

# CHAPMAN UNIVERSITY: COMPLETING THE UNDERGRADUATE INTERNATIONAL SUPPLEMENT FORM

**What is this form?** The International Supplement Form provides Chapman University with information about your country or countries of citizenship, current and anticipated visa status, as well as passport information. For students expecting to hold an F-1/J-1 Student Visa, the International Supplement Form also provides Chapman University with required sponsorship information and financial verification.

**Who needs to complete this form?** All international students, regardless of visa type, must submit a completed International Supplement Form. US Citizens, Permanent Residents (Green Card holders), those who have been granted refugee or asylee status, and DACA students do not need to submit this form.

**When do I need to submit this form?** This form must be submitted as a required piece of the application for undergraduate admission. The International Supplement Form will be available on your Chapman Application Status Page once your application has been submitted.

**! NOTE:** If you are planning to enroll at Chapman University on an F-1/J-1 student Visa, please review the information below.

## WHAT IS AN I-20/DS-2019 FORM (CERTIFICATE OF ELIGIBILITY FOR F-1/J-1 STUDENTS) AND WHY DO I NEED ONE?

**An I-20/DS-2019 form is a government certificate of eligibility that allows you to apply for an F-1 or J-1 Student Visa on behalf of Chapman University.**

It certifies that 1) you have met all admissions requirements for your degree program, including English proficiency; 2) you will be a full-time student; and 3) you and your sponsors have provided proof of funding for your educational expenses including:

- Full-time tuition
- All mandatory fees
- Estimated living expenses
- Estimated books and supplies
- Health Insurance

## HOW DO I RECEIVE MY I-20/DS-2019 FORM?

1. You must be admitted to a full-time degree program and have shown your intention to attend Chapman by submitting an enrollment deposit. See your letter of admission for additional deposit information.
2. You must prove that you have sufficient financial support to cover the total cost of attendance for one academic year, with the assumption that the same funding will be in place for each year of your degree program. If you haven't already, please review the [cost of attendance for undergraduate international students](#).
3. You must submit the following required documents:
  - A completed International Supplement Form
  - Photocopy of passport data and signature page
  - Evidence of funds available
  - Documentation of sponsorship (if applicable)
  - Financial Institution Verification Form (if applicable)

## REQUIRED FUNDING DOCUMENTATION

International Student and Scholar Services (ISSS) issues **I-20** and **DS-2019** Certificates of Eligibility to students who have committed to attending Chapman University by submitting an enrollment deposit and scholars. ISSS is required by law to verify that each person has sufficient funds to cover their stay in the United States. In most cases, the documentation the University requires will also be required at the U.S. Embassy or Consulate when **applying for the F-1 or J-1 visa** (keep a copy for that purpose).

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## ACCEPTABLE PROOF OF FUNDS

To obtain your I-20 or DS-2019 in a timely manner, follow the guidelines below:

### 1. Chapman Awards (*scholarships and other institutional awards*)

- Students should report anticipated funds from Chapman University.
- This amount will be verified with the University Financial Aid Office

### 2. Personal funds

#### Submit one of the following:

- Have your bank fill out and certify the [Financial Institution Verification Form](#)
- Bank/Financial Statement\* in your name showing your account balance

\*Bank/Financial Statement Criteria:

A single page document showing the criteria below. DO NOT submit long statements that include transaction history.

- Showing bank/financial statements from multiple accounts is acceptable
- Indicate the financial institution's name
- Indicate the account holder's name
- Clearly show the account balance
- Be dated within the past 6 months (older statements will not be accepted for I-20 purposes)
- Be translated into English (especially names)
- Clearly show the type of currency
- Be from statements that show liquid assets that can be converted to cash

### 3. Private sponsors (including parents)

#### Must include both of the following:

- The sponsor's bank/financial statements (follow the same criteria as above)
- Letter(s) indicating the relationship between you and the sponsor(s), the amount of support and the length of support

*As an alternative to the sponsor letter, you may submit the [Financial Sponsor Information](#) form along with the sponsor's bank/financial statements.*

### 4. Other Institutional Support/Award Letters

- A letter from an employer or another institution on official business letterhead, including a signature, showing amount and length of financial support
- Salary statements are not accepted

### 5. Loan Certificates/Letters

- Must indicate your name and the amount of approved loan on official letterhead
- Conditional loan approvals may be accepted only if the condition is the receipt of your I-20 or DS-2019
- Loan applications are **not** accepted as proof of funding

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## IMPORTANT: THE FOLLOWING DOCUMENTS ARE NOT ACCEPTED

- Documents older than 6 months
- Income or salary statements
- Funds that are not immediately accessible
- Tax return forms or documents
- Assets that are not in liquid form (house, car, etc.)
- Life insurance policy statements
- Pension funds

## SUBMITTING / RESUBMITTING DOCUMENTS

Your I-20/DS-2019 cannot be issued until appropriate proof of funding is received by ISSS. Keep in mind that if financial documents were submitted for an admission decision, updated documents may be required. Missing or separate documents will slow down the process.