Frequently Asked Questions and Guidelines for Preparing the Immigration Information Form

Who should submit the Immigration Information Form?
Applicants who are or expect to be in F-1 visa status.

When should you submit your financial documents?
After you receive an admission offer from your program.

What are the deadlines for submission of the Immigration Information Form?
The Immigration Information Form and appropriate documentation should be received by JMU Graduate School by **June 1st for the fall semester - or - November 1st for the spring semester**, if you need more time email grad@jmu.edu

How can the Immigration Information Form, Financial Documents and Affidavit of Support be submitted?
You may mail ORIGINAL documents to The Graduate School, James Madison University, 100 E. Grace Street, MSC 6702, Harrisonburg, VA 22807 or you may submit them via e-mail to the tgs@jmu.edu e-mail address. Please note that scanned documents sent via email MUST come from ORIGINAL documents. We will not accept photocopies by mail or e-mail.

What are the funding requirements?
The minimum requirements for one year for the main Harrisonburg campus are shown on page 2 of this form. These amounts are not comprehensive and amounts will vary depending on credit hours taken and personal lifestyle choices. Remember, financial costs generally increase every year. We suggest a general minimum amount of $36,756. However, showing amounts higher than this will help you once you meet with a U.S. immigration officer for your student visa.

Why do you have to provide proof of funding?
It is a federal requirement for the university to review proof of financial support before the issuance of the I-20 immigration document. Individuals in F-1 student status or who expect to be in the F-1 student status are required to prove they have adequate funding for at least one year.

What types of documents are accepted?
The following documents are accepted as supporting documents for proof of financial support (students may have one or a combination of these):

- **Bank statement** or certification from a legal financial institution that is no older than 6 months. In the case of a printed statement from the bank, please write in BLUE INK the following statement "I verify that this is a true copy of my bank statement as of today’s date", and sign and date the form. Bank statements should show the account holder’s name which should be either the student’s name or the sponsor’s name.

- **Affidavit of Support from the sponsor/bank account holder** (if funding is from someone other than the student). The letter should include the beneficiary’s name, sponsor’s name, his/her relationship to the beneficiary (parent, sister, friend, etc.), the amount of support, the time period for which it will be provided, and a stated willingness to cover the student's expenses for this time period.

- **Original, written confirmation from the sponsoring institution** of a scholarship, fellowship, assistantship or other type of funding. The document must specify what is paid in tuition and fees, living expenses, insurance, and any stipend or salary paid to the student, and for what period of time.

- **Graduate Assistantship** award from James Madison University, a copy of the assistantship agreement letter signed by the academic department is required.

Other considerations:
Financial documents which are older than six months are not acceptable. Only original or scanned copies of original, current documents will be accepted. Many academic departments do not offer assistantships for the first year of study. No international student can work off campus for the first nine months of stay in the United States. Employment on campus is possible, but students should not plan on paying for the complete cost of their education from on-campus part-time jobs.

MAILING INFORMATION: Immigration documents are mailed through a bulk mail service, and can take from 3-6 weeks to be delivered, depending upon the country.
Please submit this form before
June 1st for the fall semester or November 1st for the spring semester
If you need more time - email grad@jmu.edu

This form should be used to obtain information from applicants who are non-U.S. citizens, and will require the issuance of an 1-20 (for F-1 visa status) immigration document in order to attend James Madison University in an approved student immigration status.

**Personal Information:** (Please print your full name EXACTLY as it appears on your passport)

<table>
<thead>
<tr>
<th>Last (family name)</th>
<th>First</th>
<th>Middle (if applicable)</th>
<th>Student ID #</th>
</tr>
</thead>
</table>

**Date of Birth** / / City of Birth Country of Birth (MM/DD/YYYY)

Country of Citizenship Gender: □ Male □ Female

Email Address Alternate E-mail Address

**Foreign Residence Address (Required):** (Street, Road, etc.)

(City) (Province) (Country) (Mail Code) 

U.S. Address (if currently residing in the U.S.): (Street)

(City) (State) (Zip Code) 

To which address would you like your immigration document to be mailed? □ Foreign Residence □ U.S. Address □ Other

**Applying for:** □ Fall □ Spring □ Summer Year 20   Major (Field of Study) □ Master’s □ Doctorate

**Immigration Information:** (Please attach a copy of your passport identification page)

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

If yes, please attach copies of your current immigration document(s).

1. What is your current immigration status? □ F-1 □ J-1 □ F-2 □ J-2 □ H-1b □ H-4 □ Other

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

3. Are you currently attending a U.S. school or university? □ Yes □ No

   If yes, please list the school/university

4. Do you plan to leave the U.S. prior to coming to JMU? □ Yes □ No   If yes, when?

**Dependent Information:** (For each dependent, please attach a copy of passport identification page)

- □ I will come to James Madison University alone.
- □ The following dependents (spouse and/or children) will accompany me to the United States.
- □ The following dependents (spouse and/or children) are currently with me in the United States and will remain with me.

Please give us the following information about your dependents. Attach additional page if necessary.

<table>
<thead>
<tr>
<th>Surname</th>
<th>Given Name</th>
<th>SEVIS #N</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
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<td>□ Male</td>
<td>□ Spouse</td>
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Funding Information:

Indicate the source of your funding and the amount in U.S. dollars. Financial documents older than six months are not acceptable. Statements must be in English, or have a translation attached.

- **PERSONAL FUNDS:** (Attach or scan original bank statement)
- **PARENTS AND/OR SPONSORS:** (Attach or scan original bank statement and official letter from sponsor stating name, relationship and amount of support per year.)
- **GOVERNMENT AGENCY:** (Attach or scan original, signed statement of your award that specifies any stipend amounts and what is covered by the funding)
- **UNIVERSITY ASSISTANTSHIP:** (Attach or scan award letter or copy of assistantship)

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<th>Amount</th>
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**TOTAL**

must show at least $37,874

Guidelines for Financial Requirements: **Please note that all amounts are subject to change at any time.**

<table>
<thead>
<tr>
<th>The estimated costs for one academic year (9 months)</th>
<th>Graduate (18 credits)</th>
</tr>
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<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$23,274² ($1,293 x 9-credits x 2-semesters)</td>
</tr>
<tr>
<td>Required Medical Insurance</td>
<td>$1,400</td>
</tr>
<tr>
<td>Living Expenses (off-campus food and housing, books, and personal expenses)</td>
<td>$13,000³</td>
</tr>
<tr>
<td>International Student Fee</td>
<td>$200</td>
</tr>
<tr>
<td><strong>Estimated Total Costs</strong></td>
<td><strong>$37,874</strong>*</td>
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<tr>
<td><em>This is the minimum to show on the form</em></td>
<td></td>
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</table>

Additional Fees:

- An additional $5,000 needs to be shown for accompanying spouses.
- An additional $2,000 needs to be shown for each accompanying child.

Certification:

I certify that the information provided on this form and in attached documents is correct and complete.

Student Signature: ___________________________ Date: _______________________

**Immigration Form, Financial Documents, and all other documentation can be submitted by:**

**Mail to:** The Graduate School, James Madison University, 100 E. Grace Street, MSC 6702, Harrisonburg, VA 22807

**OR**

**E-Mail to:** tgs@jmu.edu