

Carnegie Mellon University

Office of International Education

Instructions:

The information requested on the International Student Information (ISI) form is required from you to issue a Certificate of Eligibility (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 these forms accurately and **email** them along with all required supporting documents to your Carnegie Mellon University incoming department administrator.

Complete all forms accurately and email the forms to Willesha Miller: willeshm@andrew.cmu.edu.

Please make the subject of the email :

"Incoming exchange documents - [your name] - Heinz College - [your incoming term (i.e. Fall 2023 or Spring 2024)]"

In the body of the email, include your name and Date of Birth

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. **Forms containing incomplete information or insufficient funding will not be processed.** Type all data electronically into the form to ensure readability.

Your emailed package should include the following documents attached:

- o Completed International Exchange Student Information Form.
- o Completed and signed Affidavit of Support (if required)
- o Official Financial Documentation – see [this page](#) for thorough details of what is accepted.
- o Scanned copy of the picture page of the passport for the student and any dependent(s)
- o Scanned copy of the original TOEFL or IELTS score report

Shipping Information

All DS-2019 documents will be shipped using eShipGlobal. When your DS-2019 document is ready, OIE will send you an email with your SEVIS ID information along with instructions on how to create a shipping label to the address your DS-2019 will be mailed. Shipment of the DS-2019 is at your own expense. You will need a credit card (Visa, MasterCard, or Discover).

Note: Due to the high volume of packages received in OIE, we are unable to confirm the receipt of your forms. OIE will contact you via email if additional information is needed.

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

International Exchange Student Information Form Carnegie Mellon University – **Heinz Exchange 2023-2024**

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/Last Name Given/First Name Middle Name

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

Document Shipping Options For further details, please refer to the instruction page.

Your DS-2019 will be shipped via an express service to an address you choose at the time your DS-2019 is processed. This option is convenient especially if you plan to travel while your DS-2019 is being processed. This option is at your own expense. We will email you instructions when your document is ready. You will need a credit card (Visa, MasterCard, or Discover) for this option.

Program Information

Which semester(s) will you attend? _____ **Current Home University:** _____

Carnegie Mellon College: _____ **Department/Program:** _____

CMU Academic Calendar: Fall semester begins August 28, 2023. Spring semester begins January 16, 2024. International students are required to attend a mandatory immigration check-in session upon arrival. You will receive an email from OIE about one month before the start of classes with orientation and check-in instructions.

OIE OFFICE USE ONLY:

College: _____ Department: _____ Program Code: _____ Class: _____

Funding Information

Before OIE can issue your DS-2019, we must receive proof of financial support for the academic program. The minimum amount of funding you will provide must equal or exceed the expenses noted below. Complete the following 'Source of Funds' section and provide required supporting financial documents. Supporting financial documents MUST be: **1)** In English, **2)** scanned copies of the original financial documentation **3)** dated less than 6 months from the date of submission, and **4)** clearly state the name of the account holder and the amount of funding available in U.S. dollar equivalent. Refer to our [website](#) for further details.

One Semester

Living Expenses - Housing	\$ 5,200
Living Expenses - Food	\$ 3,534
Books, Supplies, Fees, misc.	\$ 1,007
Health Insurance (individual plan, estimate)*	\$ 2,603
TOTAL*	\$ 12,344

*Expenses listed above are estimates based on 2022-2023 expenses. Actual costs may vary.

Source of Funds:

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](#) for more information.

Personal Funds – original bank statements or funds in your name, including educational loans	
Family or Individual Sponsors – original bank statement(s) or bank letters plus the completed Affidavit of Support for each sponsor.	
Employer or Private Organization – original letter from the sponsoring organization or employer describing the exact amount provided and the period of funding.	
Government Funding – an original letter from the sponsoring governmental organization describing the exact amount provided and the period of funding.	
TOTAL (must meet or exceed the 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 Exchange 2023-2024

This affidavit is required only when the student is funded by a family member or personal sponsor. **Section A** should be completed by 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 Exchange Student Information Form.

Section A: Student Information

Name: _____ / _____

Family Name

First Name and Middle Name(s)

Current Home University: _____

Carnegie Mellon College: _____ Department/Program: _____

Which semester(s) will you attend? _____

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: _____

One Semester

Living Expenses - Housing	\$ 5,200
Living Expenses - Food	\$ 3,534
Books, Supplies, Fees, misc.	\$ 1,007
Health Insurance (individual plan, estimate)*	\$ 2,603
TOTAL*	\$ 12,344

*Expenses listed above are estimates based on 2022-2023 expenses. Actual costs may vary.

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)** scanned copies of the original documentation, **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.

I confirm I will provide financial support to the above-named student in the amount of \$_____ during this student's exchange program of study at Carnegie Mellon University.

Print and sign.

Signature: _____

Date: _____