

I-20 APPLICATION PACKET FOR ALL APPLICANTS SEEKING AN EMMANUEL I-20 FOR F-1 VISA STATUS

Dear International Student,

Welcome to Emmanuel College, and congratulations on your admission! We are excited that you are joining our global community here in The Heart of Boston.

This guide has been created to help you understand the steps and documents required to receive your Emmanuel College Form I-20, which is necessary to apply for or maintain F-1 student visa status in the United States. We know the immigration process can feel complex, so our goal is to make it as clear and manageable as possible.

Inside this guide, you will find:

1. A step-by-step I-20 application checklist
2. Information about financial documentation requirements
3. Important deadlines and timelines
4. Next steps for visa application, travel, and arrival at Emmanuel

Please review the checklist carefully and submit all required forms and documents as soon as possible to avoid delays in processing your I-20. We strongly encourage you to begin gathering your financial and immigration documents early.

If you have questions at any point, we are here to help. You can contact us at internationalstudents@emmanuel.edu, and a member of our team will be happy to assist you.

We look forward to welcoming you to campus and supporting you throughout your journey at Emmanuel College.



Fernanda Castillo
Director of International Programs and Student Engagement
PDSO

What Is the I-20?

The **Form I-20** is issued by Emmanuel College and is required to:

- Apply for an **F-1 student visa**
- Enter the U.S. as an F-1 student
- Maintain lawful F-1 status while studying

Before issuing your I-20, Emmanuel College must confirm that you have **sufficient financial support**, as required by the U.S. Department of Homeland Security.

Estimated Cost of Attendance

Although you are only required to live in the U.S. and attend month academic year to obtain expected that this funding will studies.

Emmanuel currently estimates year's total expenses to be below.

Students who want to plan the should estimate an additional meals, and personal expenses for tuition for summer school at **to be \$2,000** per four-credit increase).

ESTIMATE OF EXPENSES AS OF FEBRUARY 2026	
*\$52,000	Tuition for full-time students
*\$1,026	Required first year college fees (<i>academic fee, student fee, orientation fee</i>)
*\$3,900	Health insurance (<i>see health insurance section</i>)
*\$19,864	Housing and meals (<i>standard double including meal plan</i>)
\$1,045	Books and supplies
\$5,180	Minimum personal expenses
\$83,015	ESTIMATED TOTAL for one nine-month year

(9 Months)

to demonstrate enough funding Emmanuel for at least one nine- an Emmanuel I- 20, it is continue throughout your

the nine- month academic \$83,015 USD, as indicated

cost for a twelve-month period \$5,000-7,500 for housing, the summer months. In addition, Emmanuel College **is estimated** course (subject to periodic

You must show this full amount **even if you live off campus**.

Steps to Receive Your I-20

1. **Be accepted** to Emmanuel College
2. **Submit your enrollment form and deposit**
3. **Submit the I-20 Application Packet**
4. **Submit required financial documents**

✦ If you studied at another U.S. school within the past 5 months, you must complete a **SEVIS transfer** form. (Instructions will be sent after your enrollment deposit is submitted).

Processing Timeline

- I-20s are typically issued **1–2 weeks** after:
 - Enrollment form and deposit are received
 - All financial and immigration documents are complete
- I-20s are sent **by email** (officially approved)
- Paper copies are available by request (UPS delivery)

Important Deadlines

September Entry

First-Year Students

- Application deadline: **February 15**
- Enrollment deposit deadline: **May 1**

Transfer Students

- Application deadline: **May 15**
- Enrollment deposit deadline: **June 30**

January Entry

- Application deadline: **December 1**
- Enrollment deposit deadline: **ASAP**
- Submit enrollment materials as soon as possible after acceptance

⚠ Processing may be slower during the winter holiday closure.

Merit Scholarship Applicants: Merit scholarships are awarded to academically talented students. Merit scholarships are evaluated at the time of application review. To be evaluated for a merit scholarship, you must have a complete application, including **submitting a declaration of finances form**.

Merit scholarship recipients must also submit their enrollment form and deposit by **May 1**.

Financial Documentation Requirements

I-20 financial documentation consists of two main parts:

1. Documentation proving that **a person or organization is willing to sponsor you**
2. Documentation proving that the **person or organization has access to the funding needed to sponsor you.**

Although one sponsor is preferable (and is assumed below), you may combine sponsors if each meets the criteria below.

- *Your sponsor(s) cannot be another F-1 or J-1 student/scholar*

Acceptable Funding Sources

- Personal funds
- Family or individual sponsor
- Organization or government sponsor

Requirements for Bank Documents

- Must show an exact balance or “balance exceeding” \$83,015.
- If there are multiple sponsors, all bank statement balances must combine to a total greater than \$83,015 USD.
- All bank documentation must include the legal name of the sponsor.
- Must be **dated within the last 6 months**
- Must be in **English**
- The documentation must be in USD. If not, an official letter from the bank must be provided with equivalency in USD.
- Must be **liquid funds** (checking or savings)

⊘ Not accepted:

- Property deeds
- Investment or retirement accounts
- Salary or employer letters

Health Insurance

Massachusetts state law requires all full-time students to have insurance. To ensure that Emmanuel College students meet this requirement, all students are automatically enrolled in the College's health plan and are charged the annual health insurance premium.

Students who have comparable health insurance provided by a United States health insurance provider may submit a waiver at www.universityhealthplans.com to decline enrollment and have the premium removed from their bill.

⊘ Embassy or international insurance **cannot** be used to waive coverage

Employment Rules for F-1 Students

U.S. employment for F-1 students is restricted to on-campus work or work directly related to your major (such as an internship) as required by degree requirements.

- Limited to **on-campus work** or approved internships
- Maximum **20 hours per week** while school is in session
- Employment **cannot** be relied on to cover expenses
- All internships require prior approval in SEVIS.

Please know that the *primary requirement of students holding F-1 status is continuous full-time study*. The only options for part-time study or leave of absence (while remaining in the U.S.) are related to certain specific academic or medical circumstances, which must be approved in SEVIS by your international student advisor.

An F-1 student who remains in the U.S. but simply stops attending school, or attends part-time, for financial or other unexcused reasons violates lawful F-1 status by doing so.

SEVIS Transfer (If Applicable)

If you are currently studying in the U.S under an F1 visa:

- A SEVIS Transfer Form will be sent **after acceptance and enrollment**
- Your current school must release your SEVIS record to Emmanuel
- You **must use Emmanuel's I-20** to enter the U.S.

Applying for the F-1 Visa

Once you receive your I-20:

1. Schedule a visa appointment at a U.S. embassy-

We recommend that you schedule an appointment at the nearest U.S. embassy or consulate as soon as possible. Processing times for visa issuance vary and may require additional time due to security checks. For information on visa processing, required materials and to find the website of the U.S. embassy/consulate nearest you, go to the U.S. State Department at <https://www.usembassy.gov/>.

2. Pay the \$350 SEVIS fee (if required)-

In addition to the standard visa application fee, new F-1 students with no previous I-20/F-1 visa must pay an additional \$350 SEVIS fee prior to applying for a visa

3. Bring to your visa appointment:

- Passport
- I-20
- Acceptance letter
- Financial documents
- Proof of ties to your home country

⊖ You cannot study on B-2, F-2, or Visa Waiver status.

⚠ If you do not have a passport, you must obtain one from your government. Your passport must always be valid for at least six months into the future.

Entering the United States

- You may enter the U.S. **up to 30 days before** your I-20 start date.
- If you attended another U.S. school during the previous semester, you can re-enter earlier in the summer, but you must use the new Emmanuel I-20 to do so.
- Carry all the documents that you presented during your interview in your **carry-on bag**.
- Your passport stamp and I-94 must say **“F-1 / D-S”**

If you anticipate a problem arriving by the I-20 start date, you must contact the Office of Admissions and the Office of International Programs immediately, as this may jeopardize your ability to start classes on time.

After You Arrive at Emmanuel

New international students will receive information about the International Student Orientation from the international student advisor prior to arrival at Emmanuel College.

- Attend **International Student Orientation and Immigration Workshop**
- Register your documents with the International Student Advisor
- Learn how to maintain your F-1 status

✦ Maintaining lawful F-1 status is **your responsibility**.

Final Reminder

We look forward to welcoming you to Emmanuel College and supporting you throughout your academic journey.

Please be sure to review this guide carefully, submit all required documents on time, and reach out if you have any questions. Our team is here to help you every step of the way—before you arrive and after you begin your studies.

We are excited to have you join our international community in Boston!

I-20 APPLICATION- Form 1 of 2 STUDENT INFORMATION

Name: _____ **Date of Birth:** ____ / ____ / ____
Family name (as it appears on your passport) Given name Middle name Month Date Year

Country of Birth _____ **City of Birth** _____

Country of Citizenship _____

Tel 1: _____ **Tel 2:** _____
country code city code number country code city code number

E-mail: _____ **Fax:** _____ P) _____
(please print clearly) country code city code number

Foreign Address:

Address line 1: _____

Address line 2: _____

City: _____ **Province/Territory:** _____ **Post Code:** _____ **Country:** _____

Should we send the I-20 to the foreign address above? Please note that I-20s are sent by email, unless the student requests a mailed copy. Yes () No ()

If no, indicate I-20 mailing address:

If you are attending a U.S. high school, please list your current U.S. address below.

Address line 1: _____

Address line 2: _____

City: _____ **Province/Territory:** _____ **Post Code:** _____ **Country:** _____

By what date do you need to receive your I-20? Month, Date, Year: ____ / ____ / ____

Will you be using this I-20 to obtain/renew an F-1 visa at a U.S. embassy? Yes () No ()

Are you transferring from a U.S. high school, college, or university? Yes () No ()

If you currently have an active SEVIS record from a U.S. high school or college/university, you will need to complete a SEVIS transfer form. Your current institution will need to transfer your SEVIS record to Emmanuel after your current program end date, for Emmanuel to issue you a new I-20.

Desired major _____
Please note: you can always change your major. We also offer many minors, concentrations, and other programs you can add to your major above.

STUDENT STATEMENT OF FINANCIAL SUPPORT

I certify that I, _____ (student name), have read and understood the I-20 application packet in its entirety. I understand that while I must only certify one nine-month academic year of estimated expenses, it is my responsibility to ensure funding throughout my studies. My sources of funding are (check one or more):

**Financial documentation must be submitted with the I-20 Application Form. If there have been any changes since the Declaration of Finance form was submitted, please be sure to include that.*

- **I will be fully or partially funding my studies** at Emmanuel through my personal funds.

***Amount:** _____

- Attach an acceptable bank document in your name for the amount specified.

- **I will be fully or partially funded by an individual family or other sponsor (such as a parent, grandparent, etc.).**

***Amount:** _____

- Attach an original "Sponsor's Statement," signed by your sponsor.
- Attach an acceptable bank document in the sponsor's name for the amount specified.

- **I will be fully or partially funded by an agency, company, or governmental office.**

***Amount:** _____

- Attach EITHER an original award letter specifying funding amount or types, OR
- Attach BOTH - an acceptable bank document in the funder's name for the amount specified AND
- an original "Sponsor's Statement," signed by the funder.

*** TOTAL MUST BE AT LEAST \$83,015.**

Finally, I understand that I take all responsibility should my source(s) of funding, as specified above, be interrupted.

Printed name: _____ **Signature:** _____ **Date** _____

Typed signatures not permitted.

I-20 APPLICATION- Form 2 of 2

SPONSOR'S STATEMENT OF FINANCIAL SUPPORT

To the Sponsoring Person or Organization:

The student named below has stated that it is your intention to financially support their studies. **Please complete this form to declare that this is your true intention and attach an acceptable bank document as indicated below.** *Please note that the sponsor cannot be another F-1 student or J-1 scholar/student.*

The current estimate of expenses for one academic year of studies at Emmanuel College is \$83,015 USD which includes all College fees, room and board, and an estimate of other typical expenses (books, supplies, personal spending), but not including international travel costs and expenses during vacation and summer periods.

Acceptable bank accounts and documentation, for the purpose of certifying funds prior to issuing an I-20:

- Letters must either include an **exact balance, or the words “balance exceeds \$83,015 USD** (or the sponsorship amount is listed below)” – it **cannot** simply say “balance will cover educational expenses.”
- All financial documentation submitted **must be in English.**
- All funding must be in **liquid accounts readily accessible to cover costs in the U.S.** (checking, savings, etc.).
- **Emmanuel cannot accept the following:**
 - investment, certificate of deposit, or other accounts that fluctuate or are long-term or restricted.
 - statements of property value or other deeds, or salary statements/employer letters.
- Documentation must be an **original bank statement or letter, on bank letterhead, dated within the last three months.**
- Letters do not need to specify “Emmanuel College” but **must include a contact person, signature, and phone number.**

Please note that **original documentation will also be needed to apply for a U.S. visa and/or at the U.S. border.** You are advised to request at least two sets of originals. The visa application may be strengthened through different documentation than what is allowed for the I-20, including home country salary statements, property deeds, and investments. Contact us at any time for advice on strengthening visa applications.

Student information: _____, _____ **Birthdate:** _____
Family name *Given name* *Month* *Date* *Year*

Sponsor's Statement (If Applicable):

“I, _____ (name of sponsor) hereby declare that I am willing and able to financially support _____ (name of student) in their study at Emmanuel College, in the amount of _____ for their first year of study. I understand that while certification for future years is not required, it is expected that I am willing and able to continue funding this student through their studies. Here is my contact information:

Relationship to applicant: _____
 If sponsor is a company or organization, please list contact person's name here: _____

Current address: _____

Permanent address, if different: _____

Tel 1: _____ **E-mail:** _____
country code *city code* *number*

This statement is made by me for the purpose of assuring the College that the above-named student will have sufficient funds to cover tuition, fees, and expenses during his/her course of study at Emmanuel College, in Boston, Massachusetts.”

Signature: _____ **Date:** _____ *Typed*
signatures not permitted.



INTERNATIONAL STUDENT INFORMATION FORM 3

This form must be completed by all applicants who are neither U.S. citizens nor legal permanent residents to complete your application. You are advised to make a copy of this for your records. Contact the Office of International Programs with any questions, internationalstudents@emmanuel.edu or (617) 735-9715).

Name: _____, _____
Family name (as it appears on your passport) *Given name* *Middle Name *

Date of Birth: _____ / _____ / _____
Month *Date* *Year*

Country of Birth _____ **Country of citizenship** _____

Telephone Number 1: _____
country code *city code* *number*

Telephone Number 2: _____
country code *city code* *number*

E-mail: _____
(please print clearly)

1. Have you APPLIED for legal permanent resident, asylee, or refugee status?

- YES** *If yes, which status?* _____
- NO**

2. Have you been GRANTED asylee, refugee, or other immigrant status?

- YES** *If yes, which status?* _____
- NO**

3. If you answered “No” to both questions 1 and 2, what visa status do you plan to hold while studying at Emmanuel:

4. If you are currently in the U.S.

- What is your current visa type? _____
- What is your I-94 expiration date/end of grace period: _____

SUBMIT THIS FORM TO COMPLETE YOUR ADMISSIONS APPLICATION, WITH ALL APPLICABLE IMMIGRATION DOCUMENTS ATTACHED. See below for requirements.

ATTACH ALL DOCUMENTS THAT APPLY TO YOU:

- Copies of **passport photo/information page(s) and all U.S. visas ever issued** (F-1, B-2, J-2, H-4, etc.)
- **Copies of all I-20s you may have ever been issued** (if you previously studied in the U.S. as an F-1 student)
- If you are currently in the U.S.: **submit copies of current I-94 card** (front and back)
- If you currently have a pending immigration application: **copies of your most recent Notice of Action or electronic I-94.**

Emmanuel College I-20 Application Checklist

For F-1 Student Visa Applicants

Step 1: Admission & Enrollment

- Apply to Emmanuel College
- Receive your **admission offer**
- Submit your **enrollment form**
- Pay your **enrollment deposit**

Step 2: I-20 Application Packet

- Complete **I-20 Application – Form 1 (Student Information)**
- Sign **Student Statement of Financial Support**
- Complete **International Student Information Form (Form 3)**
- Email all forms to:

internationalstudents@emmanuel.edu

◆ Step 3: Financial Documentation

You must show **at least \$83,015 USD** for one academic year.

- Bank statement(s) dated within the last **6 months**
- Funds shown are **liquid** (checking/savings only)
- Documents are **in English**
- Total funding meets or exceeds **\$83,015**

If using a sponsor:

- Completed **Sponsor's Statement of Financial Support (Form 2)**
- Sponsor's bank statement(s) meeting the same requirements

If funded by an organization/government:

- Official award or sponsorship letter stating funding amount

Step 4: SEVIS Transfer (If Applicable)

- Studied at another U.S. institution within the last **5 months**
- Receive SEVIS Transfer Form from Emmanuel (after enrollment)
- Complete and sign your portion of the form
- Submit to your current school's international advisor
- Ensure SEVIS record is released to Emmanuel College

Step 5: Receive Your I-20

- Confirm all documents are submitted and complete
- Receive your **I-20 by email**
- Request a **paper copy** if needed

Step 6: Apply for F-1 Visa (Outside the U.S.)

- Pay the **SEVIS fee (\$350)** if required
- Schedule visa appointment at a U.S. embassy
- Prepare documents:
 - Passport
 - I-20
 - Emmanuel acceptance letter
 - Financial documents
 - Proof of ties to home country

Step 7: Travel to the U.S.

- Enter the U.S. **no earlier than 30 days** before I-20 start date
- Carry passport, visa, I-20, and financial documents
- Check that I-94 shows **F-1 / D-S**

Step 8: After Arrival at Emmanuel

- Attend **International Student Orientation**
- Register documents with the International Student Advisor
- Maintain **full-time enrollment** and F-1 status

◆ Questions?

Contact: internationalstudents@emmanuel.edu