



UC International
University of Cincinnati
51 W. Corry Street
Room 3134, Edwards Center One
Phone (513) 556-4278
Fax (513) 556-2990

Dear Prospective Student:

Congratulations on your acceptance to the University of Cincinnati. This letter has been prepared to assist you in completing the documents necessary for the issuance of a Certificate of Eligibility for a student visa (form I-20 or DS-2019).

The attached Estimated Annual Expenses Form details the expenses you will have each year during your stay at the University of Cincinnati. Before your certificate of eligibility can be issued, you must prove that you have the resources available to meet those expenses for **each** year that is required to earn your degree. Any financial award being given by your department/college is included as a source of support. The amount of the award should be detailed in your letter of admission. **Make sure you understand the exact worth of your award before you complete the Financial Certification Form.** Funding for subsequent years of study can not be based on your hope to obtain increased funding from the University. Only current levels of support can be counted for subsequent years of study.

The Financial Certification Form should be completed indicating your sources of support and **returned to UC International Services, not your department.** **Make sure both sides of the form are completed and properly certified.** You must attach any documents that help show your sources of support including bank statements, letters of employment for sponsors, investments, etc. Please make sure any supporting documentation is provided in English and that dollar amounts include the U.S. dollar equivalency. Sponsors must have their signature certified by a notary (or equivalent) on the form, including a notary stamp or seal. Further instructions on completing the Financial Certification Form are on the back of this letter. **Documentation of financial support must be received prior to issuing the certificate of eligibility. Please scan and email all financial documents to us at international.students@uc.edu.** You should keep the original documents for your visa interview.

We recommend that you have your I-20 mailed by express mail. Regular mail overseas takes 4- 6 weeks. To request express mail service you need to go to the following website: <https://study.eshipglobal.com>. We have discounted express mail rates negotiated for UC students with DHL and FedEx, but you must use the eshipglobal service. Do not go through the DHL or FedEx websites directly. You will need your UC student ID number, mailing address, email address, phone number and a credit card (Visa, Mastercard or Discover cards only) to set up a user account. Our office will be notified once you have requested a shipment. If you experience any difficulty in registering and processing a shipment, please use the "Help" link in the site for step by step instructions. If you have additional questions about how to use this service, please email support@eshipglobal.com.

You will receive periodic updates on the status of your I-20 via email. Upon admission to UC you will receive an email from us indicating what documents, if any, are missing. Each time additional documents are received you will receive an update on the status of your I-20. When your I-20 is issued you will receive an email indicating that your I-20 has been mailed and to what address it was mailed.

Congratulations on your acceptance to the University of Cincinnati and we look forward to seeing you soon.

Sincerely,

UC International Services

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INSTRUCTIONS FOR COMPLETING THE FINANCIAL CERTIFICATION FORM

Side One

Personal Information: Print your family/surname and your first/given name. It should be consistent with your passport.

Country of Birth: Country in which you were born. **Date of Birth:** Month/day/year you were born.

Country of Citizenship: Country in which you are a citizen.

Are You Currently in the United States?: Indicate yes or no. If yes, indicate your immigration status. If no, leave the immigration status line blank.

Email Address/Telephone: Provide your electronic mail address and telephone number.

Mailing Address: List the address where you want the I-20 or DS-2019 mailed. Include street number, city, province, state/country and zip code.

Funding Information: The amount of funding must be equal to or greater than the amount indicated on the estimated annual expense sheet or no I-20 or DS-2019 will be issued. Funds can come from a combination of sources (University, personal funds, sponsors, etc.).

Personal Funds: Your own money in a personal bank account(s). If personal funds are being used as support, enough funds for all years of study must be available.

Sponsor(s): Any person (family member or friend) who will be providing you with financial support.

University: Any scholarship, assistantship, fellowship or another form of support being given by the University of Cincinnati to you. Make sure you understand how much you have actually been awarded.

Other: Typically reserved for funds being provided by an employer, home government, or an international organization.

Subsequent Years of Study: No I-20 or DS-2019 will be issued unless support for all years of study can be provided. The first year of funds must be documented and available. Funds for subsequent years of study must be indicated and attainable (unless personal funds are being used, then funds for all years must be available). For example, if a sponsor promises to support you for a particular dollar amount for all years of study, the amount indicated must be documented and available for the first year of study and the sponsor willing and able to provide the same amount of support for all subsequent years of study as documented with income that will be earned or other investments. **Average time to degree is:**

<u>Degree</u>	<u>Years of Study</u>
Associate	2 years
Bachelor's	5 years
Master's (Most Programs)	2 years
Master's Architecture/Engineering	3 years
Doctorate	6 years
Juris Doctorate (Law)	3 years

Signature/Date: Sign and date the form.

Side Two

Affidavit of Sponsorship: If a sponsor is providing any financial support this section must be completed. The sponsor must indicate name, relationship to the applicant (i.e., father, uncle, etc.) and address. The sponsor must indicate all persons whom they are financially responsible for and sign the form. If multiple sponsors are being used, each sponsor must complete a Financial Certification Form.

Affidavit of Oath: The signature must be certified (sealed/stamped) by a designated official. In the U.S. such officials are called Notary Publics. In other countries a notary could be a bank official, a government employee, a lawyer, accountant, etc. The form will not be accepted if it is not notarized and sealed.

Official Certification of Support: Amounts of support must be documented and attached. Funds for the first year of study must be documented and available (unless personal funds are being used, then funds for all years of study must be available). A clear indication that support for subsequent years of study can be reasonably attained MUST BE documented. This is best accomplished by using employment/salary letters, investments, tax returns or other assets. **Please make sure the Financial Certification Form is completed fully with proper notarizations/certifications. Scan and email them to UC International Services at international.students@uc.edu with the appropriate supporting documentation.**

