (847) 866-3899**

**Phone: +1 (847) 866-3945**