

# Vaughn College

of aeronautics and technology

## International Application Supplement and Instructions

### **IMPORTANT:**

- The information on the following pages carefully explains the process for acquiring a Form I-20. Please read it carefully and follow the directions completely to avoid delays in reviewing your I-20
- Please be sure to return all forms marked “Return to Admissions Office” as soon as possible.
- The instructions for proving financial ability to pay tuition plus room and board are **NOT** negotiable. They must be followed exactly as described in the packet.
- The United States Government charges student visa applicants a \$200 fee for processing their visa requests. This fee must be paid directly to the Department of Homeland Security no later than three business days before the student’s interview with the U.S. Consul and is non-refundable. Paying this fee is the sole responsibility of the applicant. More information may be found by visiting: <http://www.ice.gov/sevis/i901> or by contacting your local U.S. Embassy.

**NOW THAT YOU ARE PLANNING  
TO BE A STUDENT...  
THERE ARE TWO THINGS YOU CANNOT DO!**

**1. DO NOT ENTER THE US WITH A B-1, B-2 OR B-1/2 VISA**

If you use a B visa to enter the US, you are saying “I’m here as a visitor” *only*. Since you contacted our institution about attending, this would be viewed as a “fraudulent entry” and you could be refused permission to stay longer than six months or to extend or change your status. Do not listen to people who say it is easy to enter the country as a visitor and change your status. It is not true! *B visitors are prohibited by US law from pursuing a full course of study prior to obtaining a change of status to an F-1 student.*

**IF YOUR STUDY PLANS ARE NOT CERTAIN, AND YOU WANT TO ENTER THE US TO VISIT SCHOOLS**, you must explain this on your visa application and ask the visa officer for a B-2 visa with the words “Prospective Student” noted on it or have the words added to your B visa if you already have one.

**2. DO NOT ENTER THE US WITHOUT A VISA** (Unless you are Canadian)

Do not enter the US without a VISA even if you are from a country that allows you to enter as a visitor by showing a round-trip airline ticket. Entering the US without a VISA will only permit you to stay for 90 days. You will not be given more time or allowed to change to a student status.

**WHAT IS A FORM I-20  
AND  
WHY DO YOU NEED ONE?**

**The Form I-20 is a standard form that tells the US government that you are eligible for F-1 Student Status.** It certifies that (1) you are or expect to be a “bona fide” student; (2) you meet our admissions requirements; (3) you will pursue a full course of study; (4) you proved to us that you have enough money to study and live in the US without working illegally or suffering from poverty.

**You need a Form I-20 to obtain an F-1 student visa or status, or to keep lawful F-1 status when transferring or changing schools within the US**

**DOES EVERYBODY NEED AN I-20?**

**No, some international students do not need I-20’s.** J-1 students need a Form DS-2019 and should ask us for that application. F-2 dependents that want to study full-time must obtain an I-20 and apply for a change of status to F-1 student. If you are maintaining another nonimmigrant status in the US, you do not need an I-20 and may attend school full – or – part-time. Dependent children in E, H, I, J, L, M, N, O, P, R, or S status need to change status after their 21<sup>st</sup> birthday or if they marry. If you have no legal status, you may attend school but you are not eligible to change status and do not need an I-20.

**THESE ARE THE RULES FOR OBTAINING  
YOUR FORM I-20**

1. **YOU MUST BE A “BONA FIDE” STUDENT, ACCEPTED TO A FULL-TIME PROGRAM OF STUDY.**
2. **FOR EVERY YEAR OF YOUR PROGRAM OF STUDY, YOU MUST PROVE TO THE COLLEGE THAT YOU CAN SUSTAIN THE COSTS OF LIVING WHILE STUDYING IN THE US. THE US LAW REQUIRES THIS.**
  - **DO NOT EXPECT THAT YOU WILL BE ABLE TO WORK IN THE US TO HELP MEET YOUR ANNUAL COSTS!** *On campus employment is limited and competitive; off-campus employment is strictly controlled by the Department of Homeland Security.*
  - **CAREFULLY REVIEW THE COLLEGE’S “Estimated ANNUAL FINANCIAL REQUIREMENTS FOR INTERNATIONAL STUDENTS.” THIS IS THE AMOUNT THAT YOU MUST PROVE YOU CAN SUPPORT FOR EVERY YEAR IN YOUR PROGRAM OF STUDY.**

- **THESE REQUIREMENTS ARE NOT NEGOTIABLE.** They represent a modest average budget that does not include luxuries of any kind. We strongly recommend that you budget at least 10% more, if possible. Too little money causes pain and distress. We insist that students and their families look closely at the costs of living and studying in the US and make careful plans to be sure your needs will be met.
  - **EXPECT ANNUAL INCREASES** *in tuition and living costs of approximately 10 percent.*
3. **READ AND FOLLOW THE FOLLOWING INSTRUCTIONS VERY CAREFULLY. YOU CANNOT COMPLETE THIS PROCESS WITHOUT FOLLOWING THEM STEP-BY-STEP.** Sometimes, we may have to ask you to give us more evidence of your financial ability – perhaps more than once. The US government requires that we be absolutely sure, to the best of our ability, that you will have enough financial support to cover the full costs of your stay in the US.

#### SOURCES OF FINANCIAL SUPPORT

YOUR FINANCIAL SUPPORT CAN COME FROM ANY COMBINATION OF THE FOLLOWING SOURCES IN THE US OR ABROAD.

1. **FUNDS FROM “SPONSORS”** (parents, relatives, friends, organizations). **You may have as many sponsors as you need.** Sponsors may provide you with support in the form of cash and/or room and board. Free room and board is when you live with someone and don’t have to pay for your room or food.

#### WARNING #1

It is highly recommended that **at least part of your financial support come from your home country.** This is important because it will assist the US Consul in your home country when approving your student Visa!

#### WARNING #2

**A sponsor should promise only as much money as he or she is able to provide.** Some sponsors believe that the more money they promise to give, the easier it will be to receive your I-20. **THE MOST COMMON REASON FOR REJECTION OF FINANCIAL DOCUMENTS IS THAT WE DO NOT BELIEVE THE SPONSOR CAN AFFORD TO GIVE AS MUCH AS PROMISED.** A sponsor should promise only what he or she intends to provide and only as much as can be afforded.

2. **PERSONAL FUNDS** that come from your own resources, not those of your relatives. Unless you have enough cash to support yourself for your entire program of study or can prove other sources of personal income, you will need a sponsor with an income sufficient to support you.
3. **PLEASE UNDERSTAND** that international students are **NOT** eligible for any state or federal financial aid.

## DOCUMENTARY EVIDENCE REQUIREMENTS

**Complete the application for the form I-20 (attached) and submit it with all the necessary evidence of financial capability directly to the office of admissions.**

**We strongly recommend that you do this at the same time as you are applying to the College. That way, once you are accepted, your form I-20 can be issued quickly!**

### **ALL DOCUMENTS YOU SUBMIT MUST BE:**

1. **Less than two months old.**
2. **In English.** (*we cannot review documents that are not in English*)
3. **Photocopies or faxes, not originals.** You will need the originals of all the documents you have sent us to take to the American Embassy when we send you your I-20.
4. **Sponsor Affidavits must be notarized**, that is, signed by the sponsor in the presence of a notary public, the notary public must sign, and the official seal of the notary public must be on the affidavit. You can locate a notary public at any American Embassy or Consulate. In the US, most neighborhood pharmacists, lawyers and accountants are notaries. There are notaries in all countries, though the names for them may be different. They are officials licensed by the national or regional government to take sworn statements for courts of law or to witness contracts and property deeds.

### **EVIDENCE REQUIRED:**

**SPONSORS OF CASH SUPPORT:** (All sponsors must provide proof of monthly income, as well as a letter from the bank indicating the sum total of their assets.)

1. **AFFIDAVIT OF ANNUAL CASH SUPPORT.** This form may be photocopied for each sponsor. All questions must be answered. The form must be notarized.
2. **PROOF OF INCOME.**

Individual Sponsor (submit either of the following)

- Employer's letter on letterhead stationery  
(The letter must inform us of the length of time the sponsor has been employed, job description and monthly salary)
- *If self-employed:* Monthly income estimate by a bank or private accountant

Company Sponsor

- The income of a company is *not* the income of the owner of the business and will not be accepted as proof of income. You must provide an official statement of the salary paid to the owner/sponsor

### **WARNING #3**

**If there is no income source**, a letter from the sponsor's bank must prove that there are sufficient funds to cover the entire program of study. The balances will be totaled and divided by the number of years in your program of study to determine the amount available to you for each year. (See page 6 for more details.)

3. **Letter from the bank in the name of the sponsor *only***, which must be provided on the official stationery of your sponsors bank indicating the date the account was opened, their current balance (make sure the currency is clear in US dollars), **as well as the average account balance over the past 12 months.** (This is the **MOST** important aspect of the letter and **CANNOT** be left out!)

**WARNING #4**

**If a bank statement is in the name of more than one person, each individual must submit an affidavit of support.**

**WARNING #5**

**We cannot accept statements that do not specify balances *unless* it is stated to be a balance minimum of six figures in US dollars and must have been maintained in the account for the last 12 months.**

**SPONSORS OF FREE ROOM AND BOARD:**

1. **AFFIDAVIT OF FREE ROOM AND BOARD**
2. **PHOTOCOPY OF LEASE DEED, DEED OR SIX MONTHS OF RENT RECEIPTS**

**WARNING #6**

**If you are presently in the US, you must be living with the sponsor** at the time of filing this application for this to be counted towards your means of support.

**PERSONAL FUNDS:**

**BANK STATEMENT in your name**, which must be provided on the official stationery of your bank indicating the date the account was opened, your current balance (make sure the currency is clear in US dollars), **as well as the average account balance over the past 12 months.** (This is the **MOST** important aspect of the letter and **CANNOT** be left out!)

**ANNUAL FINANCIAL REQUIREMENTS**  
**FOR INTERNATIONAL STUDENTS**  
**2016-2017**  
**Estimated**

<b>DEGREE PROGRAM</b>	<b>TUITION &amp; FEES</b>	<b>FLIGHT TRAINING</b>	<b>BOOKS AND SUPPLIES</b>	<b>ROOM &amp; BOARD</b>	<b>TOTAL</b>
Aircraft Operations (Flight)	\$24,000	\$17,500+	\$2,000	\$13,000	\$56,500
Engineering and Engineering Technology programs	\$24,500	N/A	\$2,000	\$13,000	\$39,500
All other academic degree programs	\$24,000	N/A	\$2,000	\$13,000	\$39,000
Aviation Training Institute (Airframe and Powerplant Certifications)	\$18,000	N/A	\$2,000	\$13,000	\$33,000
M.S. Airport Management	\$25,000	N/A	\$2,000	\$13,000	\$40,000

**Tuition costs reflect 12-18 credits for each of the fall and spring semesters.** Summer session tuition is not included.

As part of the Vaughn College of Aeronautics and Technology bachelor's in aircraft operations curriculum you are required to complete, in order to graduate, physical flight training exercises with Vaughn's partnering flight school, **Heritage Flight Academy** and obtain the following flight certificates/ratings:

- 1. Private Pilot**
- 2. Instrument Rating**
- 3. Commercial Single- and Multi-Engine**
- 4. Certified Flight Instructor (Single-Engine, Instrument and Multi-Engine)**

Please note, all Aircraft Operations degree programs offered by Vaughn College of Aeronautics and Technology include academic liberal arts and sciences courses, as well as specific courses in flight that also count as the "ground school" portion of flight instruction. For more information, please consult the College's catalog by visiting <http://www.vaughn.edu/college-catalog.cfm>.

# **RETURN TO ADMISSIONS OFFICE**

Office of International Admissions  
Vaughn College of Aeronautics and Technology

APPLICATION FOR THE FORM I-20 / Certificate of Eligibility for F-1 Student Status

## **PART I: Personal Information**

**\*PLEASE NOTE THE NAME ON THE FORM I-20 MUST MATCH THE NAME ON YOUR PASSPORT EXACTLY!**

**Name in passport:** You must attach a photocopy of your passport's identification pages to this application!

Family (Surname)

First (given)

Foreign Address:

Number and Street

City

State

Zip Code

Country

US Address

(if applicable)

Number and Street

City

State

Zip Code

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Country of Birth \_\_\_\_\_

Gender: Male  Female

Country of Citizenship \_\_\_\_\_ Country of Permanent Residence \_\_\_\_\_

Unmarried  Married  Please complete the following information about your spouse and/or child (children) only if they will come with you to the US

Name (family, first) \_\_\_\_\_ Date of birth \_\_\_\_\_ Country of birth \_\_\_\_\_ Relationship to you \_\_\_\_\_

Name (family, first) \_\_\_\_\_ Date of birth \_\_\_\_\_ Country of birth \_\_\_\_\_ Relationship to you \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Part II: If you are currently in the United States, complete this section. If not, go on to Part III.**

What is your immigration status? You can attend regardless of your INS status.

F-1 What is your SEVIS ID Number? \_\_\_\_\_ Circle one of the following that indicates what your I-20 is for: (1) Transferring/changing US schools; (2) Changing educational level/program at Vaughn College of Aeronautics and Technology; (3) Reinstatement to F-1 status



Another status. Which one? \_\_\_\_\_ Before we issue your Form I-20, we want to advise you. Please make an appointment to see the international student adviser.

## **RETURN TO ADMISSIONS OFFICE**

Do you plan to travel outside the US before the start of the semester?

- Yes. Tell us how you would like to get your I-20 in Part III.  
 No. If you are F-1, you will receive school transfer or other instructions. If you hold another status, we must meet with you before issuing your Form I-20.

### **PART III: How do you want to receive your I-20?**

Mail  Your Form I-20 will be sent standard airmail to the name and address you indicate in the address box. If you need express delivery service, you should request someone in the US to pick it up and send it to you. If that is not possible, please contact our office. PRINT YOUR NAME AND ADDRESS IN ENGLISH, EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE.

Name
Number / Street
City
State, Zip Code
Country

HOLD FOR PICK-UP

By \_\_\_\_\_  
Name Phone Email

### **PART IV: YOUR STATEMENT OF FINANCIAL SUPPORT**

Do not complete this part unless you have carefully read all instructions!

What level of education will you be pursuing? \_\_\_\_\_

Bachelor's or Associate's

What will your major be? \_\_\_\_\_

What are your annual costs from page seven?

Total Estimated Annual Costs\*

\* If you are receiving free room and board, subtract \$13,000 from the annual cost estimate.

# RETURN TO ADMISSIONS OFFICE

How will you support yourself for every year of your program of study? Please check off your means of support below and indicate how much will be provided or available to you every year:

Source of my support:	Annual Amount
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**Personal funds.** The amount available to me from my own resources every year is \_\_\_\_\_  
(divided by the number of years in your program)

**Cash funds from a sponsor** to be given to me every year: \_\_\_\_\_  
Sponsor's name \_\_\_\_\_

**Cash funds from a second sponsor** to be given to me every year: \_\_\_\_\_  
Sponsor's name \_\_\_\_\_

**Cash funds from a third sponsor** to be given to me every year: \_\_\_\_\_  
Sponsor's name \_\_\_\_\_

**Free room and board from a local sponsor** with whom I will live: \_\_\_\_\_  
Sponsor's name \_\_\_\_\_

Total amount available to me every year of study.  
(This amount must be the same or more than your  
minimum annual costs.)

**The following documents are enclosed to prove my financial responsibility:**

**My personal documents:**

\_\_\_\_\_ Bank letter  
\_\_\_\_\_ Proof of income

**Free room and board sponsor's documents:**

\_\_\_\_\_ Affidavit of Support  
\_\_\_\_\_ Lease, deed or six  
months of rent receipts  
(that is, proof of residence)

**Cash Sponsor's documents:** I understand that all  
three types of documents MUST be attached.

\_\_\_\_\_ Affidavit of Support  
\_\_\_\_\_ Proof of Income  
\_\_\_\_\_ Bank Letter

Office of International Admissions  
Vaughn College of Aeronautics and Technology

SPONSOR'S AFFIDAVIT OF ANNUAL CASH SUPPORT  
AND PROOF OF FINANCIAL CAPABILITY

**WHAT DOES THIS AFFIDAVIT MEAN?**

By completing this affidavit, you are swearing to the US government that you will provide this student with a specific amount of money from your own financial resources for *every year* he or she is going to study at Vaughn College of Aeronautics and Technology and live in the US. You are also proving that you can afford the support you are promising with the documents you have attached.

Before signing it, you must understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by the Bureau of Immigration and Customs Enforcement and is very limited.

**HOW TO COMPLETE THIS FORM:**

- Fill this form out completely in English. Promise only the amount of money you are able to give. The most common reason we reject affidavits is that we do not believe a sponsor can afford to give as much as promised. Please be aware your financial documents will not only be reviewed by us, but will also be evaluated extensively by the US Consul in your country.
- Attach the documentary evidence of support explained below.
- Sign the affidavit in front of a notary public or the appropriate official in your country.

**PROVE THAT YOU ARE FINANCIALLY CAPABLE OF PROVIDING THIS CASH SUPPORT FOR EVERY YEAR OF THE STUDENT'S PROGRAM BY ATTACHING ALL THE FOLLOWING DOCUMENTS** (*if all of these documents are not attached, your support will not be considered*). Documents must be: Photocopies or faxes, Current (less than two months old), In English and notarized

- **PROOF OF INCOME.** This must be on your employer's business stationery or estimated by a bank or private accountant if you are self-employed. The income of a company will not be accepted as proof of income. You must provide an official statement of the salary paid to you.

**BANK LETTER** in your name, which states the date the account was opened, the current balance in US dollars which must be provided on the official stationery of your sponsor's bank indicating the date the account was opened, their current balance (make sure the currency is clear in US dollars), as well as the average account balance over the past 12 months. This is the **MOST** important aspect of the letter and **CANNOT** be left out! We cannot accept statements that do not specify balances unless it is stated to be a minimum of six figures in US dollars. *If another person's name appears on your bank statement, that person must complete a separate affidavit or submit a notarized statement permitting those funds to be considered as financial support for the student.*

# **RETURN TO ADMISSIONS OFFICE**

## **THIS IS MY SWORN PROMISE OF CASH SUPPORT**

I, \_\_\_\_\_, promise that I can and will give  
My Name \_\_\_\_\_ No less than US \$ \_\_\_\_\_  
Full name of student \_\_\_\_\_  
in cash (including annual cost-of-living increases on this amount) for EVERY YEAR of the student's program of  
study at Vaughn College of Aeronautics and Technology.

My relationship to the student is \_\_\_\_\_  
Parent, spouse, brother/sister, friend, other relative

My address is \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

*The following persons are fully or partially dependent upon me for my support. (Do not include the student named above.)*

Name	Relationship to me	Age
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_____	_____	_____
-------	-------	-------

_____	_____	_____
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Name of my employer \_\_\_\_\_

Annual salary \_\_\_\_\_(US) Other Income \_\_\_\_\_(US)

My proof of income and bank statements are attached:  Yes  No

*I swear that the information I have provided above is true and correct.*

\_\_\_\_\_  
Signature of Sponsor

*Sworn and subscribed before me on this day:* \_\_\_\_\_  
day/month/year

Signature of Notary

Office of International Admissions  
Vaughn College of Aeronautics and Technology

## SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD AND PROOF OF FINANCIAL CAPABILITY

### WHAT DOES THIS AFFIDAVIT MEAN?

By completing this affidavit, you are swearing to the US government that this student will live with you free of any charge for room and food for *every year* he or she is going to study at Vaughn College of Aeronautics and Technology and live in the US (the student cannot be required to provide you with any services such as babysitting, cleaning, etc., in exchange for the room and board, as that is *employment*.) You are also proving that you are the person who owns or rents the property and can afford the support you are promising with the documents you have attached.

Before signing it, you must understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support, force students to drop out of school and may cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by Department of Homeland Security and is very limited.

### HOW TO COMPLETE THIS FORM:

- Fill this form out completely in English.
- Attach the documentary evidence of support explained below.
- Sign the affidavit in front of a notary public or the appropriate official in your country.

**PHOTOCOPY OF YOUR DEED, LEASE OR LAST SIX MONTHS OF RENT RECEIPTS** to prove that you are the person who owns or rents the property.

**RETURN TO ADMISSIONS OFFICE**

**THIS IS MY SWORN PROMISE  
OF FREE ROOM AND BOARD**

I, \_\_\_\_\_, promise that for each year of his  
My Name  
or her program of study, \_\_\_\_\_  
Full name of student

Will live free of any charge *with me* in my home at:

\_\_\_\_\_  
Number, Street

\_\_\_\_\_  
City, State Phone \_\_\_\_\_

I  own  rent this property.

If presently in the US, does the student currently live with you?  Yes  No

I will not require any type of service to be performed in exchange for this benefit.

My relationship to the student is \_\_\_\_\_  
Parent, spouse, brother/sister, friend, other relative

*I swear that the information I have provided above is true and correct.*

\_\_\_\_\_  
Signature of sponsor

*Sworn and subscribed before me on this day:* \_\_\_\_\_  
day/month/year

\_\_\_\_\_  
Signature of Notary