

**Carnegie Mellon University
Office of International Education**

INSTRUCTIONS

The information requested on the International Exchange Student Information Form is required from you to issue an I-20 Certificate of Eligibility for Carnegie Mellon University-Pittsburgh. International students must have an I-20 Certificate of Eligibility in order to legally enter and/or remain in the United States.

Complete this form accurately and submit it along with all required supporting documents to The Office of International Education at Carnegie Mellon Qatar.

Checklist

Before mailing these forms, you should review all details carefully. Forms that are sent by email or fax will not be processed. Incomplete and illegible forms and/or packages will not be processed.

Be sure to include **all** of the following as **one complete package**.

- ☐ Completed International Exchange Student Information Form
- ☐ Completed Affidavit of Support
- ☐ Original financial documentation
- ☐ Copy of the picture page of the passport (for student and dependent(s))
- ☐ Original TOEFL score report

Keep a copy of these completed forms for your records.

Acceptable Sources of Funding

1) *Personal Funds*

Submit an **original** bank statement or **original** bank letter on official letterhead showing available funds in your name. Loans in your name are considered 'Personal Funds'.

2) *Family or Individual Sponsor*

Submit an **original** bank statement or **original** bank letter on official letterhead AND the completed Affidavit of Support Form.

3) *Employer or Private Organization*

Submit an **original** letter from sponsoring organization on official letterhead, addressed to Carnegie Mellon University, clearly stating the exact amount to be provided & period of funding.

4) *Government Funding*

Submit an **original** letter from sponsoring organization on official letterhead, addressed to Carnegie Mellon University, clearly stating the exact amount to be provided & period of funding.

5) *Carnegie Mellon Support*

Submit a **photocopy** of your Carnegie Mellon admission letter and/or award letter.

All financial documents must:

- be in English (or an official translation)
- be original documents (no copies, faxes or scans)
- be dated less than 6 months from the date of submission
- clearly state the name of the account holder and the available balance in the account in US dollar value
 - Financial support must equal or exceed tuition and expenses for the period to be covered. However, we must also consider how you will meet the expenses for the remainder of your program. Therefore, you or your sponsor must include additional financial statements or a letter explaining how the expenses will be paid.
 - Life insurance policies, retirement accounts, Chartered Accountant statements, real estate and personal property are NOT acceptable.
 - Internet bank accounts must clearly state the name of the account holder, account balance and date.
 - You should obtain 3 sets of original financial documents. Submit one set with this application, keep one set for your visa application and carry one set with you to present to the immigration officials upon entry to the US.
 - Notarized statements are not required.
 - Foreign currency will be converted upon review of the file.



Office of International Education
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www.cmu.edu/oie
Students & Scholars: oie@andrew.cmu.edu
Study Abroad: goabroad@andrew.cmu.edu

INTERNATIONAL EXCHANGE STUDENT INFORMATION FORM
CMU-Qatar To Pittsburgh Summer 2013

Type all data electronically, print & sign.

PERSONAL INFORMATION Include a copy of the picture page of your **passport** to verify your birth date and the correct spelling of your name.

Name: _____ / _____ / _____
FAMILY NAME Given / First Name Middle Name

Date of Birth: _____ / _____ / _____ Male Female
Month / Day / Year

City of Birth: _____ Country of Birth: _____

Country of Citizenship: _____ Country of Legal Permanent Residence _____

FOREIGN ADDRESS As a non-immigrant student you *must* provide your permanent, home country address.

Street Address _____

Street Address _____

City _____ State/Province _____ Postal Code _____

Country _____ Email _____

PROGRAM INFORMATION

CMU-Q Department: _____

CMU-P College: _____ Department: _____

Which session will you attend? Session I (May 20- June 28) Session II (July 1-Aug 9) Both Sessions

Do you intend to stay for the fall semester? Yes No

OIE OFFICE USE ONLY:

College: CMU Q CMU-P Dept: _____ Class: 3 SIS ID: _____

FUNDING INFORMATION*

Before OIE can issue your I-20, we must receive proof of funding for the period of study at Carnegie Mellon. The amount of funding you provide must equal or exceed the minimum expenses noted below. Complete the following 'Source of Funds' and provide required supporting financial documents.

Refer to the INSTRUCTIONS or www.cmu.edu/oie, "Foreign Students, Coming to Carnegie Mellon," for further details.

	One session	Two sessions
Tuition	\$ 6,480	\$12,960
Room and Board	\$ 2,142	\$ 4,285
Books, supplies, misc	\$ 600	\$ 600
Health Insurance	\$ 300	\$ 300
TOTAL	\$ 9,522	\$ 18,145

*Note: Expenses listed above are estimates based on 2012-2013. Actual costs may vary.

SOURCE OF FUNDS Fill in the blanks that apply to your situation.

- 1) *Personal Funds* \$ _____
Submit an **original** bank statement or **original** bank letter on official letterhead showing available funds in your name. Loans in your name are considered 'Personal Funds'.
- 2) *Family or Individual Sponsor* \$ _____
Submit an **original** bank statement or **original** bank letter on official letterhead AND the completed Affidavit of Support Form.
NOTE: OIE does not accept Chartered Accountant statements, life insurance policies or retirement accounts.
Notarized statements are not required.
- 3) *Employer or Private Organization* \$ _____
Submit an **original** letter from sponsoring organization describing exact amount provided & period of funding.
- 4) *Government Funding* \$ _____
Submit an **original** letter from sponsoring organization describing exact amount provided & period of funding.
- 5) *Carnegie Mellon Support* \$ _____
Submit a **photocopy** of your Carnegie Mellon admission or award letter.
- TOTAL \$ _____
Total amount should meet or exceed the minimum expenses calculated above.

SHIPPING INFORMATION

Your I-20 Certificate of Eligibility will be sent to CMU-Q Office of International Education within 3 weeks of receipt of all required forms and completed documents. Students are required to attend a mandatory orientation and immigration check-in session upon arrival. Visa instructions, housing and orientation information will be sent with your I-20.

Questions? Visit our web site at <http://www.cmu.edu/oie>; "**FAQ's for new international students**" or email the Office of International Education at oie@andrew.cmu.edu.

By signing my name to this form I certify that: 1) I have read the instructions, completed all information accurately and the above information is true and correct to the best of my ability, and 2) the above is a true and correct statement of the arrangement for financing my studies at Carnegie Mellon University.

Print and sign

Signature: _____

Date: _____