

## 2023-2024 Certificate of Financial Responsibility (CFR)

### GENERAL INFORMATION

Applicants must complete the CFR and upload proof of funding and a copy of the passport identification page to the "International Applicants Only" section of their online application. Passport copies should be legible and include the machine readable zone at the bottom of the ID page. Once submitted, processing takes 3-5 business days. Your I-20 or DS-2019 visa document cannot be issued until this documentation is approved.

Please note, ALL INTERNATIONAL STUDENTS ARE REQUIRED TO MAINTAIN HEALTH INSURANCE DURING THEIR PROGRAM. Insurance will be listed as a necessary expense on your visa document and is part of the funding you are required to demonstrate. Students must either purchase the University health plan or waive out of this plan by showing proof of an alternative plan that meets a set of required criteria. Students on a Teaching or Research Assistantship will have their health insurance covered by the Graduate Student Support Plan (GSSP). Visit <https://internationalservices.ncsu.edu/current-students/health-insurance/> for more information.

If there are any problems uploading your documents, visit our FAQ at <https://ncsu.service-now.com/gradschool> and type in the keyword "file size." You will need to combine all files into a single PDF prior to upload.

### FINANCIAL GUIDELINES

**Document Requirements:** Bank statements must be in English and include the account holder's name, account number, date, and amount (does not have to be in USD). Bank letters must be on official bank letterhead and have the bank's official stamp and the printed name, title and original signature of a bank official. A single bank letter stating exactly how much you have available to you (or your sponsor) at this time total in all accounts is preferred over a series of individual bank statements or transactions that must be totaled together. Date of issuance must be indicated on the statement or letter showing to be within 6 months of submission. General letters of statements from Chartered Accountants, Solvency Certificates, value assessments of properties, stocks/investments, securities or mutual funds statements, salary information, mortgages, insurance policies, deposit slip or passbooks are NOT acceptable. You may also not use the bank statement from a self-owned company; you must withdraw the necessary amount and deposit it in a personal bank account before it can be used for visa purposes. Students should NOT expect part-time or full-time employment while in the U.S. to be a significant means of support. Provisional loan letters and fixed deposits are acceptable. Provident funds may only be used if the statement includes a statement saying how much can be withdrawn at this time without penalty.

**Costs:** All program costs are for **one academic year**. All applicants must be able to demonstrate their program cost as listed below, which includes tuition and student fees, \$2799 for health insurance, and \$15,840 for living expenses, including rent, food, and books. Please note tuition and student fees are two separate expenses. Funding for F-1 visa documents are based on a 9-month academic year, while expenses for J-1 visa documents are based on the 12-month calendar year, meaning J students must demonstrate slightly more for living expenses to cover the additional three months. Costs of each program are listed below. Please keep in mind that this is an estimate calculated well in advance of the actual start of the semester and real costs may differ. An increase of 2-5% per year can be expected.

**Assistantships:** Applicants who receive an assistantship award from their department should include their signed assistantship offer letter with this CFR. **Include your offer letter as proof of funding ONLY if you have already accepted the position and notified your academic department.** Most assistantship awards will include tuition and university health insurance, but not student fees. Monthly stipends will differ. Remember that only 9 months (an academic year) is used for F-1 students, so if your stipend is spread out over a 12 month calendar year, only the first 9 months can be used for visa purposes (so take your total stipend, divide by 12 months, and multiple by 9 to know if you have enough to cover living expenses). If the award does not cover the entire financial requirement, the difference in funding should be demonstrated with submission of an additional bank statement before admission can be processed.

**Financial Sponsors:** An applicant who will be financially sponsored by his/her employer, home government or university must provide an official letter of support with the current date and an official signature. The letter must explicitly list the amount awarded for living expenses. The letter should also include the applicant's name, academic program and duration of award (how many years/semesters of your degree program it will cover). If you will be financially supported or sponsored by an individual, such as a friend or family member, that individual must also sign a Sponsor Affidavit form (see below). Financial sponsors cannot currently be in the U.S. in a non-immigrant status with the exception of work visa statuses.

Surname	Country of Citizenship		
Given Name	Country of Birth		
9 Digit NCSU Student ID	Country of Permanent Residence		
Date of Birth	Gender	Male	Female

SECTION I - VISA INFORMATION

Please select which type of visa document you require:

- I-20 for F-1 student visa to enter the United States
- I-20 to apply for change of status to F-1 from within the U.S.
- Current NC State student starting new degree level
- Transfer I-20 or DS-2019 (transferring active F or J record from current school to NC State; must also submit Visa Clearance Form)
- DS-2019 for J-1 visa to enter U.S. (only if required by government or organization sponsor; must confirm this requirement in funding document)

SECTION II - SPONSOR INFORMATION

This section should only be completed if you have an individual financially sponsoring you (friend or relative). If you use personal funds, loans, or are sponsored by your government, employer, or another entity, do not complete this.

Program of study on application:

Sponsor Name	Signature	Relationship to Applicant
Address		

If a sponsor (relative or friend) will provide financial support for the applicant, the sponsor must sign above attesting that they will provide the amount listed (or a smaller specified amount) to the student for the first year and an amount equal or greater for each subsequent year of the program. The sponsor will also provide a bank statement in English to be uploaded along with the CFR. If an account is jointly held, only one account holder must sign as long as they have unlimited access to the funds in the account. If there is more than one sponsor, make additional copies of this page of the form so that all sponsors can sign this section. Sponsors may not reside in the U.S. in a non-immigrant status, except for work visa statuses.

SECTION III - RESIDENTIAL ADDRESS

List your permanent residential address in home country. If you are currently in the U.S. in a status other than tourist, enter current U.S. residential address:

SECTION IV - APPLICANT SIGNATURE

I certify that I have attached the required documents to request a I-20/DS-2019, including financial documents reflecting the necessary funding and my passport and passports of any accompanying dependents. The information given above by me is true and accurate to the best of my knowledge.

Applicant Signature	Date mm/dd/yyyy
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SECTION V - DEPENDENT INFORMATION

A dependent is defined as a lawful spouse or child under the age of 21 who will accompany the principal visa holder to the U.S. Parents, unmarried partners, children over 21, siblings, and other family members cannot be considered dependents for visa purposes. If you will not bring a spouse or child under the age of 21, do not complete this section. If your dependents will not come with you when you first arrive, you may add dependents to your record at a later time and do not need to complete this information now. Additional funding must be shown if you are bringing dependents:

**One dependent:** F-1 must show an additional \$8,100; J-1 must show additional \$10,800 per year

**Two dependents:** F-1 must show additional \$12,600; J-1 must show additional \$16,800 per year

**Three dependents:** F-1 must show additional \$17,100; J-1 must show additional \$22,800 per year

**Four dependents:** F-1 must show additional \$21,600; J-1 must show additional \$28,800 per year

Relationship to F-1/ J-1	City of Birth
Last Name	Country of Birth
First Name	Citizenship
Date of Birth	Country of Residence
Sex	Email

Relationship to F-1/ J-1	City of Birth
Last Name	Country of Birth
First Name	Citizenship
Date of Birth	Country of Residence
Sex	Email

Relationship to F-1/ J-1	City of Birth
Last Name	Country of Birth
First Name	Citizenship
Date of Birth	Country of Residence
Sex	Email

Relationship to F-1/ J-1	City of Birth
Last Name	Country of Birth
First Name	Citizenship
Date of Birth	Country of Residence
Sex	Email

NEXT STEPS

After the CFR has been completed please upload it to the online application along with the bank statement and any other supporting documents by logging into your online application with your email address and password at <https://applygrad.ncsu.edu/apply/>. You must include a copy of your passport bio page and the passport of any accompanying dependents you have listed above. If you have problems uploading your documents, please visit our FAQ at <https://ncsu.service-now.com/gradschool> and type in the keyword “file size”.

Once your CFR documents have been uploaded, the review will be completed in 3-5 business days and the I-20 created 2-4 business days later. You will be contacted once the CFR is approved and again when your I-20/DS-2019 is ready. Please do not contact the Graduate School to inquire into your processing status until the allotted business days have passed.