



School of Language, Education, and Culture
English Language Institute

English Language Institute
HMB E253
800 Florida Avenue N.E.
Washington, D.C. 20002-3695

Fax: 202-448-6954
Telephone: 202-651-5721
Email: eli.office@gallaudet.edu
Web site: <http://www.gallaudet.edu/eli>

Third Step in Becoming an International ELI Student Again

Dear ELI Alumnus,

Congratulations on completing the screening tests and interview step of the ELI application process.

During the ELI application process, you would need to complete the financial qualifications step. The ELI financial documents below need to be completed and mailed to the following address:

**Gallaudet University
English Language Institute, HMB E253
800 Florida Avenue NE
Washington, DC 20002-3695 USA**

If you have any questions about the ELI forms, please email us at eli.office@gallaudet.edu, call us at (202) 651-5721, or fax us at (202) 448-6954.

Regards,
Dr. Helen Thumann, Director
School of Language, Education, and Culture



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Guide to the Certification of Finances Form

Student's Required Financial Documents

The U.S. Citizenship and Immigration Services (USCIS) regulations require all international applicants to provide evidence of adequate financial support before they may obtain the immigration documents form I-20 or DS-2019. These forms can be used to apply for a student visa.

Directions: To demonstrate that you have adequate financial support, you must complete and send the Certification of Finances Form below and original, official documents that **show you have sufficient funds to pay at least the fixed/estimated costs of one academic year.**

In the link below, please check the fixed/estimated costs for international students in the English Language Institute (ELI) at Gallaudet University.

https://storage.googleapis.com/gal-uploads/1/2022/03/ELI_22-23_Tuition_and_Fee.pdf

If the link above does not work for any reason, you may find the tuition and fee schedules that Gallaudet University provides in this link below.

<https://www.gallaudet.edu/finance/student-financial-services/tuition-and-fees/>

If you plan to live on campus in one of the dormitories, the room rates can be found in this link below.

<http://www.gallaudet.edu/residence-life-and-housing/housing/room-rates/>

The estimated cost of living on campus for one academic year must be included as part of the total fixed / estimated costs for the purposes of providing financial evidence for your ELI application.

Disclaimer: This information is provided as a guide only and is not considered a contract or binding on the University. The University reserves the right to change tuition costs, fees, and other charges at any time without notice.



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Estimated Additional Costs:

- You should plan to have at least \$5,000 for personal expenses each academic year.
- If you plan to stay at Gallaudet through the winter and summer vacation periods, you will need an additional \$5,000.
- If your family will stay with you while you are a student, plan an additional \$8,000 for your spouse and \$5,000 for each child.

Summer School: Gallaudet offers additional courses during Summer School (May-August). Most academic programs do not require students to take Summer School courses. Summer School courses require additional tuition and fees. Consult the Student Accounts office for a list of these additional charges.

The total amount of funds shown in these support documents must equal or exceed the fixed costs for one academic year in the ELI.

Steps:

1. You must obtain two original, official copies of each support document.
 2. Add one copy of each document to this Certification of Finances Form and send it to the English Language Institute (ELI) at Gallaudet University.
 3. When your documents are received and approved, the ELI will send you a completed Form I-20 or DS-2019.
 4. You will take the Form I-20 or DS-2019 **and** your second official copy of the supporting documents to the American Embassy or Consulate to apply for your student visa. Canadian students do not need a student visa.
- **Required for all Applicants:** Documents must be in English and bear a signature or be on letterhead from an official agency. Please obtain a receipt from the Gallaudet University Finance Office for the advance deposit if this payment will be your primary source of financial evidence.

Note: These documents must be less than three months old when presented to Gallaudet University.

Gallaudet University reserves the right to require advance payment of one full academic year's costs before issuing a Form I-20. This payment will be held in trust by Student Financial Services and applied to the student's account when the student officially enrolls. If the student is unable to enroll due to a visa denial or to other reasons, the money will be refunded upon written request.



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1. Documentation of Financial Sources

Directions: Please mark your source(s) of funding for the duration of your program at Gallaudet University.

Sources	Required Documents
<input type="checkbox"/> An advance deposit for the fixed costs for one academic year in the applicant's student account at Gallaudet University	<ul style="list-style-type: none"> • A completed and signed International Advance Payment Form; • Receipt from the Gallaudet University Finance Office for the advance deposit; • An International Advance Payment Form completed for one semester and signed by the student;
<input type="checkbox"/> Student's Personal Funds	<ul style="list-style-type: none"> • Bank statements for checking, savings and/or other accessible account (60 days); • Certificates of deposit: mutual, stock, or bond funds; • An International Advance Payment Form completed for one semester and signed by the student;
<input type="checkbox"/> Support Available From Family	<ul style="list-style-type: none"> • The Sponsor Affidavit in this application completed and signed by the family member responsible for the student's financial support; • Bank statements for checking and /or savings (60 days); • Certificates of deposits, mutual, stock, or bond funds; • An International Advance Payment Form completed for one semester and signed by the family member responsible for the student's financial support;
<input type="checkbox"/> Support Available From Sponsors	<ul style="list-style-type: none"> • The Sponsors Affidavit in this application completed and signed by the financial sponsor; • Official letter from sponsor's employer showing annual earnings; • An International Advance Payment Form completed for one semester and signed by the financial sponsor;
<input type="checkbox"/> Your Government / Embassy	<ul style="list-style-type: none"> • Official Letter; • An International Advance Payment Form completed for one semester and signed by the student;
<input type="checkbox"/> Charitable Organizations / School Scholarship	<ul style="list-style-type: none"> • Official Letter; • An International Advance Payment Form completed for one semester and signed by the student;
<input type="checkbox"/> OSAP / Canada Students Loan / VR / Others (Canadian Applicants Only)	<ul style="list-style-type: none"> • Official Letter (Applicants with planned Canadian OSAP funding needs a conditional acceptance letter from ELI first, but some kind of <u>notice</u> is needed to let us know that the applicant needs a conditional acceptance letter.); • An International Advance Payment Form completed for one semester and signed by the student;



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2. Certificate of Finances

To Be Completed by Applicant. Please Write or Print Clearly
For international students: this information will be used for your I-20 or DS-2019

NAME: Last Name (Family Name) First Name Middle Name

GENDER: (Check one): Male Female DATE OF BIRTH: (Month) (Day) (Year)

MAILING ADDRESS: Street City State Zip or Postal Code Country

E-MAIL ADDRESS:

COUNTRY OF BIRTH: COUNTRY OF CITIZENSHIP:

PHONE #: () FAX #: ()

VISA INFORMATION:

If you are currently F-1 or J-1 status at another institution in the U.S., indicate your status and college:

F-1 (I-20) J-1 (DS-2019) College Name:

Will you request Gallaudet University to issue the Certificate of Eligibility I-20 or DS-2019?

Yes No If yes, F-1 or J-1

I hereby certify that the total amount of money that I have available for my first academic year at Gallaudet University is US\$. Further, I certify that the information I am providing is correct and complete, and that I will notify Gallaudet University of any changes in my financial circumstances. I understand that if I am a tourist without a student visa and/or Form I-20 or DS-2019, I cannot register as a student at Gallaudet University.

Signature Date

Add financial support documents to this page with a paper clip.





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Guide to Completing the Sponsor's Affidavit of Annual Cash Support Form

What is the implication of this affidavit?

By completing this affidavit, you (sponsor) are sworn to the United States government that you will support the student with a specific amount of money from your own financial resources for **each year** of the student's studies and residence at Gallaudet University in the United States of America. Please note that you also must add documents with proof to show that you are sworn to support that student every year.

By signing the affidavit, you are making a financial commitment to the student that you must not break. Sponsors who fail to provide the sworn support will force students to leave school. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by the Immigration Service and is very limited.

How to complete the enclosed Sponsor's Affidavit of Annual Cash Support Form:

- Fill out affidavit form in ENGLISH!
- Promise to give only as much money as you can afford. *The most common reason we reject affidavits is because we do not believe a sponsor can pay the amount of money he or she has promised.*
- Add proof of financial capability document(s) as explained below.

Proof of Financial Capability Documents:

You must prove that you are financially capable of supporting EACH YEAR of your student's studies by adding a proof of income document and bank statements. (If one of these documents is not added, your support will not be considered).

- **Proof of Income Document.** This must be on your employer's business stationary, on income tax returns, or receipts, or estimates by a bank with a private account if you are self-employed. The income of your company will not be accepted as proof of income. You must provide an official statement of the salary paid to you or it must be on tax returns.
- **Bank Statements** must be in your name and your statement must state the following information: date when your account was opened, current balance in U.S. dollars, average deposits and average balances. We cannot accept statements that do not specify balances unless it is stated to be a minimum of \$100,000 US. If another person's name appears on your bank statement, that person must complete a separate affidavit or submit a statement permitting those funds to be considered as financial support for the student.
- **A Bank Letter** must be submitted with the account balance on the letterhead of the bank where the banking account mentioned above is located. The bank letter must be in English and must specify the balance in US dollars.

Documents must be:

- **Current (less than three months old)**
- In English



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3. Sponsor’s Affidavit of Annual Cash Support Form

Directions: Please read the Guide to the Documentation of Financial Sources above to determine if this form needs to be completed. Please read the Guide to Completing the Sponsor's Affidavit of Annual Cash Support in order to fill out this form correctly. It is recommended to fill in an amount greater than **\$41,000 USD** in order to financially qualify.

THIS IS MY SWORN PROMISE OF CASH SUPPORT

I, _____, *promise that I can and will give no less*
My Name
*than U.S. \$ _____ in cash **FOR EVERY YEAR** of the student’s program of study at*
Gallaudet University to: _____
Full Name of Student

My relationship to the student is _____.
Parent, Spouse, Brother/Sister, Government Sponsor, Other

My address is _____

Phone: _____ Fax: _____

Email: _____

The following persons are fully or partially dependent upon me for their support (do not include the student named above):

Name Relationship to me Age

Name Relationship to me Age

Name of My Employer: _____

Annual Salary: _____ (US\$) Other Income: _____ (US\$)

My proof of income document and bank statement are added: Yes No

Signature Date



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4. International Advance Payment Form

Print Applicant Name: _____

Directions: The student or the financial sponsor of the student must fill out and sign this International Advance Payment Form.

My relationship to the applicant is _____.
Self, Spouse, Mother, Father, Brother, Sister, or Other Financial Sponsor

You will submit an advance deposit for how many semesters? One semester Two semesters

I understand that if I do not provide an advance payment or a governmental financial guarantee for each semester by the advance payment deadlines, the student cannot register for any classes at Gallaudet University, may lose F-1 or J-1 status, and may be required to return to his or her country immediately.

The advance payment deadline for a returning student is the deadline for business registration. Please check the Gallaudet University undergraduate academic calendar (<https://www.gallaudet.edu/registrar/academic-calendars>) for the dates.

During the semester, the student may incur additional charges. When this happens, the balance due must be paid off by the final balance due deadlines listed on the undergraduate academic calendar on the Gallaudet University website.

I also understand that the student is ultimately responsible for paying the balances due to Gallaudet University.

Signature

Date

