

# APPLICATION FOR CERTIFICATE OF ELIGIBILITY (AFCOE) 2023 - 2024

Valid through the Fall 2024 Semester Applicants

**INSTRUCTIONS:** Please follow the instructions on page 3 of this form to submit this Application for Certificate of Eligibility (AFCOE) to the appropriate offices **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 for International Services (OIS) will review your application. If approved, we 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.** Please review Section III, page 3 of this Form how to submit a full and completed AFCOE.

**ALL APPLICANTS:** You must submit ALL of the following documents before your application can be reviewed or your I-20 / DS-2019 can be issued:

- Completed Application for Certificate of Eligibility (AFCOE)
- Supporting Financial Documentation
- Copy of Passport Identification Page

**F-1 / J-1 SEVIS TRANSFER PROCESS:** Complete this section if you are coming from another school in the US, and wish to transfer F-1/J-1 sponsorship to Fordham.

• Were/are you maintaining F-1 or J-1 status in the term before beginning at Fordham? \_\_\_\_\_ If yes, which status & term? \_\_\_\_\_

• Are you currently in the United States? \_\_\_\_\_

• If yes, do you intend to leave the US before beginning your studies at Fordham? \_\_\_\_\_ If yes, when? \_\_\_\_\_

If you wish to transfer your status to Fordham, you must also submit:

- F-1 Transfer Form (Available for download [on our webpage](#))
- Copies of previous immigration documents : current I-20/DS-2019, I-94 document, EAD (OPT card), copy of F1/J1 visa

**CHANGE OF STATUS APPLICANTS:**

• If you are already in the United States: please indicate your current non-immigration status (B2, G4, H4, etc.): \_\_\_\_\_

• Do you wish to retain your current status? (Please circle) 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 studies at Fordham? \_\_\_\_\_

• If yes, When? \_\_\_\_\_

**SECTION I: PERSONAL & DEPENDENT INFORMATION**

A \_\_\_\_\_  
Your Fordham ID Number (If Known) School Admitted to at Fordham

Name (as on your passport): \_\_\_\_\_  
*Last/Family Name* *First/Given Name* *Middle Name(s)*

E-mail: \_\_\_\_\_ Tel: \_\_\_\_\_

Permanent Address  
(in home country, it **cannot** be a U.S. address) \_\_\_\_\_  
*House / Building Number* *Street* *Apt. / Suite #*

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

City and Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Country of Permanent Legal Residence \_\_\_\_\_ Date of Birth (month / day / yr): \_\_\_\_\_

**DEPENDENTS.** 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. You must include a copy of each dependent's passport identification page.

Passport Name	Relationship	Citizenship	Place of Birth <i>(City and Country)</i>	Country of Legal Residence	Date of Birth <i>(mo / day / year)</i>

**SECTION II: DECLARATION OF FINANCES:** The 2023-2024 cost of study for a single student at Fordham (Fall and Spring), including educational and living expenses (but NOT including travel to and from your home country) is as follows:

<b>FORDHAM SCHOOL</b>	<b>TUITION</b>	<b>ACADEMIC YEAR TOTAL</b> (including insurance and living expenses) This is the required minimum for your financial support
Gabelli School of Business - Undergraduate Fordham College at Rose Hill Fordham College at Lincoln Center	\$60,335	<b>\$88,235</b>
School of Professional and Continuing Studies	\$24,480- 24 credits/year	<b>\$52,380</b>
School of Professional and Continuing Studies – MS Real Estate	\$27,918- 18 credits/ year	<b>\$55,818</b>
Graduate School of Arts and Sciences	Student needs to contact	<b>GSAS Admissions Office</b>
Graduate School of Religion and Religious Education	\$11,748 - 12 credits/year	<b>\$39,648</b>
Graduate School of Education	\$39,312 24 credits/year	<b>\$67,212</b>
Graduate School of Social Service	\$34,485 - 33 credits/year	<b>\$62,385</b>
Graduate School of Business (Gabelli)	Student needs to contact	<b>GBA Admissions Office</b>
Graduate School of Law (LLM)	\$71,224 (Full time)	<b>\$99,124</b>
Graduate School of Law (JD)	\$71,224(Full time)	<b>\$99,124</b>
Graduate School of Law (SJD)	\$3,000 (Full time)	<b>\$30,900</b>
Graduate School of Law (MSL)	\$62,220 (Full time)	<b>\$90,120</b>
Institute of American Language and Culture	Student needs to contact IALC directly for IALC AFCE	

**Attach Financial Documentation.** Fordham is required to verify that you have adequate financial resources to meet the tuition, fees, and living expenses of your full-time program, and the living expenses of your dependents (see section IV-E) in the amounts indicated above. List below your funding sources and amounts, and provide clear copies of the required supporting documents. We prefer scanned/emailed documents, however, you may fax or mail them (copies are fine). Please only send your documents via **one** method. See Section IV on page 3 for more information about costs.

<b>Sources of Support</b>	<b>Required Documents</b>	<b>Guaranteed Support in US Dollars</b>
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		TOTAL: US\$ _____

**AFFIDAVIT OF SUPPORT:** To be completed by parent or sponsor of applicant. See #2 (above).

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: \_\_\_\_\_

### SECTION III: WHERE TO SEND YOUR AFCOE, PASSPORT COPY & SUPPORTING FINANCIAL DOCUMENTATION

Fordham's undergraduate schools (FCRH, FCLC, Gabelli RH, and Gabelli LC) all require you to send your complete AFCOE and supporting documentation directly to them. Fordham's Graduate School of Business and Graduate School of Arts and Sciences also require AFCOE supporting documentation directly to them. After they have processed the admissions info, the AFCOE & supporting documentation are then sent to the OIS by the school. Other schools require you to send the AFCOE and supporting documentation directly to the OIS, while sending your admissions application to the school.

Please see the list below for the proper place to mail/email your AFCOE and other documents.

School of Law Graduate School of Education Graduate School of Religion and Religious Ed. Graduate School of Social Services School of Professional & Continuing Studies	Email: <a href="mailto:oisnewstudent@fordham.edu">oisnewstudent@fordham.edu</a>	OIS Reviews Documents
Graduate School of Business	Email: <a href="mailto:admissionsgb@fordham.edu">admissionsgb@fordham.edu</a>	Documents are forwarded to the OIS after being received by Gabelli Graduate Admissions
Graduate School of Arts & Sciences	Email: <a href="mailto:fuga@fordham.edu">fuga@fordham.edu</a>	Documents are forwarded to the OIS after being received by Graduate School of Arts & Sciences Admissions
Fordham College at Rose Hill Fordham College at Lincoln Center Gabelli School of Business - Undergraduate	Email: <a href="mailto:intadmission@fordham.edu">intadmission@fordham.edu</a>	Documents are forwarded to the OIS after being received by Undergraduate Admissions

### SECTION IV: MINIMUM EXPENSES

Please note that the following amounts reflect the cost of tuition, fees, and health insurance for the 2023-2024 academic year.

Anticipate that all costs related to study at Fordham University will increase approximately 5% 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 yearly 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. **SCHOLARSHIPS:** The OIS does not have any knowledge or resources about scholarships. You should contact your school to find out if there are any scholarships available to you, and you can investigate scholarships provided by organizations in your home country. If you have been awarded a scholarship, you **must include supporting documentation**.
- C. **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 2 are minimum average estimates for living costs for 9 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**
- D. **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 2023-2024 academic year is **\$4,260**.
  - a. Coverage for the Fall 2023 semester is from August 23, 2023 to December 31, 2023; the premium is \$1,537
  - b. Coverage for the Spring 2024 semester is from January 1, 2024 to August 22, 2024; the premium is \$2,723
  - c. For all questions about Health insurance, please contact [health@fordham.edu](mailto:health@fordham.edu)
- E. **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

## SECTION V: AFCOE FACTS AND IMPORTANT INFORMATION

United States law requires that all F-1 and J-1 students be admitted to a full-time academic program, meet English language proficiency requirements, and document sufficient funds to cover educational and personal living expenses. Whether you are coming to Fordham University from outside the United States and therefore will apply for a student visa at a US Consulate or you are already in the US and plan to maintain or obtain F-1 or J-1 status at Fordham, you must have a Fordham-issued form I-20 (for F-1 status) or form DS-2019 (for J-1 status). To obtain one of these forms, submit this Application for Certificate of Eligibility (AFCOE) for F-1 or J-1 Status to the Office for International Services **as soon as you have been admitted and you make your decision to attend Fordham University**. Before completing this form, it is important that you read and understand the following:

1. **AFCOE BASICS.** Answer all questions 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.**
2. **TRANSFERS.** F-1 students already in the United States must submit a Transfer Form to the foreign student advisor at the school from which you are leaving. You may download it from [our website](#), see “International Student Transfer Form”
3. **ORIGINAL DOCS.** The OIS does NOT need originals. However, OIS reserves the right to request original documents. Make sure to retain copies of your AFCOE and all attached documents for your records before you submit it to the OIS.
4. **VISA DOCS.** To obtain an F-1 or J-1 visa, you must have the printed and signed I-20 or DS-2019 that we will send to your Fordham email address, as well as your financial documentation, and other forms required by the US Embassy/Consulate. 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. **ENTRY INTO THE US.** The printed and signed I-20 or DS-2019 is also needed for entry into the United States, along with your valid passport and valid F-1 / J-1 visa stamp.
6. **TOURIST VISA. 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 have a B-1/B-2 visa in your passport, make sure you show the F-1/J-1 visa to the immigration officer when you enter the US, so that your entry is properly recorded.
7. **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.
8. **GRADUATE ASSISTANTSHIP.** If you have a graduate assistantship, you must be in F-1 or J-1 student status to accept this if your GA is considered as employment. Certain other nonimmigrant classifications, including F-2 and H-4, do not allow any employment.
9. **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 USCBP officer at the border or port of entry. Without an I-20 or DS-2019 and financial documentation, Canadians cannot enter the United States in F-1 or J-1 status.
10. **I-20 NOTIFICATION & SHIPMENT.** An email with the I-20 will be sent only to your Fordham.edu email address. Additional information and instructions will be sent from [oisnewstudent@fordham.edu](mailto:oisnewstudent@fordham.edu) to both your Fordham email and personal email address once your I-20 is issued.

All **immigration** related questions can be addressed to the **Office for International Services** at [oisnewstudent@fordham.edu](mailto:oisnewstudent@fordham.edu).

All **academic and admissions**-related questions can be addressed to the **admissions office of your program**.