I-20 Request Form for F-1 Visa

Congratulations on your admission to IWP! Now that you have been accepted, the next step is to fill out this I-20 Request Form and submit it, along with supporting documentation, so we can send you your IWP I-20.

The following information is provided by the Registrar's Office. You may contact the Registrar with questions by email at iwpregistrar@iwp.edu.

What is a Form I-20 and why do you need one?

The Form I-20 is a U.S. government form issued by designated school officials at IWP. It states that the student named on the form has been accepted for a full-time course of study at IWP and that the school has reviewed financial documents needed to prove that the student has the financial means to live and study in the US for the **full duration** of his/her program. (Federal Regulation 8 C.F.R § 214.3(k)(2); § 214.4(a)(1)(ix)). Getting an I-20 is a critical step in obtaining an F-1 student visa. Without an I-20, it is not possible to obtain a student visa or maintain lawful F-1 status in the U.S.

Send in your completed I-20 Request Form as soon as possible.

The Registrar's Office needs time to process your documents and issue your I-20, which you will need before making a visa appointment. To help ensure that you will be able to arrive in time for the start of your program at IWP, it is important to send in your I-20 Request Form as soon as possible. There can be long delays for visa appointments in the summer months. Check the visa appointment wait times at the embassy in your home country at this website: Visa Appointment Wait Times .

If you are in the U.S. as a F-1 student, do not travel outside of the US and re-enter with and I-20 from any other school.

You must attend the school that issued the Form I-20 you use to enter the US. If transferring from another U.S. school, contact the Registrar's Office before travelling and re-enter with your newly issued IWP I-20.

Instructions for Completing this Form and Receiving your I-20

1. Fill out ALL sections of this form completely and gather supporting documents (complete checklist is on page 3). Incomplete information will result in a delay in processing and issuing your I-20. *Please note: You cannot make a visa interview appointment until you have your I-20.*

2. Send completed I-20 Request Form (all pages including page 6 [if applicable]) and supporting documents to:

IWP Registrar's Office
1521 16th St NW
Washington, DC 20036
Email: iwpregistrar@iwp.edu

To satisfy the regulation that a student show proof of adequate funding, students must list the sources of funding available to them on page 5 of this form and provide bank documents that show proof of those funds. Below is information on acceptable sources of funding and types of funds as well as requirements for the bank statements/documents themselves. The funding amounts are listed on page 3.

Sources of funding

- *Personal funds:* Students can use their own funds to either partially or fully support themselves. If you use your personal funds, the bank statement must be for an account in your name.

- *Sponsorship (family or other):* It is very common for students to have one or more sponsors such as parents or close relatives. If someone other than you is sponsoring all or part of the cost of your education, you must submit bank documents, along with a letter of support confirming the sponsorship, from each sponsor. **Each sponsor must fill out a Letter of Support (page 6)**.

- *Scholarships:* Awards may be used as a source of funds for the Form I-20. You must include an award letter from the private or government scholarship board stating how much money is to be given and for how many years. If you have received an IWP scholarship, be sure to note the name and amount on page 5.

Requirements for Financial Documentation

- All financial support documentation must be in **English** or accompanied by an official **English translation** with amounts listed in U. S. dollars. If amounts are not in U.S. dollars, documentation of the current exchange rate and currency conversion must be included.

- There must be a specific account balance listed on the document. Documentation that gives a range or indication of the balance (e.g., "high five figures") will not be accepted. If a sponsor wishes to keep their bank balance or income private, bank documents must say that the account balance is "more than" an amount that is clearly specified.

- All funds must be deposited, currently accessible, liquid assets in a savings or checking account. Securities, stocks, proof of income such as paystubs, etc. are **NOT** acceptable.

- Documents must have been issued within the **last four months**.

- All documents must be original; faxes and photocopies will not be accepted. *Please note originals will not be returned.*

Required Funding Amounts

IWP requires all students applying for a F-1 visa to show proof of sufficient funding for the duration of their program. To meet this requirement, you must show proof of funding that meets or exceeds the total listed below for your program. Please note that the amounts listed below are standardized, minimum amounts and living expenses and other costs are only an estimate. A student's actual expenses may vary. Tuition, Scholarships & Grants - The Institute of World Politics are subject to change on a yearly basis.

	MA (52 CH)	Certificate (20 CH)	Prof MA (36 CH)	Exec MA (28 CH)	DSNS (52 CH)	DSS/PhD (72 CH)
Tuition	$67,600	$26,000	$46,800	$36,400	$78,000	$108,000
Student Fees	$800	$800	$800	$800	$800	$800
Room and Board	$44,000	$44,000	$44,000	$44,000	$44,000	$44,000
Books and Supplies	$2,400	$2,400	$2,400	$2,400	$2,400	$2,400
Transportation	$3,200	$3,200	$3,200	$3,200	$3,200	$3,200
Personal Expenses	$7000	$7000	$7000	$7000	$7000	$7,000
Total	$125,000	$83,400	$104,200	$93,800	$135,400	$165,400

* Tuition and fees listed are based on current rates of $1,300 per credit hour ($1,500 per credit hour for DSNS, DSS, PhD); your tuition and student budget will be adjusted to match your actual enrollment.

I-20 Request Form Checklist

Before sending in your I-20 Request Form, please be sure you have included ALL items listed below. **Missing or incomplete documentation will delay the processing and issuance of your I-20.**

A complete I-20 Request Form will include **ALL** the following:

____I-20 Request Form with all sections fully completed.

____Clear photocopy of student's passport photo page

____Original bank statements/documents showing proof of funding for each source of funds listed on page 5. *Please note bank documents will not be returned.*

____Sponsor Letter of Support (see page 6) from each sponsor listed on page 5. Use as many copies of page 6 as necessary.

F-1 students in the U. S. requesting a SEVIS transfer must:

____Provide a photocopy of current F-1 Visa

____Contact the institution that issued to current F-1 Visa

____Contact the IWP Registrar's Office at iwpregistrar@iwp.edu

Student Biographical Information

Type or print clearly. Your name must match the name in your passport at the time of visa application.

Name:_____, _____
Last name (family name) First name Middle name (if applicable)

Date of Birth:____/____/_____ Gender: Female Male (circle one)
Mo Day Year

Country of Citizenship:_____Country of Birth: _____

Are you currently in the U.S.? Yes No (circle one)
If yes, are you currently on F-1 status? Yes No (circle one)
If yes, are you transferring from another U.S. school? Yes No (circle one)
Name of school and location in the U.S.: _____

F-1 SEVIS transfer students ONLY: If you want your I-20 mailed to an address in the U.S. instead of a foreign address, please give the U.S. address to which you would like your I-20 sent:

_____
Street Address City State Zip Code

Foreign Address

A foreign address is required for issuance of the I-20. Your I-20 will also be mailed to the address you indicate below. The address must be a physical address; P.O. boxes are not acceptable.

Street Address: _____

City:_____Province/Territory: _____

Postal Code:_____Country: _____

Home or Cell Phone Number:_____Email: _____

Documented Sources of Funds for Study at The Institute of World Politics

Please list the sources of funds available to you and submit original bank statements for each source listed. If necessary, you may use more than one copy of this page.

Types of Funds	**Amount of Funding (in U.S. dollars)**
1. Personal Funds (account must be in student's name) Name of financial institution:_____	$ _____
2. Family Sponsor – Letter of Support (page 6) required. Name of financial institution: _____ Name of Sponsor: _____	$_____
3. Other/Additional Sponsor (additional family sponsor, government, Organization, etc.) – Letter of Support (page 6) required. Name of financial institution: _____ Name of Sponsor: _____	$_____
4. IWP Scholarship (if you have questions about your scholarship, contact Financial Aid at financialaid@iwp.edu Name of scholarship:_____	$ _____
5. Other Scholarship (You must include a copy of your award letter with your I-20 Request Form documents) Name of award-granting organization:_____	$ _____
TOTAL Funding Available (must be enough to cover full-time tuition rate for duration of program at $1,300 for certificate and MA programs or $1,500 for doctoral programs per credit hour + fees and living expenses)	$ _____

I certify that the information provided herein is correct and complete.

Student Signature:_____ Date:____/____/ ____

Sponsor Letter of Support

If one or more sponsors are indicated on page 5 of this form, each sponsor listed must submit a separate letter of support confirming willingness and ability to use the specified funds for the student's education. Please use as many copies of this page as necessary to complete the I-20 Request Form.

Sponsors, please complete this section of the form **fully**. Incomplete forms will delay the processing and issuance of the student's I-20.

Date: ____/____/ _____
Mo Day Year

Sponsor's Name: _____
Address: _____
City: _____ State/Province: _____
Postal Code: _____ Country: _____

Relationship to Student (please check one):
____Parent
____Other Relative
____Other. Please specify: _____

To whom it may concern,

I, _____, certify that I will reserve up to $_____
Print name amount in U.S. dollars

per year for _____ years in account number _____ at
# of years of sponsorship account number

_____ to support _____ in
name of bank/financial institution full name of student (as it appears on passport)

his/her studies at The Institute of World Politics.

Sincerely,

_____
Signature of sponsor

F-2 Visa Request Form for Family Members of F-1 Student IWP Student

Full Name: _____

Family Member Information (Spouse/Children):

1. **Relationship**: Spouse / Child
    - **Full Name**: _____
    - **Date of Birth**: _____
    - **Country of Birth**: _____
    - **Country of Citizenship**: _____
    - **Passport Number**: _____
2. **Relationship**: Spouse / Child
    - **Full Name**: _____
    - **Date of Birth**: _____
    - **Country of Birth**: _____
    - **Country of Citizenship**: _____
    - **Passport Number**: _____

(Use additional sheets if needed for more family members)

Proof of Financial Support:

- **Total Funds Available for Family Support (USD)**: _____
- **Source of Funds**: _____
  (e.g., personal savings, scholarship, sponsor)

Required Documents Checklist (attach copies):

- Copy of each family member's passport
- Proof of financial support (bank statements, scholarship letters, etc.)
- **If your surname is different from your dependent(s),** include a proof of relationship such as a marriage certificate for a spouse or birth certificates for children.

Certification:
I certify that the information provided above is true and correct to the best of my knowledge.

- **Signature (Student)**: _____
- **Date**: _____