



THE STATE UNIVERSITY OF NEW YORK

Potsdam

Korean Graduate Student I-20 Application

The attached forms are required by SUNY Potsdam's Office of International Education and Programs for the issuance of the I-20 needed for your F-1 visa. **NOTE:** This is not the application required for admission to a master's degree program. If you do not have the Application for Graduate Study, please contact the Office of Graduate Studies at graduate@potsdam.edu.

HOW TO APPLY FOR THE I-20:

1. Complete the attached forms. Be sure to answer all questions completely. A permanent mailing address outside the U.S. is required on all applications. Please provide an e-mail address if possible.
2. Submit all information requested on the Foreign Student Financial Statement. Carefully document the sources of financial support as requested in Part II.
3. All forms must be originals. Photocopies and faxes are not accepted.
4. Write an autobiographical essay in English using Form FSA-2. You should include information relevant to your admission application but not already given on other forms.
5. Submit official transcripts. Documents issued from the applicant's home educational system (or any other non-U.S. education system) must carry the official seal and signature of a school or government official. *Academic documents that are not in English must be accompanied by an exact certified translation.*
6. Complete the English Proficiency Report (FSA-3). This form must be completely filled in and signed by a certified instructor.
7. An official TOEFL test score must be sent directly from ETS to this institution.
8. Submit a photocopy of the biographical page of your passport.

VISA INFORMATION

No applicant should attempt to enter the United States for study at a State University of New York campus without an official letter of admission and appropriate visa documents, a Form I-20 issued by the SUNY campus to which he/she has been admitted, and a Form I-901, receipt of SEVIS fee payment.

If you are unable to enroll in the semester for which you are admitted, admission is forfeited. Admission and visa documents cannot be transferred from one semester to another without submitting a written request to the Office of Graduate Studies for reconsideration indicating the specific semester for which entry is requested. The unused I-20 must be returned to the Office of Graduate Studies, as new visa documents are required for an approved deferred admission.

Please return all completed forms and financial paperwork to the address below.

Questions regarding these forms should be directed to the International Education and Programs Office, (315) 267-2507 or international@potsdam.edu.

Office of Graduate Studies • Phone: (800) 458-1142, (315) 267-2165 • Fax: (315) 267-4802

44 Pierrepont Avenue • Potsdam, New York 13676-2294 • www.potsdam.edu



THE STATE UNIVERSITY OF NEW YORK

Potsdam

Verification of Fees for Korean Students

U.S. Citizenship and Immigration Services (USCIS) requires all international students to show proof of sufficient funds to cover educational costs while studying in the United States. Below please find the anticipated financial commitment for issuing a student visa based on one academic year (**two semesters**) of study.

The amount Korean students need to verify for their I-20 form is as follows:

Tuition:	\$15,160.00
Fees:	\$1,076.00
Room:	\$5,770.00
Meals:	\$4,500.00
Other (books, trans., etc.):	\$5,245.00
Program Fee	\$1,687.00
10% Buffer For Increases:	\$3,343.70
<i>Korean Incentive</i>	<u><i>-\$5,770.00</i></u>
Total	\$31,011.70 U.S.

Students must submit a bank statement (with original signatures and bank seal) or bank letter (original on bank letterhead with signature) verifying the fees along with the completed Graduate Application and the International Student Financial Statement.

*IMPORTANT: This information is not a SUNY Potsdam billing statement and **does not** reflect the actual billing charges a student may incur. Please review the SUNY Potsdam tuition and fee structures for 2011-2012 to estimate the costs to study for one semester and/or a full program of study.*

If you should have any questions regarding any of the above information or need assistance filling out the International Student Financial Statement, please do not hesitate to contact International Education and Programs at international@potsdam.edu or by calling (315) 267-2507.

Last updated 01/12



**STATE UNIVERSITY of NEW YORK (SUNY)
AUTOBIOGRAPHICAL ESSAY**

FSA-2
C2786-478

INSTRUCTIONS: The autobiographical essay is to be written by the applicant in English. It should include information relevant to your admission application, but not already given on other forms, such as why you are applying for study in the United States, reasons for selecting the field of study chosen, work experience relevant to your field of study, the explanation for any extended interruption in your school attendance, special interests and abilities you have, plans for further study and/or employment after completion of your first degree, family background, etc. You may use both sides of this sheet. Return essay with other application forms to the Director of Admissions of the State University of New York campus(es) to which you are applying.

Applicant's Family Name		First Name	Middle Name	
Permanent Address	Number and Street	Town or City	Province or State	Country
Name and City of SUNY Campus To which you are applying				



THE STATE UNIVERSITY of NEW YORK
ENGLISH PROFICIENCY REPORT

Form FSA-3
C2787-478

DIRECTIONS TO THE APPLICANT

1. Complete Part 1 and address an envelope to the Director of Admissions at the campus you have named in No. 3.
2. Take the Form and the addressed envelope to a qualified person (See Part II below for information on qualified persons), and request him/her to complete Part II and mail the form in the envelope you provide.

PART 1. (PRINT OR TYPE IN ENGLISH)

1. Name		Family Name		Given Name(s)	
[] Mr.					
[] Miss					
[] Mrs.					
2. Home Address	No. and Street	Town or City	Providence or State	Country	
3. Name and Location of Campus to Which You Are Applying			4. Date you Expect to Enter this Campus		
			Month:	Year:	
5. HISTORY OF CANDIDATE'S FORMAL STUDY OF ENGLISH					
	Number of Years	Number of Months Per Year	Number of Hours Per Week	Native Language Of Instructor(s)	
Secondary School					
University					
Other					

PART II. TO BE COMPLETED BY ONE OF THE FOLLOWING:

A DIRECTOR OF COURSES IN ENGLISH (OR DULY DESIGNATED REPRESENTATIVE) OF A BI-NATIONAL CENTER.
A PROFESSOR OR INSTRUCTOR OF ENGLISH AT A SCHOOL OR UNIVERSITY.

6. Is the Applicant's native language English? [] YES [] NO								
7. 'X' the appropriate boxes to indicate your opinion of the applicant's present ability in English from the standpoint of the language proficiency usually needed for effective pursuit of studies at a College or University in the United States.								
SPEAKS ENGLISH:		Fluently and Colloquially		With Ease but Stilted		Haltingly		No Ability
UNDERSTANDS SPOKEN ENGLISH:		With Good Comprehension		With Some Hesitation		Simple Vocabulary Only		Not At All
UNDERSTANDS WRITTEN ENGLISH USED IN:		Advanced Level Materials		Intermediate Level Materials		Elementary Level Materials		No Ability
EXPRESSES THOUGHTS IN WRITTEN ENGLISH:		With Fluency and Facility		With Ease But Ungrammatically		On An Elementary Level Only		No Ability
8. Please recommend an appropriate beginning course load at an American Institution of higher education. This student:								
[] Needs No Additional Language Training; Could Carry A Full Academic Program			[] Could Carry ¼ Academic Load, with ¾ Language Training					
[] Needs No Special Coursework, But Could Require Occasional Assistance			[] Needs 6-10 Weeks Of Intensive Training Prior To Undertaking Full-time Study					
[] Could Carry ¾ Academic Load, with ¼ Language Training			[] Is Unqualified for Academic Work					
[] Could Carry ¾ Academic Load, with ½ Language Training								
9. On What Date Will The Applicant Take TOEFL?.....								
Month			Year			Location		
THE APPLICANT SHOULD ARRANGE TO HAVE THE SCORES SENT TO THE CAMPUS NAME BELOW.								
10. REMARKS: (Describe any additional language study candidate is planning to take before coming to the U.S.)								
(Please Print) Name of Person Preparing Report						Official Position		
Signature of Person Preparing Report						Date		

The person completing this form should mail it directly to the State University of New York Campus to which the student is applying in a properly addressed envelope which the applicant has been instructed to supply.



THE STATE UNIVERSITY OF NEW YORK
Potsdam

**THE STATE UNIVERSITY of NEW YORK at POTSDAM
INTERNATIONAL STUDENT FINANCIAL STATEMENT**
This is a two-page form. Be sure to read all information before completing this form.

PART I – Write in ink or type:

1. Name of Applicant [] Mr. [] Ms.: _____
(Family name) (First/ Given) (Middle)
2. Permanent Address _____
3. Degree for which you are applying: _____ 4. Major field _____
5. I expect my program of study to take _____ years to complete. Email Address: _____
6. Birth-date: ____/____/____ 7. Place of Birth (city and country): _____
Month Day Year 8. Country of Citizenship: _____
9. [] I plan to come without dependents [] I plan to come with dependents
Note: If coming with dependents, you MUST provide complete name, relationship to you, date of birth, and citizenship of each person listed below:
- _____
- _____

Note: Dependents are defined as: Husband/Wife/Children – parents are NOT dependents.

PART II – Complete each relevant item below. Enter amount of assured support available for each year of study in U.S. dollars.

Source of Funds	Year 1	Required Verification
Personal Savings Name of Bank _____ Account Holder _____	\$ _____	1. Bank Statement 2. Complete (A) and (C) below
Family/Relative/Sponsor Name _____ Name _____ Name _____	\$ _____	1. Bank Statement 2. Complete (A), (B) &(C) below
Scholarship/Loan Awarded by _____ _____ _____	\$ _____	1. Official award letter. See instructions on reverse side 2. Loan approval letter. See instructions on reverse side 3. Complete (C) below
Government/Employer/Other Name of sponsor _____ Other (specify source and type of support) _____ _____	\$ _____	1. Official letter of support. See instructions on reverse side 2. Bank statements, affidavits, or sworn statements 3. Complete (C) below
Totals	\$ _____	

PART III : VERIFICATION. Please ensure all signatures are present.

- A. This is to certify that the funds indicated above are on deposit or are being held in the name of the applicant, his family members, or sponsors (named above) at the savings institution named below. (Verification of amounts is without liability for the bank or its officials). Attach separate statement of accounts with official signature/seal.
Name of Bank _____ Date _____
Bank Official's Title _____ Bank Official's Signature/Seal _____
- B. This is certify that I (we) the undersigned have agreed to provide the funds indicated above to the applicant for the purpose of full-time study at the State University Campus listed above and that I (we) are submitting bank statements indicating the availability of these funds. I (we) further understand that the State University cannot provide ANY financial assistance to the applicant and that I (we) must provide these funds for the duration of the applicant's course of study. If the commitment is not met, the student may be subject to dismissal from the University for non-payment.
Sponsor Signature _____ Date _____ Relationship to applicant _____
Sponsor Signature _____ Date _____ Relationship to applicant _____
- C. This is to certify that the information given on this form is complete and accurate to the best of my knowledge. I am fully aware that any false or misleading statement will result in an automatic denial of admission, or cancellation of registration following enrollment.
Applicant's Signature _____ Date _____

Return this form with all additional financial documentation directly to the address on the back of this form.

THE STATE UNIVERSITY *of* NEW YORK at POTSDAM INTERNATIONAL STUDENT FINANCIAL STATEMENT

All foreign applicants must document their ability to meet all educational and living expenses for at least the first year of their period of their intended study before this University can issue a Certificate of Visa Eligibility (Form I-20). Incomplete forms and lack of sufficient funding can delay your admission decision. Please read the following instructions carefully before completing and submitting this form.

Instructions:

Part I: Answer questions 1-9 completely.

Part II: In the first column, indicate the source(s) of your funding. In the column headed Year 1, indicate the amount (in U.S. dollars) available for the first year of study. Each sponsor must verify these amounts by signing the form. Be sure to include supplementary documents as indicated, and attach originals not photocopies.

Source of Funds:

Required Documentation:

All documentation must be dated within nine months of the date of initial enrollment at the SUNY Potsdam. SUNY Potsdam has provided you with an estimate of the annual education and living costs for foreign students. You must document financial support equal to or greater than this amount. This estimate is subject to change without notice and will usually increase each year.

Personal/Family: Signatures of sponsors on this form. Bank verification on both this form and in a separate state of account.

Scholarship: **Official** scholarship letter from the institution awarding the scholarship. The award letter must contain the name of the applicant, the amount of money available for each year of study, the duration of the award (including beginning and ending dates), the degree and major field of study for which the award is tenable, and the name of the SUNY campus to which the award is applicable.

Government or Employer: **Official** letter indicating amount of support and containing the same information as for "Scholarship" described above.

Loans: **Official** letter from credit institution indicating approval of the loan and the amount approved.

Dependent Support: A student wishing to have his/her family member(s) accompany him/her must document the following amounts for each family member per calendar year of intended study:

- For Spouse: \$2,600 per calendar year
- For each child: \$1,400 per calendar year

SUNY Potsdam reserves the right to require additional financial documentation and/or pre-payment from applicants whose countries impose currency exchange restrictions or other obstacles to the transfer of currency. Applicants from such countries will be notified of specific requirements when they have submitted completed applications.

If you have questions or concerns regarding the I-20 process, please contact International Education and Programs, (315) 267-2507 or international@potdam.edu. Please return this form and all required documentation to the following address:

SUNY Potsdam
Office of Graduate Studies
44 Pierrepont Avenue
Potsdam, NY 13676