



171 Moultrie Street • Charleston, South Carolina 29409-6250
Phone: (843) 953-5089 • Fax: (843) 953-7630

The Citadel Graduate College Immigration Request Form

For U.S Immigration Documentation

- International students planning to attend The Citadel on an F-1 student visa must complete Parts I, II, & III. **An I-20 will not be issued until this form and all financial documentation is received.**
- International students planning to attend The Citadel as an “F-1 Transfer” student from another U.S. college/university must complete Parts I, II, III, & IV. **Please note the Transfer Procedures outlined in Part IV.**
- International Students with an Alien Registration card must complete Parts I & II.

Part I Personal/Academic Information: Please print clearly.

Name _____
First Middle Last (family)

Date of Birth _____ Country of Birth _____ Country of Citizenship _____

F-2 Dependent Information: If you are an F-1 student and will be accompanied by your spouse and/or children (F-2 visa status) while studying at The Citadel, please provide the following information for each dependent.

Name: First, Last	Date of Birth	Country of Birth	Citizenship	Relationship to F-1

Address: Please specify where to send your immigration documents (Form I-20)

Current Address Permanent Address

Current Address: (valid until _____ / _____ / _____)
Month Day Year

Street address

City (include State and Zip Code for U.S residents) Country

Telephone _____ Fax _____ E-mail _____

Permanent Address: (home country)

Street address

City (include State and Zip Code for U.S residents) Country

Telephone _____ Fax _____ E-mail _____

Part II Immigration Status:

Indicate the type of immigration status you will hold while at The Citadel.

Study as an F-1 student visa holder

- I am outside the U.S and need to obtain an F-1 student visa.
- I currently hold an F-1 visa, and I am attending a U.S institution **(please submit a copy of your current I-20 Form)**
Name and address of U.S. institution most recently attended _____

- I am in the U.S on another visa, and I would like to change my status to an F-1 student visa
Specify current visa type _____

Other visa category (copy of current documents required with submission of this complete form.)

- I am not requesting an immigration document (Form I-20) from the college.
Current visa type _____

Permanent Resident of the United States

- I am a permanent resident of the United States
Alien Registration Number _____ **(please submit a copy of your Alien Registration card)**

For Office Use Only:

To be completed by an admissions specialist for The Citadel Graduate College.

Student has applied for: Fall Spring Summer Year: _____

Degree being sought: _____

Major: _____ Program Length: _____

TOEFL Score: _____

Part III Financial Statement

INSTRUCTIONS: Complete All sections below in FULL.

Failure to complete all sections will result in the form being returned to you and your admission will be delayed.

IMPORTANT: International students must present satisfactory evidence of adequate funds available to meet financial obligations at The Citadel. **An I-20 Form necessary for obtaining a student visa will not be issued until this form is received. Faxed copies will not be accepted.**

Full Name _____
Family Name _____ First Name _____

Section A: Financial Certification: Source of Financial Support to meet U.S. Requirement (In US Dollars)

Personal Funds	US\$ _____
Funds from Parents, Relatives	US\$ _____
Government Funding or Scholarship	US\$ _____
Citadel Scholarship (athletic, academic)	US\$ _____
Private Sponsor or Organization	US\$ _____
TOTAL:	US\$ _____

1. Financial Certification: Please attach all necessary letters to this form.

- Funds from Parents, Relatives or Private Sponsor /Organization must be documented by the Official Bank Certification (#2 of this form) and a current bank statement (less than 6 months old) certifying the specific amount in U.S dollars.
- Personal funds must be documented by a current bank statement (less than 6 months old) certifying the specific amount in U.S dollars and/or a letter from an employer stating earnings and certifying these earnings in U.S dollars.
- Government or Citadel scholarships must be documented by Official Award Letters (with any conditions or limitations).

Name of Sponsor: _____
(sponsor can be self, parent, relative, private organization, government)

Address of Sponsor: _____

Relationship to Sponsor: _____

Sponsor's Guarantee:

I/We, _____, guarantee that the sum of (US dollars) \$ _____ will be available for the above named student for the first academic year at The Citadel.

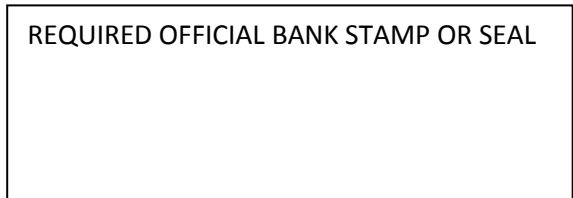
Signature of Sponsor: _____ **Date:** _____

2. Official Bank Verification: Must be documented by a current bank statement (less than 6 months old) certifying the specific amount in U.S dollars. All financial documents must be dated within the past 6 months in order to be considered valid.

This is to certify that _____ (your name or sponsor's name) is financially capable of meeting the financial commitment required for the first academic year at The Citadel.

Name of Bank: _____

Bank's Address: _____



Name of Bank Official: _____
(please print)

Signature of Bank Official: _____ **Date:** _____

Part IV International Student Transfer I-20 Form

To: International "F-1 Transfer" Student

Please sign the release of information section of this form and ask your international student advisor at the school you now attend, or most recently attended, to complete the lower portion.

I grant permission for the information requested below to be released to The Citadel.

Student's Printed Name Date

Student's Signature Date

To: INS Designated School Official

The above mentioned student has qualified academically for admission to The Citadel. In compliance with INS regulations, we request confirmation of his/her status at your institution before approving transfer to this institution. In addition, we request a copy of the student's I-20 and/or other important documentation for our files. Please return to: The Citadel Graduate College, 171 Moultrie Street, Charleston, SC 29409.

1. Current Immigration Status:

I-20 Completion Date: _____ Admission Number _____

I-94 Expiration Date: _____

The student is in good standing and is/has been pursuing a full course of study.

The student is out of status and a reinstatement to student status was filed on _____ and is pending.
(Please enclose copies of documents filed with INS).

The student is out of status, and we will advise him/her to apply for reinstatement upon receipt of a new I-20 from The Citadel.

Other: _____

2. Date of last attendance at your institution: _____

3. Please indicate the type and dates of any practical training in which the student has participated.

Curricular _____ Optional _____

Name of Institution Address Phone

Name of Designated School Official Title

Signature Date

Attention

F-1 Transfer Student

If you are changing from one academic institution within the United States to another, or continuing from one educational level to another at the same institution, you are considered to be an F-1 “TRANSFER” student.

At what time the International Student Adviser at the school you are attending or have recently attended confirms your immigration status on the I-20 Transfer Form (Part IV), The Citadel will issue the Transfer I-20. The Transfer I-20 will be sent to the address indicated in Part I of the Immigration Information Form.

Transfer Procedure when remaining in the United States:

If you are an international student applying from within the United States and plan to stay in the United States until the beginning of the semester, The Citadel will be responsible for processing your Transfer I-20. To complete the transfer process, you must:

- Complete and sign the “Student Certification” section (Item #11).
- Enroll full-time and start classes at The Citadel.
- **Return the “I-20-ID Student Copy” Form within fifteen days of beginning classes at The Citadel**, to the “Designated School Official” (DSO) in the International Studies Office, Thompson Hall, Room 103. Phone: (843) 953-6810.
- Submit to the DSO, for record keeping purposes, a copy of your old I-20 Form, passport expiration page, US visa stamp page and I-94 card.

IMPORTANT!

Failure to submit your I-20 to the International Studies Office within 15 days after beginning classes will result in your falling out of F-1 status and thereby losing all privileges attached to the F-1 visa (e.g. on campus employment, practical training, etc.). If you fall out of F-1 status, you will have to seek reinstatement through INS or leave and re-enter the United States.

Transfer Procedure when entering the U.S from abroad:

If you are an international student planning to exit the United States before attending The Citadel, the Immigration and Naturalization Service will process your Transfer I-20 at the time you re-enter the United States. If for any reason the inspector fails to process the new I-20 at the port of entry, you should notify the International Studies Office as soon as possible, so that the Citadel DSO can complete the transfer for you.