

# APPLICATION FOR CERTIFICATE OF ELIGIBILITY (AFCOE) 2023 – 2024

Valid through the Fall 2024 Semester

## INSTRUCTIONS:

United States law requires that all F-1 and J-1 students be admitted to a full-time academic program, meet English language proficiency requirements, and document sufficient funds to cover educational and personal living expenses. Whether you are coming to Fordham University from outside the United States and therefore will apply for a student visa at a US Consulate or you are already in the US and plan to maintain or obtain F-1 or J-1 status at Fordham, you must have a Fordham-issued form I-20 (for F-1 status) or form DS-2019 (for J-1 status). To obtain one of these forms, submit this Application for Certificate of Eligibility (AFCOE) for F-1 or J-1 Status to the Graduate School of Arts and Science's Office of Admission **as soon as you have been admitted and you make your decision to attend Fordham University**. Before completing this form, it is important that you thoroughly read and understand the following:

1. **SECTIONS I, II and III of AFCOE.** Answer all questions that apply to you completely on the AFCOE and print **CLEARLY**. Submit your completed AFCOE, supporting financial documentation, and identity page of your passport. **Enter your name EXACTLY AS IT APPEARS IN YOUR PASSPORT**. Make sure you upload your AFCOE & supporting docs to your Admitted Student Portal as soon as possible. Ensure that you follow the checklist on the past page and use it as a cover page
2. **TRANSFERS.** F-1 students already in the United States must fill Section II with details regarding your visa situation, as well as submit additional documentation, including a Transfer Form to the foreign student advisor at the school from which you are leaving. You may download [the Transfer Form here](#).
3. **ORIGINAL DOCUMENTS.** No original documents are required throughout the AFCOE process. However, OIS reserves the right to request original documents. Make sure to retain copies of your AFCOE and all attached documents for your records before you submit it to GSAS.
4. **VISA.** To obtain an F-1 or J-1 visa, you must have the printed and signed I-20 or DS-2019 that we will send to your Fordham email address, as well as your financial documentation, and other forms required by the US Embassy/Consulate. You do not have to notarize your documents for submission to Fordham, but the consulates may require this. You should check with the Post at which you will apply for your visa.
5. **ENTRY INTO THE US.** The printed and signed I-20 or DS-2019 is also needed for entry into the United States, along with your valid passport and valid F-1 / J-1 visa stamp.
6. **TOURIST VISA.** **Do not enter the US as a tourist if you intend to be a student.** That is, do not enter using the B-1/B-2 visa or the visa waiver program (WT). If you have a B-1/B-2 visa in your passport, make sure you show the F-1/J-1 visa to the immigration officer when you enter the US, so that your entry is properly recorded.
7. **EMPLOYMENT.** Be aware that when you are in the US as an F-1 or J-1 student you must pursue a full-time course of study and it is extremely difficult to be eligible for off-campus work permission during the first academic year. Employment is severely restricted for F-1 and J-1 students. Because of the numerous requirements students must meet to obtain employment authorization, employment cannot be a means of financial support for a degree program. Working without permission whether on or off campus can permanently jeopardize your legal stay in the U.S.
8. **GRADUATE ASSISTANTSHIP.** If you have a graduate assistantship, you must be in F-1 or J-1 student status to accept this if your GA is considered as employment. Certain other nonimmigrant classifications, including F-2 and H-4, do not allow any employment.
9. **CANADIAN CITIZENS.** Canadian citizens do not need a visa to enter the United States but must present an I-20 or DS-2019 and financial documents to the USCBP officer at the border or port of entry. Without an I-20 or DS-2019 and financial documentation, Canadians cannot enter the United States in F-1 or J-1 status.
10. **I-20 NOTIFICATION & SHIPMENT.** An email with the I-20 will be send only to your Fordham.edu email address. Additional information and instructions will be sent from oisnewstudent@fordham.edu to both your Fordham email and personal email address once your I-20 is issued.

## QUESTIONS RELATED TO THE AFCOE / IMMIGRATION / ADMISSIONS PROCESS:

- Questions related to the AFCOE process can be addressed to the GSAS Office of Admissions at fuga@fordham.edu.
- All immigration related questions can be addressed to the Office for International Services at oisnewstudent@fordham.edu.
- All academic and admissions-related questions can be addressed to the GSAS Office of Admissions at fuga@fordham.edu.

# APPLICATION FOR CERTIFICATE OF ELIGIBILITY (AFCOE) 2023 – 2024

Valid through the Fall 2024 Semester

## SECTION I: PERSONAL & DEPENDENT INFORMATION

Completing this section is mandatory for all the students.

Fordham ID Number: \_\_\_\_\_

School admitted to: Graduate School of Arts and Sciences

Name (as on your passport): \_\_\_\_\_  
*Last/Family Name First/Given Name Middle Name(s)*

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Permanent Address (in home country, it cannot be a U.S. address):

\_\_\_\_\_  
*Number House / Building Number Street Apt. / Suite*

\_\_\_\_\_  
*City State / Province Country Postal Code*

City and Country of Birth: \_\_\_\_\_ Country of Permanent Legal Residence: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Gender: Female Male

### DEPENDENTS:

Please list below any dependents who will accompany you to the U.S. in F-2 or J-2 status. Attach a separate sheet if necessary:

Passport Name	Relationship	Citizenship	Place of Birth (City and Country)	Country of Legal Residence	Date of Birth (MM / DD / YYYY)

ARE YOU CURRENTLY LIVING IN THE US: Yes No

If you answered yes, please fill Section II. Otherwise, move to Section III.

## SECTION II: STUDENTS LIVING IN THE US

Complete following section if you are coming from another school in the US, and wish to transfer F-1/J-1 sponsorship to Fordham, a current Fordham undergraduate or graduate student enrolling to a GSAS graduate program, or are a non-permanent resident with a different visa status.

### F-1 / J-1 SEVIS Status/Transfer Process:

Were or are you maintaining F-1 or J-1 status in the term before beginning at Fordham? Yes No

If yes, which status and term? \_\_\_\_\_

If yes, do you intend to leave the US before beginning your studies at Fordham? Yes No

If yes, when are you planning to leave? (MM/DD/YYYY) \_\_\_\_\_ When are you planning to return? (MM/DD/YYYY) \_\_\_\_\_

**If you wish to transfer your status to Fordham, you must also submit the F-1 Transfer Form and additional documents (Non-Fordham Students ONLY).**

\* F-1 Transfer Form ([please download it here](#))

\* Previous/Current I-20/DS-2019, I-94 document, EAD (OPT card), please see the Checklist at the end for more info.

### CHANGE OF STATUS APPLICANTS:

Please indicate your current non-immigration status (B2, G-4, H-1, etc.): \_\_\_\_\_

Do you wish to retain your current status? Yes No

**If you are currently in the United States, but you do NOT wish to retain your current status:**

**Do you wish to leave the US before you begin your studies at Fordham?** Yes No

If you are planning to leave the US, when are you planning to leave? (MM/DD/YYYY) \_\_\_\_\_

When are you planning to return? \_\_\_\_\_

# APPLICATION FOR CERTIFICATE OF ELIGIBILITY (AFCOE) 2023 – 2024

Valid through the Fall 2024 Semester

## SECTION III: DECLARATION OF FINANCES:

**Completing this section is mandatory for all the students.**

Fordham is required to verify that you have adequate financial resources to meet the tuition, fees, and living expenses of your first-year full-time program, and the living expenses of your dependents in the amounts indicated below. List below your funding sources and amounts and provide clear copies of the required supporting documents.

The 2023-2024 estimated cost of study for a single student at Fordham for **one (1) academic year**, including educational and living expenses (but NOT including travel to and from your home country) is as follows:

SCHOOL/PROGRAMS	TUITION	ACADEMIC YEAR TOTAL * This is the required minimum for your financial support
Graduate School of Arts and Sciences	\$39,768 - 24 credits/year	\$68,928
GSAS M.S. in Computer Science, M.S. in Cybersecurity, and M.S. in Data Science	\$26,604 -18 credits/year	\$55,464
GSAS M.S. in Health Administration **	\$32,170 - 31 credits/year**	\$65,127

\* Academic Year total includes health insurance, mandatory fees and living expenses. Please note that tuition and fees above is an estimate and are subject to increase every academic year.

\*\*The M.S. in Health Administration is a one-year program consisting of 3 terms and students are charged in three installments.

### Attach Financial Documentation.

Fordham is required to verify that you have adequate financial resources to meet the tuition, fees, and living expenses of your full-time program, and the living expenses of your dependents (see section IV-E) in the amounts indicated above. List below your funding sources and amounts, and provide clear scanned/emailed copies of the required supporting documents. See the next page for more information about costs.

Sources of Support	Required Documents	Guaranteed Support in US Dollars
1. Personal funding	Bank statements, or a bank letter showing sufficient funds	US\$ _____
2. Parent, sponsor, or employer	Signed affidavit (see below) <u>and</u> bank statements or other documents verifying the amounts available*	US\$ _____
3. Scholarships and Assistantships (including Fordham awards)	Copy of award letter from Fordham and/or other sponsoring agencies, including home government / university awards	US\$ _____
4. Other sources: _____	Affidavit from authorized person and bank statements if necessary	US\$ _____
* Bank statements must be less than 1 year old ** The total amount must add up to the academic year total of your admitted program		**TOTAL: US\$ _____

## ADDITIONAL NOTE ON EXPENSES FORECAST

### AFFIDAVIT OF SUPPORT: To be completed by parent or sponsor of applicant.

I hereby certify that I am willing and able to provide the minimum amount of US\$ \_\_\_\_\_ per year for the educational expenses of \_\_\_\_\_ [name of student] at Fordham University. I confirm that I am the \_\_\_\_\_ [type of relation, eg. parent, uncle] of the above-named student, and I promise to provide the amount stated above to Fordham per year. Bank statements or other proof of my financial resources accompany this affidavit of support.

Signature: \_\_\_\_\_ Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

[Click here to view acceptable signature formats](#)

# APPLICATION FOR CERTIFICATE OF ELIGIBILITY (AFCOE) 2023 – 2024

Valid through the Fall 2024 Semester

Please note that the following amounts reflect a forecast for the cost of tuition, fees, and health insurance for the 2023-2024 academic year. Anticipate that all costs related to study at Fordham University *may* increase in subsequent years. This increase may not be reflected on the I-20 or DS-2019 you receive and therefore may not match precisely the amounts listed above.

A. **ESTIMATE TUITION AND FEES.** The total estimated expense plus any additional dependent expenses is what you must document for issuance of the I-20 or DS-2019. Full payment of tuition and fees are due upon registration for each term, which takes place in August/September for the fall term, and December/January for the spring term.

B. **LIVING EXPENSES.** The cost of living in New York City is one of the highest in the United States. **You are required to demonstrate a minimum of \$3,100 per month.** This standard living expense includes rent, food, books, supplies, services fees, transportation, minor medical expenses, entertainment, and clothing. All figures in the “Academic Year Total” column on page 3 are minimum average estimates for living costs for 12 months unless otherwise indicated. The OIS strongly recommends you have at least an additional 25% reserve of your total expenses available. The value of room and board is \$2,500/month. **If room and board will be provided to you, written verification and supporting documentation must be submitted by the sponsor.**

C. **MANDATORY HEALTH INSURANCE.** Because health care in the US is very important, Fordham requires all F-1 and J-1 students to purchase health insurance. The comprehensive health insurance plan provided by Fordham for the 2023-2024 academic year is **\$4,260**.

1. Coverage for the Fall 2023 semester is from August 23, 2023 to December 31, 2023; the premium is \$1,537
2. Coverage for the Spring 2024 semester is from January 1, 2024 to August 22, 2024; the premium is \$2,723.
3. For all questions about Health insurance, please contact [health@fordham.edu](mailto:health@fordham.edu)

Please note that fees are subject to a 3.5% - 6% increase every academic year.

D. **DEPENDENTS.** If you plan to bring your dependent spouse and/or dependent children, additional funds must be certified in the amount of \$10,000 per year for one spouse and \$7,000 per year for one dependent. This does NOT include health insurance, which could cost up to \$3,000 for dependents.

# APPLICATION FOR CERTIFICATE OF ELIGIBILITY (AFCOE) 2023 – 2024

Valid through the Fall 2024 Semester

## CHECKLIST OF DOCUMENTS

### IMPORTANT STEPS:

- 1) Gather the following documents and upload as ONE SINGLE PDF FILE to your [Admitted Student Portal](#).
- 2) Make sure to use this checklist as the coversheet. Preferably, follow the order below:

This AFCOE document, printed and filled.

All required questions are answered (**Section I, II and III**)

All required signatures are present (**Section III**)

Graduate School of Arts and Sciences Admissions Letter

**If applicable**, Scholarship Letter(s): sponsoring agencies, including home government/university awards

Supporting Financial Documentation (CURRENT Bank Statements or Bank Letter showing sufficient funds must be translated in English)

**If applicable**, Parent, Sponsor or Employer signed affidavit and bank statements or other documents verifying the amounts available.

Copy of valid Passport Identification Page

**For F-1/J-1 Transfers, you will also be required to provide the following:**

**F-1 Transfer form (DOWNLOAD)** signed by former institution

**If applicable**, copies of previous immigration documents:

Current I-20/DS-2019

I-94 document (“Get most Recent I-94”, [follow instructions here](#))

**If applicable**, EAD (OPT card)

- 3) Upload a single PDF file to your [Admitted Student Portal](#).

### IMPORTANT:

The Graduate School of Arts and Sciences (GSAS) requires you to upload your complete AFCOE and supporting documentation directly to us through your [Admitted Student Portal](#). After your information has been processed, the GSAS will send your AFCOE & supporting documentation to the Office of International Services.

**ALL ADMITTED STUDENTS MUST SUBMIT ALL THE REQUIRED DOCUMENTS BEFORE YOUR I-20 APPLICATION CAN BE REVIEWED.**

### TIMELINE:

As soon as you upload your documents, it may take up to 2 to 5 business days for GSAS to verify for completeness and forward it to the Office of International Services (OIS). OIS will review it and issue your I-20/DS-2019, which will take approximately 2 to 3 weeks from the date OIS received your documents. Once your I-20 has been processed, OIS will send you the I-20 via email to your new Fordham email address. Please start the process as early as possible and plan accordingly. You will receive communications for each phase of the process.

Should you have any questions regarding the visa process, please email the Office of Admissions at [fuga@fordham.edu](mailto:fuga@fordham.edu).