

# Clarkson College Certification of Financial Responsibility

**\*\*Only students needing an F-1 Visa should complete this entire document \*\***

**\*\*Students who do not need an F-1 Visa and/or do not qualify for Financial Aid, please complete only Section IV\*\***

## Section I: Student Information

\_\_\_\_\_

First Middle Last

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Place of Birth: \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year City Country

Admission for semester: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer

**\*\*If applying for any other programs other than listed, please contact Admissions prior to completing\*\***

Program: \_\_\_ BSN \_\_\_ PTA \_\_\_ RT/MI (Only On-Campus programs qualify for the F-1 Visa)

Permanent/Home Address:

\_\_\_\_\_

Street Number, Street, City

\_\_\_\_\_

Province/Territory, Country, Postal Code

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

Country of Permanent Residence: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Applicants Currently in the United States ONLY:**

Current Visa Status: (Please submit documentation)

\_\_\_ F-1 \_\_\_ Other

Will you be transferring from another U.S. institution? (SEVIS Transfer Form will be required)  
(circle one)

- Yes: Institution name: \_\_\_\_\_
- No

This form must be completed by ALL International Applicants who are currently on, or intend to be on, F-1 (student) Visa Status. Visa documents are issued only when all admissions procedures and international requirements have been satisfied. According to United States Federal regulations, all international students must certify that they have sufficient funds to cover their expenses at Clarkson College for the first academic year.

## **Section II: Financial Information**

Program Tuition Comprehensive, will be provided by the Student Accounts department.

You must be prepared to pay a semester's tuition and fees in full by the 4<sup>th</sup> day after the semester begins, including your housing charges, if residing in the Clarkson College residence hall. If you are planning to attend Clarkson College for the next academic year, please reflect a minimum of a 1.5% increase in the tuition on your financial documentation. All the figures are subject to change without notice.

When computing your expenses, please keep in mind (a) travel expenses as well as (b) compulsory and (c) miscellaneous expenses.

### **Source(s) of Financial Support – Please indicate all that apply.**

The total amount provided by the student accounts department, needs to be equal to or greater than the funding requirement. **All supporting documentation needs to be provided in English.**

1. **Personal Funds:** I am planning to support myself through personal funds. I have attached a letter from my bank which verifies that I have \$ \_\_\_\_\_ **US Dollars** in my financial account to support myself through my first academic year at Clarkson College.
  
2. **Family/Sponsor Funds:** I will be supported by my family or a sponsor.
  - (a) I have attached a letter from the bank of my family/sponsor which verifies that \$ \_\_\_\_\_ USD is available for me to study at Clarkson College.
  
  - (b) Also attached is a letter of commitment which verifies my family's/sponsor's commitment to make these funds available to me.
  
3. **Institution Award:** I will be supported by an award in the amount of \$ \_\_\_\_\_ US Dollars.
  
4. **Government/Organization:** A Government/Organization is sponsoring my studies. I have attached a sponsorship letter from the Government/Organization verifying that \$ \_\_\_\_\_ US Dollars are available for me to study a Clarkson College.

I certify that the total amount of money available to me for my first academic year of study in the United States is \$ \_\_\_\_\_ US Dollars and that the total amount for each subsequent academic year of study is \$ \_\_\_\_\_ US Dollars. I do not require additional financial assistance from Clarkson College besides the scholarship listed above.

## **Instructions for the Certification of Financial Responsibility (CFR)**

Listed below are the procedures necessary to obtain the Certificate of Eligibility (the SEVIS I-20 for F-1 student status). The process for issuing your I-20 will begin once you have been admitted to the Clarkson College, and have submitted the necessary documentation to Clarkson College.

**\*Please submit this form and all required documentation one month prior to your enrollment.**

### **ALL STUDENTS**

The Department of Homeland Security/United States Citizenship and Immigration Services requires all students to show proof of financial support prior to requesting approval to issue your SEVIS I-20. Therefore, it is important that you are aware of the cost of attending Clarkson College, and that you have all necessary funds to support yourself. **You MUST comply with the following procedures:**

- A) Have sufficient funds to support the first academic year of study.
- B) Complete the CERTIFICATION OF FINANCIAL RESPONSIBILITY form, and include appropriate documentation. It is very important that all questions be completed and accurately answered to avoid unnecessary delays.
- C) Return the CERTIFICATION OF FINANCIAL RESPONSIBILITY, with all documentation to Clarkson College.

### **Source of Financial Support – VERY IMPORTANT**

1. **All bank, commitment, and sponsorship letters must be in English.**
2. Letters must be current. Correspondence older than 6 months from expected entry date will not be accepted.
3. The funding you demonstrate must be sufficient to meet the costs of attending Clarkson College as specified above.
4. Your name must appear on the bank, commitment, and sponsorship letters.
5. Bank letters/statements must (a) be on official bank letter head, (b) be signed by a bank official, (c) indicate the specific amount available to you, and (d) state the currency type.
6. Letter of Commitment must include (a) your full name, (b) the relationship between you and the sponsor, (c) the amount and duration of their support, and (d) the sponsor's signature.
7. A Letter of Sponsorship must (a) be on the official letterhead of the organization, including the amount and duration of sponsorship, and (b) have the signature of the responsible official.

## **STUDENTS CURRENTLY ENROLLED AT ANOTHER U.S. SCHOOL**

The United States Citizenship and Immigration Services (UCIS) requires that you obtain a release from your current institution before your new SEVIS I-20 can be issued. Therefore, you need to obtain our SEVIS Transfer Form, available from the Clarkson College, Registrar's Office, and have it completed by the Student Advisor at your current/previous school. Once we receive the form and your SEVIS record has been released, we will begin the process for the final issuance of your new I-20.

## **TUITION**

All tuition and fees must be paid in U.S. Dollars. No deferment for payment is available. Tuition and fees must be paid in full by the 4<sup>th</sup> day after the semester begins.

NOTE: The I-20 is not a bill and the actual amount due can vary from the amount displayed on the I-20.

## **ENROLLMENT**

Immigration regulations require that international students be enrolled full-time. Students need to be enrolled in at least 12 credit hours per semester in an on-campus program.

## **TEMPORARY ABSENCE FROM THE U.S.**

ALERT: Any student who returns home for one semester or more to continue their studies online, or to pursue an internship will have their I-20 canceled.

If you plan on returning to Clarkson College, it will be necessary to submit a new Certification of Financial Responsibility and the supporting documentation.

## **Section III: Student Signature**

Further, (a) I certify that all the information provided by me on this form is complete and accurate. (b) I understand that making false or fraudulent statements may result in disciplinary action. I have read and agree to adhere to the terms and conditions of this Certification of Financial Responsibility.

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Student's Signature /Date

## **Section IV: Statement of Financial Responsibility**

**\*\*Students who do not need an F-1 Visa and/or do not qualify for Financial Aid, please complete only Section IV\*\***

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

I understand that upon registering for classes at Clarkson College, I become financially responsible to pay all tuition and fees charges. I understand it is my responsibility to pay my Student Account Balance **in full no later than the 4<sup>th</sup> day after classes begin**. If this balance is not paid in full, I understand I will be withdrawn from all classes on the 5<sup>th</sup> day after classes begin.

**(1) Tuition Billing Statements:** I understand tuition billing statements are NOT mailed and I must view my account through Self Service.

**(2) Direct payment only:** I understand Clarkson College accepts direct payment only. There is no third-party billing or payment plan available to International students.

**(3) Form of Payment:** I understand payment must be made in US dollars.

**(4) Type of Payment:** Clarkson College accepts full payment by cash, electronic check, credit or debit card (VISA, Mastercard, Discover, American Express), and US Postal Service money order only. Please note any international cards have a 4.25% processing fee.

**(4) Withdraw from Classes:** I understand that if I chose to withdraw or drop a class, in accordance with the tuition refund schedule, any credit balance on my student account that may arise from my withdrawal, will be refunded to me in US dollars. This will be provided to me in the form of a check written on a US bank and mailed to the address on record. I further understand that if my withdrawal or drop from any class/es result in a balance due on my student account, this balance will be paid upon withdrawal.

I have read and agree to adhere to the terms and conditions of this Statement of Financial Responsibility. I have retained a copy of this document for my records.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_