

## Instructions: How to Complete This Form

PLEASE DO NOT SUBMIT THIS PAGE

### Who should complete this form?

Any student who is admitted by The Fletcher School of Law and Diplomacy for Fall 2018 semester enrollment, **and** who needs to obtain a U.S. non-immigrant visa, such as an F-1 visa, in order to pursue full-time study at The Fletcher School.

If one of the following descriptions applies to you, you **DO NOT** need to complete this form, but rather submit *The Fletcher School Data Form* (see box at the bottom of this page) along with a *copy of your passport, visa stamp* and *most recent I-94 record printout*:

- A student who is United States citizen or have a U.S. passport;
- A U.S. permanent resident ("Green Card" holder);
- You are currently under Temporary Protection Status (TPS), pending Asylum/Refugee status or similar status under the U.S. immigration category;
- You possess a valid visa and its status is based on employment, such as A, E, G, H, I, J, L, O, P, R, TN visa or its dependent visa;
- You possess a valid J-2 visa status from a different U.S. academic institution than The Fletcher School.

### How to complete this form

- Please fill out all applicable sections, including the financial sponsorship section.
- Please submit separate funding documents regarding ALL of your financial sponsors, including Fletcher scholarships, financial loans, non-Fletcher scholarships and personal funding.
- In order to submit valid funding documents, please refer to the ***CERTIFICATION OF SOURCES OF FUNDS AY 2018-2019 Funding Documents Information*** page
- Submitting an incomplete form or invalid documents will delay the process of issuing an I-20. **If you have any questions about this form, please email International Student Advisor Reiko Ohmura: [reiko.ohmura@tufts.edu](mailto:reiko.ohmura@tufts.edu)**

### How to Submit This Form

Scan the completed form along with all applicable documents and send them ***via email*** to Reiko Ohmura: **[reiko.ohmura@tufts.edu](mailto:reiko.ohmura@tufts.edu)**. If you prefer to send the original documents via airmail or international express courier, please send them to:

Reiko Ohmura, International Student Advisor  
Office of the Registrar, The Fletcher School  
of Law and Diplomacy, Tufts University  
160 Packard Ave., Medford, MA 02155  
U.S.A (Phone) (1) 617-627-3055

**Deadline – Friday, May 25, 2018, U.S. Eastern Standard Time** (by email)

### **ATTENTION: Any student enrolling at The Fletcher School under "non-F visa" status**

(A, E, G, H, I, L, O, P, R, TN visa or its dependent visa, or "third-party sponsored" J-1 visa or its dependent visa)

If you are enrolling at The Fletcher School under one of the visa statuses mentioned above that allow the visa bearer to pursue a full-time academic degree program in the U.S., please **DO NOT fill out this form**. Instead, please **email Reiko Ohmura** in order to obtain the "***Fletcher School Data Form***." It is critical that you submit this form along with (1) a copy of your passport; (2) a copy of your visa stamp; (3) any other necessary document(s) (Reiko will guide you) **by the Fall 2018 semester deadline, Friday, May 25, 2018**.

**Deadline: Friday, May 25, 2018**  
(U.S. Eastern Standard Time)

**Personal Information**

[1] Name (Please write **the same English spelling as your passport**, in CAPITAL LETTERS)

\_\_\_\_\_ (Last Name) If you have only one name, please write your name here (First Name)

[2]  Female  Male  Prefer Not to Identify [3] Marital Status  Single  Married  Other

[4] Date of Birth: \_\_\_\_\_ [5] Country of Birth: \_\_\_\_\_ (City)

[6] Country of Citizenship: \_\_\_\_\_ [7] Country of Permanent Residency (if any) \_\_\_\_\_

[8] Passport issued by (Name of Country) \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
\*If you have more than one citizenships, please enter the name of the country that you will claim for the U.S. visa application.

[9] Address in Home Country: \_\_\_\_\_ (City/Town/Village)  
\_\_\_\_\_ (State/Province/Prefecture) \_\_\_\_\_ (Postal Code) \_\_\_\_\_ (Country)

[10] Phone Number : (Country Code) \_\_\_\_\_ [11] Email : \_\_\_\_\_

**Admitted Program Information**

[12] Program:  MALD  MIB  MA  LLM  PhD  Semester-Based Exchange Program  
 Tufts BA-Fletcher MALD  Other: \_\_\_\_\_

[13] Are you a Joint/Dual-Degree student from one of the following schools?  
 Yes – please check your school below and continue to question [14]  No– please go to Question [15]  
 CEIBS  DA  HEC  IE  St. Gallen  Harvard  Dartmouth  Tufts  UC Berkeley  
 Other: \_\_\_\_\_

[14] If you checked “Yes” above, have you already been admitted to your dual-degree school (in addition to Fletcher)?

Yes – I was admitted in (Month/Year) \_\_\_\_\_ - Are you currently attending the school above?  Yes  No  
When are you enrolling in your Fletcher program?  Spring 2019 semester (January to May 2019)  
 Other \_\_\_\_\_  I don’t know  
 No – I have applied but haven’t been admitted yet

Are you enrolling at The Fletcher School first WITHOUT receiving the dual-degree school’s admission result?  Yes  No

When do you plan to enroll in your dual-degree program?  (Month/Year) \_\_\_\_\_  I don’t know

**IMPORTANT: What Visa to Apply?**

**If you are enrolling at The Fletcher School as a *student*, you must apply for an F-1 visa UNLESS you are required to apply for a J-1 visa due to the requirements of scholarship, government financial sponsorship.**

If your funding to study at the Fletcher School is based on your personal/own fund, family/relative’s fund (including gift money,) Fletcher Scholarship, private organization’s scholarship, educational loan, or **even** your home country’s government’s loan or current employer’s financial support, an F-1 visa is a visa for Fletcher international students to apply.

**If you are coming to Fletcher Under a “non-Fletcher” J-1 sponsorship**

If you are enrolling in the Fletcher School with a “non-Fletcher” J-1 visa sponsorship (e.g.: Fulbright) you don’t need to submit this form. Please **email Reiko Ohmura** to obtain the “**Fletcher School Data Form.**”

[15] Are you **currently in the U.S.** under a non-immigrant visa status as of today?

- Yes \_\_\_\_\_ visa, valid until: (Date) \_\_\_\_\_ *\*Put "D/S" if you are an F or J visa status holder*
- No – **please directly go to question [18]**

[16] **If you are currently in the U.S.**, do you need to apply for a different visa than the current visa in order to enroll at The Fletcher School?

- Yes – Filing a change of status in the U.S.
- Yes – Returning to home country and applying at a U.S. Embassy
- No\*

**\*If No, are you an international student (F-1 or J-1) enrolled at a different institution than The Fletcher School?**

- Yes – N \_\_\_\_\_  
SEVIS ID no. (I-20 or DS-2019)                      Name of Institution                      Date of I-20 or DS-2019 End Date

- No – I am **not** an international student. I have a visa status that allows me to pursue full-time study in the U.S.

[17] Do you need to obtain a **new Certificate of Eligibility** (with a **new SEVIS ID number**) from Fletcher?

- Yes – You are **required** to pay a SEVIS Fee (I-901 Fee, \$200) online and **may** need to apply for a new visa
- No, I will request my current institution to transfer my SEVIS record to Fletcher – **Transfer Form submission is required**

[18] Do you need to request a *Certificate of Eligibility* (I-20) for your dependent(s)?

- Yes – please fill out the ***Dependent Information Sheet*** and **attach a copy of your dependents' passport(s)**  
**Additional funds for your dependent(s) required**
- No – **please go to [19]**

**Mailing Preference for Receiving Certificate of Eligibility (I-20)**

[19] Would you like to receive your *Certificate of Eligibility* (I-20) by **Fed-Ex**? (STRONGLY recommended)

- Yes** - We will charge the fee to your Tufts University billing account.
- No** - We will send it via the United States Postal Service (*regular air-mail or domestic mail service with no tracking number*).

[20] Do you wish to receive your *Certificate of Eligibility* (I-20) at your home country address (as listed on page 1)?

- Yes
- No, please send to the following address: \_\_\_\_\_  
(Street/Road)

\_\_\_\_\_  
(Town/City)                      (Province/State/Prefecture)                      (Postal Code)                      (Country)                      Phone : \_\_\_\_\_  
(Country Code)

**Please Note**

- The Fletcher School uses **Fed-Ex** ([www.fedex.com](http://www.fedex.com)) as our international courier service provider, and **the package recipient's phone number is required**. Please make sure to **provide us your phone number with country code** if you would like to receive your documents by Fed-Ex delivery.
- Once your documents are ready to be sent, we will email you a **"document sending notification"** with a Fed-Ex tracking number, shipping cost, and estimated delivery schedule. Your Fed-Ex shipping fee will be directly charged to your Tufts University Student Account along with your first tuition and fee payment.
- Fed-Ex shipping fees vary depending on the shipping destination (average cost: \$25 – \$50).
- Please be aware that **we cannot provide a tracking number or estimated delivery schedule** for your mailing if you prefer to receive it by **regular airmail (mailed by the United States Postal Service)**. No shipping fee will be charged to you for regular airmail delivery.

### Document Submission Check List

**Please check all appropriate boxes below.** Your Certificate of Eligibility (I-20) will be issued once all the required documents are submitted to The Fletcher School:

#### Required for ALL students

- Official Certification of Sources of Funds and Amount Form** – completed, signed, and certified by all necessary parties
- Copy of a **valid passport** (with a **minimum of 6 months** of validity )
- Separate** funding proof (such as a personal bank statement, scholarship award letter, government financial assistance statement, or private educational loan statement/guaranteed letter)

#### Required for students who transfer from another U.S. institution (only students who are currently in the U.S.)

In addition to the documents mentioned above;

- The **International Student Transfer Form** may be requested from The Fletcher School Registrar's Office
- Copy of all previous I-20s from current U.S. institution
- Copy of visa stamp
- Most recent I-94 (Arrival/Departure) record print-out** (available for download from CBP web site: (<https://i94.cbp.dhs.gov/i94/#/home>))
- Copy of EAD Card for OPT employment – **if applicable**
- Copy of your dependents' previous I-20 from current U.S. Institution – **if applicable**
- Copy of your dependents' visa stamp – **if applicable**

#### Required for students who accompany dependent(s)

Addition to the documents mentioned above;

- AY2018-2019 Dependent Form for all dependent(s)
- Copy of a valid passport (with a minimum of 6 months of validity ) of all dependent(s)
- Additional funding for all dependent(s)

#### Required for students with a same-sex spouse

- Copy of marriage certificate – must be written in English or presented with a notarized English translation

#### **(NOTE FOR SAME-SEX MARRIED COUPLES)**

On June 26, 2013, the United States Supreme Court ruled that Section 3 of the Defense of Marriage Act (DOMA) unconstitutional. The Department of State, Bureau of Consular Affairs has advised consulates (the US Embassy or Consulate) that their officials may issue derivative visas based on same-sex marriage if the marriage is "recognized in the place of celebration." That is, **if the country where the couple married recognizes same-sex marriage as legal, then the U.S. government will recognize the union as legal for visa issuance, irrespective of where the couple plans to reside.**

The Fletcher School may issue a *Certificate of Eligibility* (I-20) to a same-sex spouse for his/her F-2 dependent visa application, once the marriage is verified.

### **Please sign below if you are ready to submit all necessary documents listed above**

By signing below, you are confirming that you have furnished **ALL** required documents and information, including available funding from your sponsor(s), to request The Fletcher School to issue an I-20 for your F visa application.

Student's Full Name (please print)

Student's Signature

Date

### Academic Year 2018-2019 Estimate of Expenses

These figures are based on one academic year stay (nine months, except Semester-Based Exchange Program) and **a minimum amount of funds** for international students to present to the school in order to obtain an I-20 form. Final figures are **subject to approval** by the Board of Trustees of Tufts College.

Degree Program	Tuition /Fees	Room & Board <sup>1</sup>	Health Insurance <sup>2</sup>	Health Services Fee <sup>3</sup>	Books, Supplies & Personal <sup>4</sup>	Total
MA LLM MALD	\$46,848	\$15,000	\$2,750	\$842	\$4,000	\$69,440
MIB	54,834	15,000	2,750	842	4,000	\$77,426
Direct-Admitted PhD	46,848	15,000	2,750	842	4,000	\$66,440
Internally Admitted PhD <sup>5</sup>	23,424	15,000	2,750	842	4,000	\$46,016
Semester-Based Exchange	0.00	7,500	953	421	2,000	\$10,874

#### ADDITIONAL ESTIMATED COST FOR DEPENDENTS

Spouse (wife/husband): \$5,000 per academic year

Child (must be younger than 21 years old): \$4,000 per academic year per child

\*All dependents are required to purchase a valid U.S. health insurance policy. For more information about Tufts University's insurance policy for dependents, please go to:

<http://students.tufts.edu/health-wellness/health-insurance/student-health-insurance>

#### REMARKS

1. Estimated off-campus living expenses for the Medford/Somerville area for nine months. **All international students must certify the full estimated cost for off-campus Room & Board (\$15,000) when applying for I-20 EVEN IF chosen to live at Blakeley Hall (on-campus).**
2. All international students who enroll at The Fletcher School are **REQUIRED** to purchase Tufts University health insurance. It is **REQUIRED** by the State of Massachusetts for all full-time students to purchase U.S.-based health insurance coverage that meets the State's health insurance standard in order to pursue a full-time academic program. **The insurance fee is listed as a "necessary expense" for receiving a Form I-20 from The Fletcher School for the F-1 visa application.** Based on State of Massachusetts regulations, **non-U.S. based health insurance policies**, such as national health insurance coverage from a non-U.S. country/government, are **NOT valid** to meet the State's health insurance requirement.
3. **ALL Tufts University students** are required to pay the Tufts University Health Services Fee, which is listed as a "necessary expense" of getting a Form I-20 from The Fletcher School for the F-1 visa application.
4. The estimated cost of books, supplies, and personal expenses.

#### IMPORTANT NOTE

U.S. Federal immigration law **does not allow** international students under F-1 visa status to seek **off-campus employment** without having an authorization. Additionally, F-1 students are **not eligible** to apply for a Social Security Number **until** they obtain valid employment, such as an on-campus job (eligible to work up to 20 hours/week during the regular academic term).

All incoming international students who are enrolling at The Fletcher School must be able to certify their financial sponsorship(s) clearly and accurately, and the funds **must be 100% available for students to use from the date when students submit the *Certification of Sources of Funds Form* through the end of academic year.**

International students **AND** The Fletcher School are required to report to the U.S. Immigration and Customs Enforcement (ICE), if/when a student's funding source, amount, sponsor or any financial-related condition changes. This rule applies to **any F-1 visa status holder, whenever the change occurs**, before or after the student obtains a U.S. student visa, the student arrives in the U.S., and the student enrolled in the Fletcher School. **Please notify Reiko Ohmura ([reiko.ohmura@tufts.edu](mailto:reiko.ohmura@tufts.edu)) immediately if your funding sponsorship changes after receiving an I-20.**

Valid off-campus employment for F-1 visa status holders is **extremely limited**. Incoming international students are responsible for estimating all necessary costs accurately in the event of unexpected financial circumstances.

**The Fletcher School of Law and Diplomacy  
Academic Year (AY) 2018-2019 Affidavit of Support Form**

This form needs to be completed by the financial sponsor of any incoming international student who is enrolling at The Fletcher School during AY2017-2018. If the student has **more than one funding sponsor, each must complete** this form. For **the student's own funds**, please write the student's name and put "Self" in the "Relationship to Student" prompt. Please indicate below if **the sponsor is an organization or group**, such as the student's current employer, scholarship offering organization, or educational loan provider.

**Regardless of the sponsorship, all guaranteed funds need to be certified on a separate document**, such as a bank statement, scholarship offer letter, admissions statement with scholarship information, employer's funding guarantee letter, or an educational loan approval letter. For more detail about "valid funding documents," please refer to the **Certification of Funds Form – Funding Documents Information** page.

1. **Name of student** \_\_\_\_\_  
(Last Name) (First Name)
2. **Is the student's sponsor an organization or group?**  Yes  No
3. **If yes, please check one of the following:**  Employer  Non-Governmental Scholarship Provider (including The Fletcher School)  Home Government  Educational Loan  Other \_\_\_\_\_

\*If sponsor is an organization or group, **you do not need to continue beyond this point. Attach a separate funding document, and sign the bottom of the form to certify the accuracy of the information that you provide here.**

4. **Name of Sponsor** \_\_\_\_\_  
(Last Name) (First Name)
5. **Relationship to Student** \_\_\_\_\_ 6.  Mr.  Mrs.  Ms.  Other
7. **Contact Information of Sponsor**

Street \_\_\_\_\_ City/Town \_\_\_\_\_

State/Province/Prefecture \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone Number (include country code) \_\_\_\_\_ Email Address (if any) \_\_\_\_\_

**Certification by Financial Sponsor**

I guarantee to provide the student mentioned earlier with the following amount of funds for the student's education-related expenses for his/her study at The Fletcher School of Law and Diplomacy in the academic year 2017-2018:

(Total) U.S.\$ \_\_\_\_\_

I attest that the funds mentioned above are available to the student upon request, and that this funding information can be verified in a separate document that I have provided with this form. I certify the separate document has been issued **within three months** from today.

Additionally, I understand that I am responsible for notifying the student promptly if my financial sponsorship becomes unavailable.

\_\_\_\_\_  
Name of Sponsor (Print) Signature of Sponsor Date

**STUDENT CERTIFICATION**

*I hereby certify that information provided on this form, as well as the attached funding sponsor information, is true and accurate. I understand my responsibility to notify The Fletcher School of any sponsorship changes prior to and during my study at the institution.*

\_\_\_\_\_  
Student's Name (Print) Student's Signature Date

**The Fletcher School of Law and Diplomacy  
Academic Year (AY) 2018-2019 Student Funding Summary**

Please list **ALL** of your funds, including Fletcher Scholarship or any sponsor's funds here. Each of the funds listed below must be reported with a **separately printed fund statement** (such as a copy of bank statement, email printout of scholarship award letter) and Affidavit of Support form. Any missing documents delay the I-20 issuance process.

Source of Funds	Name of Sponsor (First / Last Name)	Relationship to Student	Amount of Funds (US \$)	Documentation of This Fund Attached?	Affidavit of Support Form Attached?

<b>Grand Total of Funds</b>	\$
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**IMPORTANT NOTE – Funding Information**

1. Please attach a **separate document(s)**, such as a **bank statement** and **scholarship letter**, for **all** of your funding sources to this form. If you are granted **scholarships**, please attach a **copy of your scholarship letter/document (for Fletcher Scholarship, a copy of admissions letter) or email printouts**.
2. If you are using an **educational loan** as a part of your funding, you **may** submit an application confirmation/statement. However, **your I-20 cannot be issued until your loan approval statement/confirmation is submitted to the Fletcher School.**
3. We do **NOT** accept any of the following documents for I-20 issuances:
  - investment portfolios, fixed date savings, or deposits that are not "liquidatable" without paying penalty fees;
  - retirement plans;
  - available lines of credit (including credit card);
  - deeds to real estate;
  - leases with rental income;
  - salary agreements or paystubs;
  - income tax forms;
  - public provident funds, bond, gold/precious metal savings statements;
4. Funding document(s) **must be issued within three months** from the date you fill out this form.
5. Amount of funds can be in a foreign currency, but must be stated in **numeric figures (e.g.: ¥1,800,000, € 65,000)**
6. If your funding information is only in a foreign currency, please attach **foreign currency exchange printouts from an internet currency exchange site** (e.g.: XE.com). Otherwise, we will obtain currency exchange rate information from the date when your I-20 is issued.
7. We do **NOT** accept funding documents that are **written in non-English languages**. If needed, please **attach an English translation** of the document (notarization not required). Otherwise, your *Certification of Funds Form* will be sent back to you as invalid.
8. Any missing documents or information, or submission of invalid documents, can delay issuance of your I-20. If you have any questions related to financial sponsorship, funding, or any other finance-related questions, please contact Reiko Ohmura ([reiko.ohmura@tufts.edu](mailto:reiko.ohmura@tufts.edu)) as soon as possible.