



I-20 Application

Office of Multicultural Affairs
4900 MERIDIAN STREET | NORMAL, AL 35762
256.372.5418

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

- A Form I-20 is a US government form that Alabama A&M University uses to certify that you are eligible for F-1 student status. This means that you (1) are or expect to be a “bona fide” student; (2) meet our admission requirements; (3) will pursue a full course of study; and (4) have proven that you have enough money to study and live in the United States 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 in the United States.

Does everybody need a Form I-20?

No, some international students do not need an I-20. J-1 students need a Form DS-2019 and should ask us for that application. F-2 dependents who want to study full time must obtain an I-20 and apply for a change of status to F-1 student. If you maintain another nonimmigrant status in the United States, you do not have to have an I-20 and may attend school full or part time if the law allows you to do so.

Here are the rules for getting your Form I-20.

1. You must be a “bona fide” student accepted to a full-time program of study at Alabama A&M University.
2. You must prove to us that you can support the costs of living and studying in the United States for your program of study.
3. Carefully review AAMU “Estimated Tuition and Fees” for International Students starting on page 4 and calculate your annual costs. This gives the amount that you must prove you can support for the initial year of study.
4. These requirements are not negotiable. They represent an average budget that does not include luxuries of any kind. We strongly recommend that you budget at least 10 percent more, if possible. Too little money can cause pain and distress. We insist that students and their families look closely at the costs of living and studying in the United States and make careful plans to be sure your needs will be met.

How do I submit my I-20 application?

All forms should be sent to the assigned Designated School Official (DSO) for review and processing. Please note the I-20 application deadlines to

Undergraduate students with family names beginning with A-L: pamela.little@aamu.edu

Undergraduate students with family names beginning with M-Z: atari.steele@aamu.edu

All graduate students: nicole.jackson@aamu.edu

Students’ requests for an I-20 should be submitted at least 60 days prior to the start of the program, but no more than 120 days prior to the start of the program.

Semester	Dates
Fall I-20 application dates	April 15th - June 15th
Spring I-20 application dates	Sept 15th - Nov 15th
Summer I-20 application dates	Jan 15th - March 15th

Sources of Financial Support

Before we can issue you an I-20, we must determine that you have sufficient funds to cover the cost of tuition and living expenses. The amount of funding that you must document depends on your level of study and the number of dependents that you have. You or your sponsor will be responsible for all payments according to scheduled AAMU payment dates for each semester.

The University is required to review your financial documentation prior to issuing an I-20. You must document sufficient funds available for your first year's academic and living expenses and assured sources of support for subsequent years. You are responsible for all payments to the university in accordance with the tuition/fee schedule in effect at the time of your enrollment for each semester of your attendance.

The amounts shown on this form and on your I-20 are estimates only. Your academic costs may vary depending on your program of study, the number of credits for which you enroll, and the date you commence study. Your living expenses may vary depending on your housing and lifestyle choices. All costs are subject to change.

	Undergraduate	Graduate
Tuition & Fees	\$26,156	\$24,056
Required International Student Insurance	\$2,000	\$2,000
Books	\$2,250	\$2,525
Living Expenses (Transportation & personal expenses)	\$9,300	\$8,400
Estimated Total Costs	\$39,706	\$36,981

Students in F-1 status are required to enroll full time during each fall and spring semester but are not required to enroll for summer. The tuition costs shown are based on minimum enrollment for nine months of study and do not include summer tuition. ***Tuition figures listed are estimates and are subject to change.*** Tuition rates are set annually in late spring for the following academic year. **An addition of \$5000 per year should be factored into the figure per adolescent dependent and \$5000 per year for spouse.**

Your financial support can come from any combination of the following sources in the United States or abroad:

- **Alabama A&M University Awards (scholarships, grants, GRA):**

If you are claiming funds from AAMU as a source of your support, remember to include a copy of the official offer letter on AAMU letterhead that indicates the actual amount of money you will receive from the institution and the length of support. The letter must be signed by the sponsoring department and must show the account number and approval of the Business Office.

- **Funds from “sponsors” (e.g., parents, relatives, friends, and organizations):**

You may have as many sponsors as you need. Sponsors may provide you with support in the form of money and/ or room and board. Free room and board is when you live with someone and do not have to pay for your room or food. You must present the Sponsor's bank or other financial statements (see below for criteria), letter(s) indicating the relationship between you and the sponsor.

FOR YOUR CONSIDERATION: A sponsor should commit only as much money as he or she is able to provide. Some sponsors believe that promising more money will make it easier to get your I-20. A common reason for visa denial is that the visa officer is not convinced the sponsor can afford to give you what he or she is promising.

- **Personal funds that come from your own resources:**

Unless you have enough money for your entire program of study, or can prove other sources of personal income, you need a sponsor with a sufficient income to support you. University funds such as a scholarship, assistantship, or fellowship may not cover the entire program of study or all expenses, so you may need added support to meet your minimum annual costs. You must present bank statements in your name showing balance of accounts. (Please see below for bank statement criteria).

- **Other forms of support** such as

- letter from an employer or another institution on official business letterhead including a signature showing amount and length of support. Please note that salary statements are not accepted.
- Loan certificates/letters must indicate the student or sponsor's name and the amount of approved or pre-approved loan

Bank/Financial Statement Criteria:

- Indicate the financial institution's name
- Indicate the account holder's name
- Clearly show the account balance
- Be translated into English and accompany Certification Letter on bank's letterhead. Untranslated statement must also be attached.
- Clearly show the type of currency
- Be from statements that show liquid assets that can be converted to cash
- Not be salary statements or tax documents

Unacceptable proof of funds are income or salary statements, credit cards, insurance policies, property, machinery, funds that are not immediately accessible, assets that are not in liquidated form, pension funds, tax return forms or documents, or **any document(s) older than 6 months**. All documents must be translated into English and notarized.

To calculate an **estimate** of your expenses for an academic year (fall and spring), choose the appropriate items from each of the 4 categories. All students pay books and student health insurance. Please select the living expense and tuition amounts that apply to you.

Estimated Tuition and Fees (PER ACADEMIC YEAR)

I. Tuition (PER YEAR)

Undergraduate Non-resident	\$26,156.00	
Graduate Non-resident	\$24,056.00	

II. Living Expenses (PER YEAR)

Undergraduate Students	\$9,300	
Graduate Students	\$8,400	

III. Spouse and Dependent(s) (PER YEAR)

Spouse	\$5,000.00	
Dependent Child (each)	\$5,000.00	

IV. Miscellaneous (PER YEAR)

*Books, etc.		
Undergrad.:	\$2,250.00	
Graduate:	\$2,525.00	
International Student Health Insurance	\$2,000.00	
Other		
Total funds needed per semester:		

Instructions to file Application for Initial I-20

1. Ensure that this I-20 Application has been notarized and all information corresponds with the financial documentation presented at time of application.
2. If transferring from another U.S. institution, please speak with the DSO at that institution about transferring your SEVIS record. Complete and submit the International Student Transfer Form for that school to this office. Your I-20 **cannot** be processed until your SEVIS record has been released from your previous institution.
3. If you have dependents that will accompany you, **please add an additional \$5,000/per dependent.** Also list them on a separate sheet including their **name, date of birth, relationship and passport/visa number.**
4. To receive your I-20, you must submit the following to the assigned DSO:
 - **A completed I-20 application (with appropriate documentation);**
 - **A copy of last I-20 issued (if applicable);**
 - **A copy of your Letter of Acceptance from AAMU**
 - **A copy of completed Enrollment [Response] Form and documentation of payment of Enrollment Fee (Undergraduate students only);**
 - **A copy of completed Health Form(s);**
Note: once you have been assigned a University assigned email address, you must ensure that your medical records are uploaded online to MedProctor;
 - **A copy of your passport**

Your I-20 will be emailed to you at the email address provided on your application. It is very important that all information on your I-20 is identical to that of your passport. Please do not attempt to come to the campus prior to receiving your I-20.

Paying the I-901 SEVIS Fee

Before you pay the I-901 Student and Exchange Visitor Information System (SEVIS) Fee, you must receive the Form I-20 from Alabama A&M University. You will need information from the Form I-20 to pay the fee. The I-901 SEVIS Fee is mandatory and must be paid before you enter the United States and must be paid before you can register/enroll for classes. Once you have paid your I-901 SEVIS fee, please forward a copy of your payment confirmation to the assigned DSO.

Designated School Officials (DSO)

Undergraduate students with family names beginning with A-L: pamela.little@aamu.edu

Undergraduate students with family names beginning with M-Z: atari.steele@aamu.edu

All graduate students: nicole.jackson@aamu.edu

Application for Form I-20

Date: ____/____/____
Month/Day/Year

Certificate of Eligibility for F-1 Student Status

Reason for I-20 Request

____ Initial Studies ____ Transfer¹ ____ Program Extension ____ Program Deferral²

____ Change of Education/Program Level ____ Change of Status ____ Reinstatement to F-1 Status

¹Students transferring from another U.S. institution, please speak with the DSO at that institution about transferring your SEVIS record. Complete and submit the International Student Transfer Form for that school to this office. Your I-20 cannot be processed until your SEVIS record has been released from your previous institution.

²If it has been over 6 months since your last I-20 was issued and/or since you submitted an Application for Initial Form I-20, please re-submit a new Initial Form I-20 and all required documentation (all documentation must be dated within the last 6 months of this I-20 Request submission date).

PART I: PERSONAL INFORMATION- Attach a copy of your passport page showing name.

Name _____
First Middle Family or Last Name

Mailing Address: _____
Number/Street

City State Zip Code Country

Date of Birth _____ Sex ____ Male ____ Female
MM/DD/YYYY

Email Address Telephone Number

Country of Citizenship _____ Country of Birth _____

PART 2: IMMIGRATION INFORMATION

Are you currently in the United States? ____ Yes ____ No

If yes, please attach a copy of your current immigration document (Form (I-20 or other) and I-94 card/number.

1. What is your current immigration status? ____ F-1 ____ J-1 ____ Other _____

2. What is your SEVIS ID number if you currently have one? _____

3. If currently in F-1 or J-1 status, please list the school or university you are attending

4. Are you planning to leave the United States before coming to Alabama A&M University?
____ Yes ____ No

5. If yes, when? _____

PART 3: ACADEMIC INFORMATION

Degree Applied for: ___Bachelor ___Master ___Doctorate

Program _____

Student Personal Funds \$ _____

Funds from other sources _____ \$ _____
Name of Source

Funds from Alabama A&M University \$ _____

Student's Signature _____

Date _____

Notary _____
Print Name

Signature

Commission Expires _____

[Intentionally left blank]

PART 4: FINANCIAL SUPPORT

**ALABAMA A&M UNIVERSITY
CERTIFICATE OF FINANCIAL RESPONSIBILITY**

Personal Information

Please complete this form in its entirety. List your full name exactly as it appears on your passport or birth certificate. We cannot issue your immigration document (I-20) until we receive this form from you. Please complete this form and attach all required documents. Any omitted items will result in a delay in the processing of your I-20.

Student's Name: _____
First Middle Family Name/Last Name in Capital Letters

Date of Birth _____ Sex _____ Male _____ Female
MM/DD/YYYY

_____ Email Address Telephone Number

Country of Citizenship _____ Country of Birth _____

Foreign Residence Address (This information is required even if you are currently living in the United States):

U.S. Address (if applicable) _____

Previous or current AAMU identification number (if applicable) _____

Student Type: _____ Freshman _____ Transfer _____ Graduate

Information about Dependents and who will accompany you

If your family will accompany you, you must show evidence of an additional U.S. \$5,000 per year for your spouse and U.S. \$5,000 for each child. For each dependent, please attach a copy of the passport identification page or birth certificate.

Please check the following:

- ___ I plan to come alone.
- ___ I plan to bring the following dependents who will enter the United States with me (Complete below).
- ___ The following dependents are currently with me in the United States and will remain with me.

Student's Name: _____
First Middle Family Name/Last Name in Capital Letters

Dependent Information

Dependent's Name: _____
First Middle Family Name/Last Name in Capital Letters

Date of Birth _____ Sex _____ Male _____ Female
MM/DD/YYYY

Email Address Telephone Number

Country of Citizenship _____ Country of Birth _____

Country of Legal Permanent Residence Relationship (spouse or child)

Dependent's Name: _____
First Middle Family Name/Last Name in Capital Letters

Date of Birth _____ Sex _____ Male _____ Female
MM/DD/YYYY

Email Address Telephone Number

Country of Citizenship _____ Country of Birth _____

Country of Legal Permanent Residence Relationship (spouse or child)

Signature of Applicant

Applicant's printed name Date

Parent/Sponsor: This is to certify that I have read the information provided by the applicant on this form. It is true, accurate, and complete and the funds are available and will be provided as stated.

Signature of parent/sponsor

Sponsor's printed name Relationship to applicant Date

Address: _____

Alabama A&M University
Affidavit of Financial Support

Note: Colleges and Universities in the United States are required to have documentation of adequate financial support before they may legally admit an international student for study. Proper completion and submission of this form by the financial sponsor is thus required.

This form is to be completed by prospective **STUDENT'S FINANCIAL SPONSOR(S) ONLY**

1. Student's Name: _____
First Middle Family Name/Last Name in Capital Letters

2. Sponsor's Name: _____
First Middle Family Name/Last Name in Capital Letters

3. Mailing Address of Sponsor: _____

4. _____
Relationship to student Date of Birth

5. _____
Country of Citizenship Country of Birth

6. Source[s] of income and net amount [U.S. Dollar] received per year.
_____ \$ _____ Per Year
Source

_____ \$ _____ Per Year
Source

7. _____
Position or Job Title

8. Persons dependent upon sponsor for financial support [other than prospective student]

Name of Person **Date of Birth** **Age** **Relationship to student**

9. Number of persons named above who are or will be studying in the United States ____.

10. Alabama A&M University has a policy which prohibits students from registering for classes unless the student pays all tuition and fees at registration. Do you anticipate any difficulty in assuring that this prospective student will have sufficient funds in his/her possession at each registration?
_____ YES _____ NO

If yes, please explain _____

DECLARATION BY FINANCIAL SPONSOR

I, _____, financial guarantor for
Print Sponsor's full name

_____,
Print prospective student's full name

certify that I will PROVIDE FUNDS to pay for **ANY** and **ALL** educational and living expenses of the above named prospective student and certify that the prospective student **WILL NOT** become public charge during his/her stay in the United States of America.

I am aware that the official **MINIMUM** estimate of the total cost of an international undergraduate student attending Alabama A&M University for one academic year is \$39,706.00, and the total cost of an international graduate student attending Alabama A&M University for one academic year is \$36,981. Additional funds in the amount of \$5,000.00 are required for each dependent student.

ALL SIGNATURES MUST BE NOTARIZED/GUARANTEED

Sponsor's signature Date

Notary's Printed Name

Notary's Signature

Notary Commission Expires _____

DECLARATION BY SPONSOR'S BANK

Sponsor's Name: _____
First Middle Family Name/Last Name in Capital Letters

Date: _____

This is to certify that, in view of our professional relationship with the above-named client, who has had an account and/or conducted other business transactions through this bank for ___ year(s), it is our conviction that he/she has sufficient financial means to provide at least the amount of money required for the purposes of study in the United States of America. Further, to best of our knowledge, he/she should experience no difficulty in transferring the required funds from our country to the student in the United States.

It is understood that this **DECLARATION** is being made without incurring any risk, obligation or responsibility on the part of this banking institution.

Signature of Bank Official

Printed Name of the Bank Official

Name of Bank

Address of Bank

Phone Number of Bank

ALL SIGNATURES MUST BE NOTARIZED/GUARANTEED

Name of the Notary (Printed) Signature

Commission Expires

Date Signed

DECLARATION BY STUDENT'S BANK

Student's Name: _____
First Middle Family Name/Last Name in Capital Letters

Date: _____

This is to certify that, in view of our professional relationship with the above named client, who has had an account and/or conducted other business transactions through this bank for ___ year(s), it is our conviction that he/she has sufficient financial means to provide at least the amount of money indicated on page 6 of this document for the purposes of study in the United States of America. Further, to best of our knowledge, he/she should experience no difficulty in transferring the required funds from our country to the student in the United States.

It is understood that this **DECLARATION** is being made without incurring any risk, obligation or responsibility on the part of this banking institution.

Signature of Bank Official

Printed Name of the Bank Official

Name of Bank

Address of Bank

Phone Number of Bank

ALL SIGNATURES MUST BE NOTARIZED/GUARANTEED

Name of the Notary (Printed) Signature

Commission Expires

Date Signed

Health Form(s)

Please see the following form consisting of all required medical records as well as detailed steps as to how to upload the records to the online health system (MedProctor). It is very important that you make sure you have met all the requirements, which include;

- The date the TB Skin test was administered, read – and the results (which is only good for one year); and
- A Meningococcal vaccine or MCV4 (given at the age of 16 years or older); and
- Two doses [two different dates] of the MMR vaccine; and
- A Medical Physical [Athletic Physicals/Clearances are not acceptable] (only good for one year); and
- A Medical History Form.

Please note that your medical records must be uploaded online to MedProctor. Once all appropriate information is complete, please take a clear picture of each sheet and you'll be ready to upload your medical records!

Note: If you have a medical hold and wish to speed up the release process, upon successfully uploading the records to MedProctor, please forward via email to studenthealth@aamu.edu, your name, A# and DOB in order to notify the Health and Counseling Center. You may disregard this if you do not have a medical hold.

Please note that you will need a university assigned email address to register your account on MedProctor. If you do not have one as yet, the Information Technology Services Department will be more than happy to assist.

Note that all international students will automatically be enrolled in and billed for the Alabama A&M University International Student Health Insurance Plan. All international students are required to remain enrolled in the Alabama A&M University International Student Health Insurance Plan. There is no option to waive coverage.



ALABAMA AGRICULTURAL AND MECHANICAL UNIVERSITY

Student Medical Examination Record Form

(256) 372-5601/5800 (Telephone) (256) 372-5599 (Facsimile) Studenthealth@aamu.edu (E-mail)

Part I: Medical History: COMPLETED BY STUDENT OR PARENT/GUARDIAN

Student's Information

Last Name: _____ First Name: _____ Middle: _____ A#: _____
 Phone 1: _____ Phone 2: _____ Email: _____
 Social Security Number: _____ Date of Birth: _____ Gender: _____
 Emergency Contact Name: _____ Phone: _____

Please mark Y (yes) and N (no) for each condition or activity. Attach supporting document for any response marked (Yes)

	Y	N		Y	N		Y	N		Y	N
Allergies			Bronchitis			Head Injury			High or low Blood Pressure		
Chills			Joint Problems			Seizures			Fever		
Sinusitis			Hemorrhoids			Back Pain			Kidney Stones		
Paralysis			Dizziness			Ear Infections			Excessive Fatigue		
Anemia			Chest Pain			Heart Disease			Chronic Swelling		
Diabetes			Cancer			Tremors			Shortness of breath		
Thyroid			Convulsions			Vomiting			Sexually Transmitted Disease		
Anxiety			Meningitis			Epilepsy			Frequent Urinary Tract Infections		
Eczema			Depression			Chronic Cough			Sickle Cell		
Arthritis			Constipation			Chronic Colds			Diarrhea		
Nausea			Fainting			Pneumonia			Hernia		
Insomnia			Dizziness			Malaria			Heartburn		
Asthma			Nervousness/panic			Appendectomy			Ulcers		
Smoke			Drink Alcohol			Use Recreational Drugs			Surgery/Hospitalizations		

Are you allergic to any medications, food, or other substances? Yes No If yes, please list: _____

Any known physical restrictions? Yes No If yes, please list: _____

Have you been or are you currently being treated for a medical illness or mental condition? Yes No If yes, please list and attach supporting documents (including diagnosis and dates of treatment) _____

List of all current medications. Attach additional sheets if necessary

	Name	Dosage	Frequency
1)			
2)			
3)			

Student, Parent or Guardian's Signature _____

Date _____

I agree that all information on this form is true and to the best of my knowledge. I also understand that submitting false information or omitting information could potentially impact by standing with the University.



ALABAMA AGRICULTURAL AND MECHANICAL UNIVERSITY

Student Medical Examination Record Form

(256) 372-5601/5800 (Telephone) (256) 372-5599 (Facsimile) Studenthealth@aamu.edu (E-mail)

Part II: Physical Examination: MEDICAL PERSONNEL USE ONLY

Patient's Full Name: _____ Patient's A#: _____

DOB: _____ Today's Date: _____

Medical History Form Reviewed: Yes No MD/NP/DO Signature: _____

Immunization Report

Table with 4 columns: Required Immunization, Immunization Date, Recommended Immunization, Immunization Date. Rows include MMR, Meningitis (MCV4), Skin Test, Tuberculin Test TB (PPD), and Chest X Ray.

Vital Signs

Table for vital signs with columns for Blood Pressure, Temperature, Pulse, Weight, Height, Mood, BMI, and Respiratory.

Physical Examination

Table for physical examination with columns for Normal and Abnormal findings for various body systems like General Appearance, Skin, Head, etc.

Other Findings: _____

MD/NP/DO Signature

Date

License Number/Clinic Stamp

Once completed 1) Select Campus Life Tab from aamu.edu 2) Select Student Health and Counseling Link 3) Select incoming student Link 4) Follow steps to upload these documents into Med + Proctor 5) Please allow up to 48hrs for processing of medical holds.