



LIPSCOMB UNIVERSITY
OID
One University Park Drive
Nashville, TN 37204-3951
EMAIL: DOLLY.DELONG@LIPSCOMB.EDU

Student F-1 I-20 Request Form

SECTION 1: STUDENT'S INFORMATION (NOTE: PLEASE TYPE AND SCAN THIS BACK (NOT HAND WRITTEN))

IF YOU ARE OUTSIDE THE U.S.:

- ☐ Request for F-1 Student Non-Immigrant Status (I-20) to apply for F-1 Student Visa Outside of the U.S.

IF YOU ARE INSIDE THE U.S.:

- ☐ Request VISA/SEVIS TRANSFER TO LIPSCOMB from another U.S. School. (Please complete Section 4)
☐ Request CHANGE-OF-LEVEL
(For current Lipscomb students starting new degree program)
☐ Request REINSTATEMENT
☐ Request CHANGE-OF-STATUS to ☐ F-1/☐ Current Visa: _____

NAME AND RESIDENCE INFORMATION (NAME ON YOUR I-20/DS-2019 MUST MATCH PASSPORT):

Full Name (as on passport): _____
Family/Last Name (Surname) Given Name (First) Middle Name (if any)

Date of Birth (Month/Day/Year): _____ Gender : ☐ male ☐ female

City of Birth: _____ Country of Birth: _____

Country of Citizenship: _____ Country of Permanent Residence: _____

Address in Home Country-where I-20 is shipped (Street Address, not PO Box):

Address in U.S. (if currently residing in the US):

Phone Number With Code: _____ E-Mail Address: _____

LIPSCOMB UNIVERSITY DEGREE INFORMATION:

Student ID # (Lipscomb ID/L#): _____

Anticipated Program: ☐ Undergraduate ☐ Graduate ☐ Pharmacy; Intended Major: _____

Anticipated Start Date: ☐ Fall (August); ☐ Spring (January); ☐ Summer 1; ☐ Summer 2 of _____ (Year)

CURRENT OR LAST POSITION/ EMPLOYMENT IN HOME COUNTRY/ABROAD (NOT IN THE US):

Occupation/Profession in Home Country or Abroad: _____

Place of Employment/Study in Home Country or Abroad (Company or Institution): _____

SECTION 2: DEPENDENT FAMILY INFORMATION (FOR SPOUSE AND CHILDREN'S F-2 I-20)

IMPORTANT NOTE: F-2 I-20 documents can be issued only to a dependent spouse and to unmarried, dependent children under 21 years of age. Married children and children over 21 cannot be issued an F-2 I-20

How many dependents will join you: _____ For additional children, please copy the information below and include on a separate page.

Spouse's Information	Full Name : _____ Family/Last Name (Surname) Given Name (First) Middle Name (if any)
	City of Birth: _____ Country of Birth: _____
	Country of Citizenship: _____ Country of Permanent Residence: _____
	Date of Birth: (month/day/year): _____ Spouse's Gender : <input type="checkbox"/> male <input type="checkbox"/> female
Child's Information	Full Name : _____ Family/Last Name (Surname) Given Name (First) Middle Name (if any)
	City of Birth: _____ Country of Birth: _____
	Country of Citizenship: _____ Country of Permanent Residence: _____
	Date of Birth: (month/day/year): _____ Child's Gender : <input type="checkbox"/> male <input type="checkbox"/> female

SECTION 3: FINANCIAL INFORMATION

Please enter any and all sources of funding and the amount of finances available to support your study and living expenses while at Lipscomb University. If funds are from an organization, grant, or government support, please include a copy of any letters of award or sponsorship. If your support will come from personal or parent funds, please include bank certification not more than 6 months old.

The specific amount of funds must equal the amount for the current academic year (reach out to your admissions recruiter for this number)

FINANCIAL SUPPORT FOR DEPENDENTS: To bring a spouse or child(ren), an F-1 student must show financial support above the minimum cost of attendance and living at Lipscomb. Additional financial support of \$3800 per year must be shown for each F-2 dependent.

SOURCE OF FUNDS	PROJECTED SUPPORT PER YEAR	CERTIFICATION OF FUNDS: By signing this form, the sponsor certifies that funding amount listed is true and that funds are readily available and will be provided as indicated.
1. Personal Funds or Savings <ul style="list-style-type: none">Attach letter(s) from bank(s) certifying the amount listed for 1st year of study.	US DOLLARS \$	A1: Name of Financial Institution: _____ A2: Country of Financial Institution: _____
2. Parental Funds or Savings <ul style="list-style-type: none">Attach letter(s) from bank(s) certifying the amount listed for 1st year of study.	US DOLLARS \$	B1: Parent is currently living in the US: <input type="checkbox"/> Yes or <input type="checkbox"/> No B2: Parent is US citizen or permanent resident? <input type="checkbox"/> Yes or <input type="checkbox"/> No B3: Occupation of Parent: _____ B4: Name of Parent: _____ B5: Parent's Signature: _____ Date of Signature: _____
3. Scholarship Support: Student's Home Government or Sponsoring Agency <ul style="list-style-type: none">Attach copy of Scholarship/Fellowship Award Letter.	US DOLLARS \$	C1: Name of institution, government, or other sponsoring agency: _____

SECTION 4: SEVIS TRANSFER INFO – ONLY FOR F-1 STUDENTS CURRENTLY IN THE U.S.

This section is only for students who are currently studying in the U.S. on an F-1 or J-1 student visa. Please provide us details about your current SEVIS record and current institution. Your SEVIS I-20 cannot be released to Lipscomb until after the last day of studies at your

current institution is complete. **Note: Please do not ask your current institution to process a SEVIS Transfer until you have been admitted to Lipscomb. Once admitted, you may provide your International Student Advisor (DSO) with a copy of your admission letter and request to transfer your SEVIS record to Lipscomb University.**

☐ am in good standing. ☐ am currently out-of-status/terminated. Please Explain: _____
SEVIS ID# N_____ Date of Last Attendance/Anticipated Completion Date: _____
Current visa status: ☐ F1 ☐ Are you on Work Authorization?: OPT () ☐ PT () ☐ From: _____ To: _____
Current Institution and Location (City/State): _____
Please provide us with your International Advisor's (DSO) name: _____
International Advisor's Email: _____

Lipscomb University - F-1 School Code: NOL214F10170000

SECTION 5: STUDENT ATTESTATION

I certify that the information on this form is true. Any misrepresentation may be cause for refusing or revoking admission to Lipscomb University.

STUDENT'S SIGNATURE: _____ **DATE:** _____

REQUIRED DOCUMENTATION TO BE SUBMITTED WITH I-20

- ☐ ALL pages of this I-20 Request Form (Typed out-NOT Hand-Written)
- ☐ Copies/Scans of Passport Identification Pages for Yourself and All Requested Dependents
- ☐ Copies/Scans/Originals of Proof of Financial Support (Bank Statement, Award Letter, Scholarship Letter, etc.) **Funds must equal the amount for the current academic year.**

WHERE TO SEND THE (SCANNED) FORM AND DOCUMENTS:

Undergraduate + Graduate Programs

Lipscomb University Office of
Intercultural Development
ATTN: Mrs. Dolly DeLong
One University Park Drive
Nashville, TN 37204-3951
dolly.delong@lipscomb.edu

GUIDELINES FOR DOCUMENTATION OF FINANCIAL SUPPORT

Educational institutions are required by the Department of Homeland Security to have documentary proof of adequate financial support prior to issuing immigration of an I-20. Failure to fully and properly follow the instructions on this information sheet will result in non-issuance of the I-20 which is required (1) to obtain a visa and enter the U.S., (2) to transfer from another U.S. school to Lipscomb University and (3) to extend F-1 status at Lipscomb University

The specific amount of financial support must equal the amount for the current academic year. Students who begin studies in summer must enroll full-time; for those who begin their studies in summer, they need to show additional funding for summer tuition and fees. Add \$3800 USD for a dependent spouse and each dependent child accompanying you to Lipscomb. Please be aware that actual dependent costs may be much higher due to additional medical insurance expenses, food, clothing, and daycare for children.

FINANCIAL DOCUMENTATION REQUIREMENTS FOR STUDENTS WITH GOVERNMENT FUNDING, SCHOLARSHIPS, GRANTS, AND LOANS

The information below describes usual financial requirements. The University reserves the right to require original documents as well as additional or different financial documentation, including an advance deposit. You will be notified if special documentation is required.

Government Funding, Scholarships, Grants, and Loans. A letter of award confirming a scholarship or loan must be submitted with the I-20 Request form. The award letter must meet the following requirements:

- (1) must be an original document or verifiable, true copy or unaltered scan of the original document;
- (2) must be on official letterhead stationery of the scholarship or loan organization;
- (3) must be addressed to Lipscomb University
- (4) must be dated within six months of the intended date of enrollment;
- (5) must specify the amount, terms, and duration of the award or loan, including specific beginning and ending dates; and
- (6) must contain billing instructions specifying how the scholarship or loan organization intends to pay your tuition and fee bills

INSTRUCTIONS FOR SUPPORTING BANK LETTER FOR FAMILY/SELF-SPONSORED STUDENTS

Students whose financial sponsorship comes from family or personal funds must provide documentation of financial resources available to them. While The University will accept copies and scans, The University reserves the right to require original documents as well as additional or different financial documentation, including an advance deposit. You will be notified if special documentation is required.

1. A letter on official stationery (must be an original document or verifiable, true copy or unaltered scan of the original document), must be submitted from a bank or other financial institution where the prospective student or parent has savings deposits, certificates of deposit, money market certificates, or other types of accounts containing readily available funds.
2. If deposits are in more than one financial institution, a separate letter must be submitted from each bank.
3. The letter(s) must provide a specific amount of funds and the name of the account holder.
4. The letter(s) must be signed and dated less than one year from when the student plans to enroll.
5. No changes, alterations, or modifications may be made to any information appearing on the letter(s).
6. Income tax statements or returns, proof of property ownership, and letters stating that the student or the sponsor possesses "sufficient financial resources" or "earns enough" are **NOT** acceptable as evidence of readily available funds.
7. The bank letter must be in English; otherwise, attach a translation into English.

LIPSCOMB SCHOLARSHIPS AND FINANCIAL ASSISTANCE AND EMPLOYMENT IN THE US

A. LIPSCOMB SCHOLARSHIPS AND FINANCIAL ASSISTANCE

Please Note: Graduate assistantships, athletic scholarships, grants, and other awards may not cover all expenses for study and living expenses at LIPSCOMB or meet the Estimated Cost of Attendance. All students must comply with the financial requirements for the F-1 program and will be responsible for providing proof of funds for amounts not covered by Lipscomb financial assistance.

B. EMPLOYMENT IN THE US

- **On-Campus Employment.** On-Campus jobs are few in number and difficult to obtain. Therefore, you are advised **not** to plan on supplementing your financial support with on-campus employment.
- **Off-Campus Employment.** It is a **violation** of U.S. Department of Homeland Security regulations for international students to be employed off-campus without first obtaining written work authorization. Unauthorized employment will result in loss of valid nonimmigrant status and its benefits. Do NOT expect to supplement your financial support by working off-campus.

