

APPLICATION FOR CERTIFICATE OF ELIGIBILITY (AFCOE) 2024 – 2025

Valid through the Spring 2025 Semester

INSTRUCTIONS:

Submit this Application for Certificate of Eligibility (AFCOE) to the Gabelli School of Business Office of Graduate Admissions **AFTER** you have been admitted to a full-time program of study at Fordham University, and only if you need Fordham sponsorship for an F-1 or J-1 student visa status. After receiving this AFCOE form and **all required supporting documents** (see next paragraph) the Office of Graduate Admissions will forward your documents for Office of International Students (OIS) to review your application. If approved, OIS will issue an I-20 visa certificate for F-1 status or DS-2019 for J-1 status. **Please keep in mind that F-1 / J-1 status requires you to pursue, and have sufficient financial resources for, a full-time program of study.**

Before completing this form, it is important that you thoroughly read and understand the following:

1. **SECTIONS I, II and III of AFCOE.** Answer all questions that apply to you completely on the AFCOE, and **print CLEARLY.** Submit your completed AFCOE, supporting financial documentation, and identity page of your passport. **Enter your name EXACTLY AS IT APPEARS IN YOUR PASSPORT.** Clearly indicate where you would like your document mailed. Make sure you send your AFCOE & supporting docs to the correct Address. Make sure to follow the checklist on the last page, and use it as a cover page.
2. **TRANSFERS.** F-1 students already in the United States must fill Section II with details regarding your visa situation, as well as submit additional documentation, including a Transfer Form to the foreign student advisor at the school from which you are leaving. You may [download it from our web site](#).
3. **ORIGINAL DOCUMENTS.** No original documents are required throughout the AFCOE process. However, OIS reserves the right to request original documents.
4. **VISA & ORIGINAL DOCS.** To obtain an F-1 or J-1 visa, you must have an original I-20 or DS-2019 and financial documentation. Consulates or Embassies do not accept copies. The original I-20 or DS-2019 is also needed for entry into the United States. You do not have to notarize your documents for submission to OIS, but the consulates may require this. You should check with the Post at which you will apply for your visa.
5. **TOURIST VISA. Important: do not enter the US as a tourist if you intend to be a student.** That is, do not enter using the B-1/B-2 visa or the visa waiver program (WT). If you are about to leave for the US and your I-20 or DS-2019 has not arrived to you, apply at the nearest US Consulate or Embassy for a “B-2 Prospective Student” visa. It is essential that the consular officer add the “Prospective Student” notation to the visa stamp; without it you will not be able to change your status to student after you arrive.
6. **EMPLOYMENT.** Be aware that when you are in the US as an F-1 or J-1 student you must pursue a full-time course of study and it is extremely difficult to be eligible for off-campus work permission during the first academic year. Employment is severely restricted for F-1 and J-1 students. Because of the numerous requirements students must meet to obtain employment authorization, employment cannot be a means of financial support for a degree program. Working without permission whether on or off campus can permanently jeopardize your legal stay in the U.S.
7. **CANADIAN CITIZENS.** Canadian citizens do not need a visa to enter the United States but must present an I-20 or DS-2019 and financial documents to the US DHS’ inspector at the border or port of entry. In order to obtain the I-20 with the F-1 designation, please submit this application.
8. **I-20 NOTIFICATION & SHIPMENT.** An email with shipping instructions will be sent from oisnewstudent@fordham.edu to both your Fordham email once your I-20 is issued. You will be able to choose where you would like for the I-20 to be shipped.

QUESTIONS RELATED TO THE AFCOE / IMMIGRATION / ADMISSIONS PROCESS:

Questions related to the AFCOE process can be addressed to the Gabelli School of Business Office of Graduate Admissions at admissionsgb@fordham.edu.

All immigration related questions can be addressed to the Office for International Services at oisnewstudent@fordham.edu.

All academic and admissions-related questions can be addressed to the Gabelli School of Business Office of Graduate Admissions at admissionsgb@fordham.edu.

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SECTION I: PERSONAL & DEPENDENT INFORMATION

Completing this section is mandatory for all the students.

Fordham ID Number: _____

School admitted to: Gabelli School of Business

Name (as on your passport): _____
Last/Family Name First/Given Name Middle Name(s)

E-mail: _____ Telephone: _____

Permanent Address (in home country, it cannot be a U.S. address):

House / Building Number Street Apt. / Suite/Number

City State / Province Country Postal Code

City and Country of Birth: _____ Country of Permanent Legal Residence: _____

Country of Citizenship: _____ Date of Birth (MM/DD/YYYY): _____ Gender: Male Female

DEPENDENTS:

Please list below any dependents who will accompany you to the U.S. in F-2 or J-2 status. Attach a separate sheet if necessary:

Passport Name	Relationship	Citizenship	Place of Birth (City and Country)	Country of Legal Residence	Date of Birth (MM / DD / YYYY)

ARE YOU CURRENTLY LIVING IN THE US: Yes No

If you answered yes, please fill Section II. Otherwise, move to Section III.

SECTION II: STUDENTS LIVING IN THE US

Complete following section if you are coming from another school in the US, and wish to transfer F-1/J-1 sponsorship to Fordham, a current Fordham undergraduate or graduate student enrolling to a Gabelli graduate program, or are a non-permanent resident with a different visa status.

F-1 / J-1 SEVIS Status/Transfer Process:

Were/are you maintaining F-1 or J-1 status in the term before beginning at Fordham? Yes No

If yes, which status and term? _____

If yes, do you intend to leave the US before beginning your studies at Fordham? Yes No. If yes, when are you planning to leave? (MM/DD/YYYY) _____ and, when are you planning to return? (MM/DD/YYYY) _____

If you wish to transfer your status to Fordham, you must also submit the F-1 Transfer Form and additional documents (NON-FORDHAM STUDENTS ONLY).

- F-1 Transfer Form ([please download it here](#))
- Previous/Current I-20/DS-2019, I-94 document, EAD (OPT card), please see the Checklist at the end for more info.

CHANGE OF STATUS APPLICANTS:

If you are already in the United States: Please indicate your current non-immigration status (B2, G-4, H-1, etc.): _____

Do you wish to retain your current status? Yes No

If you are currently in the United States, but you do NOT wish to retain your current status: Do you wish to leave the US before you begin your studies at Fordham? Yes No If you are planning to leave the US, when are you planning to leave? (MM/DD/YYYY) _____ when are you planning to return? (MM/DD/YYYY) _____

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SECTION III: DECLARATION OF FINANCES:

Completing this section is mandatory for all the students.

Fordham is required to verify that you have adequate financial resources to meet the tuition, fees, and living expenses of your first-year full-time program, and the living expenses of your dependents in the amounts indicated below. List below your funding sources and amounts and provide clear copies of the required supporting documents.

The 2024-2025 estimated cost of study for a single student at Fordham for **one (1) academic year**, including educational and living expenses (but NOT including travel to and from your home country) is as follows:

Program Type	Program Name	Tuition	Total Program Credits	Academic Year Total *
MBA	Full-time MBA	\$61,600 (Flat rate)	60 Credits	\$112,107
	EMBA	\$77,280 (Flat rate)	60 Credits	\$119,787
Masters of Science	MSF, MSBA, MSIT, MSM	\$62,940	30 Credits	\$108,897
	MSQF	\$81,822	39 Credits	\$127,779
	MSMI, MSMM	\$75,528	36 Credits	\$121,485
	MSA, MST	\$75,528 **	30-45 Credits	\$121,485
	Dual Degree MSBA/MSIT	\$75,528 ***	45 Credits	\$121,485
Additional	Gabelli PhD	\$48,000 (Flat rate)	90 Credits	\$90,507
	IBB	\$31,950 (Flat rate)	24 Credits	\$74,457

* Academic Year total includes health insurance, mandatory fees and living expenses. Please note that tuition and fees above is an estimate and are subject to a 3.5% - 6% increase every academic year.

** MSA and MST can require additional prerequisites and the credit count may change. Tuition for MSA and MST is an estimated cost for 3 terms based on 12 credits per term. Actual tuition charge may vary.

*** Tuition for the dual degree MSBA/MSIT is an estimated cost for 3 terms based on 12 credits per term. Actual tuition charge may vary.

Attach Financial Documentation.

Sources of Support	Required Documents	Guaranteed Support in US Dollars
1. Personal funding	Bank statements, or a bank letter showing sufficient funds	US\$ _____
2. Parent, sponsor, or employer	Signed affidavit (see below) <u>and</u> bank statements or other documents verifying the amounts available*	US\$ _____
3. Scholarships and Assistantships (including Fordham awards)	Copy of award letter from Fordham and/or other sponsoring agencies, including home government / university awards	US\$ _____
4. Other sources: _____	Affidavit from authorized person and bank statements if necessary	US\$ _____
* Bank statements must be less than 1 year old		
** The total amount must add up to the academic year total of your admitted program		**TOTAL: US\$ _____

ADDITIONAL NOTE ON EXPENSES FORECAST

AFFIDAVIT OF SUPPORT: To be completed by parent or sponsor of applicant.

I hereby certify that I am willing and able to provide the minimum amount of US\$ _____ per year for the educational expenses of _____ [name of student] at Fordham University. I confirm that I am the _____ [type of relation, eg. parent, uncle] of the above-named student, and I promise to provide the amount stated above to Fordham per year. Bank statements or other proof of my financial resources accompany this affidavit of support.

Signature: _____ Name (printed): _____ Date: _____

[Click here to view acceptable signature formats](#)

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Please note that the following amounts reflect a forecast for the cost of tuition, fees, and health insurance for the 2024-2025 academic year. Anticipate that all costs related to study at Fordham University may increase by approximately 3.5% to 6% every subsequent year. This increase may not be reflected on the I-20 or DS-2019 you receive and therefore may not match precisely the amounts listed above.

A. **ESTIMATE TUITION AND FEES.** The total estimated expense plus any additional dependent expenses is what you must document for issuance of the I-20 or DS-2019. Full payment of tuition and fees are due upon registration for each term, which takes place in August/September for the fall term, and December/January for the spring term.

B. **LIVING EXPENSES.** The cost of living in New York City is one of the highest in the United States. **You are required to demonstrate a minimum of \$3,100 per month.** This standard living expense includes rent, food, books, supplies, services fees, transportation, minor medical expenses, entertainment, and clothing. All figures in the “Academic Year Total” column on page 3 are minimum average estimates for living costs for 12 months unless otherwise indicated. The OIS strongly recommends you have at least an additional 25% reserve of your total expenses available. The value of room and board is \$2,500/month. **If room and board will be provided to you, written verification and supporting documentation must be submitted by the sponsor.**

C. **MANDATORY HEALTH INSURANCE.** Because health care in the US is very important, Fordham requires all F-1 and J-1 students to purchase health insurance. The comprehensive health insurance plan provided by Fordham for the 2024-2025 academic year will be finalized in July 2024. **Please note that fees are subject to a 3.5% - 6% increase every academic year.** You can review an estimated for the next academic year below:

1. Estimated coverage for the Spring semester is from January to August; the premium is \$2,723.
2. Estimated coverage for the Fall semester is from August to December; the premium is \$1,537.
3. For all questions about Health insurance, please contact health@fordham.edu.

D. **DEPENDENTS.** If you plan to bring your dependent spouse and/or dependent children, additional funds must be certified in the amount of \$10,000 per year for one spouse and \$7,000 per year for one dependent. This does NOT include health insurance, which could cost up to \$3,000 for dependents.

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CHECKLIST OF DOCUMENTS

IMPORTANT:

- 1) Gather the following documents and upload as **ONE SINGLE PDF FILE** to your [Admitted Student Portal](#).
- 2) Make sure to use **this checklist as the coversheet**. Preferably, follow the order below:

- This AFCOE document, printed and filled.
- All required questions are answered (**Section I, II and III**)
- All required signatures are present (**Section III**)
- Gabelli School of Business' Admissions Letter
- If applicable**, Scholarship Letter(s): sponsoring agencies, including home government/university awards
- Supporting Financial Documentation (**CURRENT Bank Statements or Bank Letter showing sufficient funds must be translated in English**)
- If applicable**, Parent, Sponsor or Employer signed affidavit and bank statements or other documents verifying the amounts available.
- Copy of Passport Identification Page

For F-1/J-1 Transfers, you will **also** be required to provide the following:

- F-1 Transfer form (DOWNLOAD)** signed by former institution
- If applicable**, copies of previous immigration documents
- Current I-20/DS-2019
- I-94 document ("Get most Recent I-94", [follow instructions here](#))
- If applicable**, EAD (OPT card)

- 3) Upload a single PDF file to your [Admitted Student Portal](#).

IMPORTANT:

The Gabelli School of Business (Lincoln Center) requires you to upload your complete AFCOE and supporting documentation directly to us through your [Admitted Student Portal](#). After your information has been processed, the Gabelli School of Business will send your AFCOE & supporting documentation to the Office of International Students.

ALL APPLICANTS MUST SUBMIT ALL THE APPLICABLE DOCUMENTS BEFORE YOUR APPLICATION CAN BE REVIEWED.

TIMELINE:

As soon as you upload your documents, it may take up to 2 to 5 business days for us to verify for completeness and forward it to the Office of International Students (OIS). OIS will review it and issue your I-20/DS-2019, which will take approximately 2 to 3 weeks from the date OIS received your documents. Once your I-20 has been processed, OIS will send shipping instructions via email. Please start the process as early as possible and plan accordingly. You will receive communications for each phase of the process.