

# Carnegie Mellon University

## Office of International Education

---

The information requested on the International Student Information (ISI) form is required from you to issue a Certificate of Eligibility (I-20 or DS-2019) for Carnegie Mellon University. International students must have a Certificate of Eligibility in order to legally enter and/or remain in the United States. Complete all forms accurately and mail the forms with all required supporting documents to:

Heinz College Office of Admissions  
Carnegie Mellon University  
Hamburg Hall 1101  
Pittsburgh, PA 15213

Read all instructions and review all details carefully. Keep a copy of these completed forms for your records. It is in your best interest to submit clear and concise documentation to help the process go smoothly. **Packages containing incomplete information or insufficient funding will not be processed. Forms that are sent by email or faxed will not be processed.** Type all data electronically into the form to ensure readability. Your package should include the following items:

- o Completed and signed International Graduate Student Information Form.
- o Completed and signed Affidavit of Support (if required)
- o Original Financial Documentation – see [this page](#) for thorough details of what is accepted.
- o Copy of the picture page of the passport for the student and any dependent(s)
- o Transfer In Form (only required for students who are currently in the U.S. in F-1 immigration status)

### Transferring Your SEVIS Record

Students who are currently attending a school in the United States in F-1 immigration status must request a transfer of the SEVIS record before the I-20 can be processed for Carnegie Mellon.

- o Access the “Transfer In Form” (found here - <https://www.cmu.edu/oie/foreign-students/docs/transfer-in.pdf>)
- o The student should complete Section A and then meet with their current foreign student advisor/administrator to determine a “release date,” and then the advisor should complete Section B.
- o Include this form when submitting the International Student Information packet to OIE/CMU Department.
- o Your Carnegie Mellon I-20 will be processed on or shortly after the “release date.”

**Students who are currently attending a school in the U.S. in J-1 immigration status should email OIE for further instructions.**

Due to the high volume of packages received in OIE, we are unable to confirm the receipt of your forms. Ship in a method where you can track the shipment if you need confirmation of receipt. OIE will contact you via email if additional information is needed. The shipment of your document is at your expense through our partner, University Express Mail Service (UEMS). Once your document is ready for shipment, we will email you the instructions so you can create a label and choose your shipping address. Your immigration document can be sent anywhere in the world. You will receive a handout explaining the SEVIS fee, visa application and arrival and orientation information with your I-20 or DS-2019 Certificate of Eligibility.

### Useful Links:

Please visit and bookmark the OIE webpage (<http://www.cmu.edu/oie>) where you can review the [Frequently Asked Questions](#) for new international students and the [Settling In Guide](#) for important information.

# Carnegie Mellon University

## Office of International Education

### Heinz College Spring 2019 - International Graduate Student Information Form

**Personal Information** You must include a copy of the picture page of your passport to verify your birth date and the correct spelling of your name.

Name: \_\_\_\_\_  
Family Name Given/First Name and Middle Name(s)

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender: \_\_\_\_\_ Email: \_\_\_\_\_  
Month Day Year

City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Legal Permanent Residence: \_\_\_\_\_

**Foreign Home Address** As a non-immigrant you must provide your permanent, home country address.

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

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

#### Students who are in the U.S. Prior to Attending Carnegie Mellon University

Answer the following questions **ONLY** if you are currently in the U.S. on a student or work visa. Those who will attend an ESL or other short-term academic program in the U.S. immediately before attending Carnegie Mellon should also answer these questions.

What is your Immigration Status? \_\_\_\_\_ For Other, Enter Immigration Status: \_\_\_\_\_

\*If you currently hold F-1 or J-1 status, what is the name of your current U.S. School? \_\_\_\_\_

To transfer your SEVIS record if you are currently attending a school in the U.S., please see the first page of instructions and reference the Transfer-In Form (found here - <https://www.cmu.edu/oie/foreign-students/docs/transfer-in.pdf>)

**Dependent Information** – Complete the following information only if your spouse and/or children will accompany you to the United States and will apply for an F-2 or J-2 visa. Include a copy of the picture page of the passport for each family member. For more than two dependents, please make copies as needed.

1) \_\_\_\_\_  
Family Name, First Name Date of Birth Country of Birth Country of Citizenship Relationship

2) \_\_\_\_\_  
Family Name, First Name Date of Birth Country of Birth Country of Citizenship Relationship

### Funding Information

Before OIE can issue your I-20 or DS-2019, we must receive proof of financial support for the first academic year of study at Carnegie Mellon as well as the potential for continued financial support for the remainder of your program. The minimum amount of funding provided must equal or exceed the expenses noted below. If your academic program is longer than 12 months, you must provide a plan for covering future estimated expenses. An acceptable plan for covering future expenses includes 1) A signed letter explaining specific personal funds to be used 2) A financial sponsor indicating future support on the affidavit of support.

#### 12 Month Minimum Expenses\* for 2019

Tuition*	\$ 48,900
Graduate Student Fees	\$ 852
Living and Miscellaneous Expenses	\$ 20,855
Books and Supplies	\$ 2,212
Health Insurance (individual plan, estimate)*	\$ 2,340
<b>TOTAL *</b>	\$
Dependent Expenses**	\$
<b>TOTAL plus Dependent Expenses</b>	\$

\*Estimate only based on 2017-2018 expenses. Actual cost may vary.

\*\*If applicable, include \$8,472 for a spouse, \$6,384 for the first child and \$4,176 for each additional child who will be with you in the U.S.

Complete the following 'Source of Funds' section and provide the required supporting financial documents.

If you have questions about acceptable sources of funds, please see our website: <https://www.cmu.edu/oie/foreign-students/coming-to-cmu.html>. Click "Document Your Financial Support."

Source of Funds:

<b>Personal Funds</b> – original bank statement(s) or funds in your name, including educational loans	
<b>Family or Individual Sponsors</b> – original bank statement(s) or bank letters plus the completed Affidavit of Support for each sponsor.	
<b>Employer or Private Organization</b> – original letter from the sponsoring organization or employer describing the exact amount provided and the period of funding.	
<b>Government Funding</b> – an original letter from the sponsoring governmental organization describing the exact amount provided and the period of funding.	
<b>Carnegie Mellon Support</b> – a photocopy of your Carnegie Mellon admission or award letter that lists the provided support.	
<b>TOTAL</b> (must meet or exceed the 12 month minimum expenses calculated above)	

Life insurance policies, tax statements, payroll statements, retirement/pension accounts, Chartered Accountant statements, real estate (rental or intended sale of), and personal property are **not acceptable** as sources of funding.

By signing my name to this form I certify that 1) I have read the instructions, completed all information accurately and the above information is true and correct to the best of my ability, and 2) the above is a true and correct statement of the arrangement for financing my studies at Carnegie Mellon University.

Print and sign.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Carnegie Mellon University

## Office of International Education

### Affidavit of Support for Financial Sponsor - Heinz 2019

This affidavit is required only when the student is funded by a family member or personal sponsor. **Section A** should be completed by the student. **Section B** and **Section C** are to be completed by the sponsor and submitted with original financial documents. This form may be photocopied for additional sponsors. Return the completed form(s) and supporting documents as noted in the INSTRUCTIONS of the International Student Information Form.

#### Section A: Student Information

Name: \_\_\_\_\_ / \_\_\_\_\_

Family Name

First Name and Middle Name(s)

Carnegie Mellon College: \_\_\_\_\_ Carnegie Mellon Degree Program: \_\_\_\_\_

Estimated Program Length: \_\_\_\_\_ Level of Study: \_\_\_\_\_

#### Section B: Sponsor Information

Name: \_\_\_\_\_ / \_\_\_\_\_

Family Name

First Name and Middle Name(s)

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

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

Email: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Tuition*	\$ 48,900
Graduate Student Fees	\$ 852
Living and Miscellaneous Expenses	\$ 20,855
Books and Supplies	\$ 2,212
Health Insurance (individual plan, estimate)*	\$ 2,340
<b>TOTAL*</b>	\$
Dependent Expenses**	\$
<b>TOTAL plus Dependent Expenses</b>	\$

\*Estimate only based on 2017-2018 expenses. Actual cost may vary.

\*\*If applicable, include \$8,472 for a spouse, \$6,384 for the first child and \$4,176 for each additional child who will be with you in the U.S.

#### Section C: Certification of Support

**Original** financial documents, such as official bank letters or statements, showing available funds for at least the minimum expenses shown above are required. Supporting financial documents must be: **1)** in English, **2)** original documentation (no copies, faxes or scans), **3)** dated less than 6 months from submission, and **4)** clearly state the name of the account holder and the amount of funding available in U.S. dollar equivalent. Foreign currency will be converted upon review, if necessary.

1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
\$	\$	\$	\$	\$

I confirm I will provide financial support to the above-named student in the amount(s) indicated during his/her program of study at Carnegie Mellon University. If providing funding beyond the 1<sup>st</sup> year, the funding source(s) will be (check all that apply) – savings/bank account(s) salary investment account(s)

**Print and sign.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_