



Northeastern University

Office of Global Services

D'Amore-McKim School of Business - Graduate Certificate I-20 Request Instructions

What is an I-20?

An I-20 is a U.S. immigration document issued by Northeastern University to certify that an international student has met admission requirements for a full-time program of study and has provided proof of sufficient financial resources for his/her studies. An I-20 is required to apply for an F-1 student visa at a U.S. embassy or consulate. The following admitted and deposited students should request an I-20 from Northeastern University:

- New international students coming from outside the U.S. seeking visa sponsorship
- Students currently in F-1 status studying at another school in the U.S.
- Current Northeastern students in F-1 status moving to a new degree program at Northeastern University
- Students currently in the U.S. in a nonimmigrant status (e.g. H-4, F-2, etc.) who want to change to F-1 status*

** If you are not planning to change to F-1 status, please note that not all immigration status categories allow for studying, internships, co-ops, international travel associated with an academic program and/or other experiential learning opportunities. Please note that some academic programs at Northeastern have experiential learning requirements (e.g., co-op or study abroad). Immigration statuses other than F/J may not allow for those and as such may impede the successful completion of your program of study.*

When can you request an I-20?

You can submit an I-20 Request only **after** you have been admitted, have accepted the offer, and have paid a tuition deposit. At that time, you will be able to submit an electronic I-20 Request through myOGS.

How can you prepare for, access and submit the online "I-20 Request"?

1. Gather the following required documents in a digital format (e.g. PDF or JPG):
 - Identity page of your passport (color copy)
 - Financial documents meeting your program's expenses
([Estimated Expenses](#) and [Guidelines for Demonstrating Financial Support](#) are on the next page)
 - Students currently in F-1 status at another U.S. institution must also submit a [Transfer-in Verification Form](#).
 - Students currently in the U.S. in a nonimmigrant status other than F-1 who are applying to change to F-1 status must also submit documentation of their current visa status.
2. [Click here to access the D'Amore-McKim Graduate Certificate Program I-20 Request e-form](#). You will be prompted to enter your myNEU username and password to login.

The myOGS I-20 Request e-form is designed to respond to your individual situation and will guide you through the request process. If you have any questions, please contact Jelena Pejic at j.pejic@neu.edu or the OGS at ogs@neu.edu.



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Estimate of Expenses for the 2018-2019 Academic Year

These figures are estimates and are subject to change at any time by Northeastern University's Board of Trustees.

D'Amore-McKim Graduate Certificate Programs (Two Semesters)		D'Amore-McKim Graduate Certificate Programs (One Semester)
Tuition and Fees	\$24,630	\$19,830
Living Expenses	\$17,784	\$10,434
Total	\$42,414	\$30,264

Guidelines for Demonstrating Financial Support

When requesting an I-20 for your Northeastern program of study, please show all sources of your financial support and ensure that the sum equals or exceeds the estimated expenses for yourself and any dependents.

All financial documentation must be in English (or certified English translations must be included) and must be **dated within 9 months** of your program start date.

Financial sources must be readily available liquid assets, such as:

- Checking or savings accounts
- Money market accounts
- **Certificates/term/fixed deposits (with maturity dates no later than the program start date)**
- Educational loans (a loan application is not sufficient)
- Benevolent & Post office accounts
- Current accounts
- University scholarships

The following are examples of sources that are NOT acceptable:

- Investment portfolios (examples: stocks, bonds, mutual funds)
- Retirement plans
- Public Provident funds
- Available lines of credit
- Wire transfers
- Deeds to real estate
- Leases with rental income
- Salary agreements or paystubs
- Income tax forms
- Materials items (examples: livestock, land, jewelry, fur)

Additional Costs for Dependents

If you plan to bring your spouse and/or children, you must show additional funding for your dependents.

Spouse: **add \$10,000**; Children: **add \$6,000 per child**.

Currency Conversion

If the financial documents you are submitting are not in U.S. Dollars, then you will need to provide a currency conversion and upload it to the e-form. You can find a currency conversion calculator here:

<http://www.oanda.com/currency/converter/>

Visa Interview

Original financial documents must be presented to the consular officer during your visa interview and must be available for inspection upon entering the U.S.