INSTRUCTIONS FOR
INTERNATIONAL STUDENTS
APPLYING FOR UNDERGRADUATE PROGRAMS
Undergraduate degree candidates who require form I-20 (F-1 visas) or form DS-2019 (J-1 visas)

Application procedures
Test required for Admission to Undergraduate Program
English proficiency requirements TOEFL or IELTS
Foreign Credentials Evaluation Agencies and Translation Services
Financial documents required to issue an I-20/DS-2019 form
Documents required for applicants in immigrant status other than F-1 status
Housing
Proof of Health Immunization Records
On Campus Employment
Information on F-1 (student) visa and a J-1 (exchange visitor) visa
SEVIS fee information

NOTES:

STUDENTS ON F-1 OR J-1 STATUS ARE NOT ELIGIBLE FOR AN INITIAL I-20 OR DS-2019 FORM FROM WPUNJ
IF ENROLLED AS A NON-DEGREE STUDENT
(This applies to students in “INITIAL” F-1 or J-1 Visa status)

For question or additional information, please contact the Office of International Students and Scholars at:
(973) 720-2976 or by e-mail at richardsone@wpunj.edu

Form-wpunjieiiipundgraduaterrev.07

Date Revised: 05/2013
INSTRUCTIONS FOR INTERNATIONAL STUDENTS APPLYING FOR UNDERGRADUATE PROGRAMS (F-1 VISAS/J-1 VISAS)

Applicants must fulfill all admissions requirements before an evaluation decision is completed. A certificate of eligibility, I-20 (F-1 Visas), and DS-2019 (J-1 Visas) will only be issued after acceptance to the University.

APPLICATION PROCEDURES:

1. A fully completed, signed application accompanied by a U.S. $50.00 application fee and all supporting documents must be submitted by the due dates. See deadlines. The application fee is non-refundable and cannot be waived.

2. Social Security Number: Students entering the country for the first time, who do not have a U.S. Social Security Number, should leave this item blank. A temporary student number will be assigned. Information on how to apply for a Social Security number is available to enrolled students by contacting the Office of International Students & Scholars.

3. All applicants must receive a qualifying score on either The Standardized Achievement Test (SAT) for English speaking countries, or the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

4. A. Applicants whose native language is other than English are required to demonstrate proficiency in this language. A MINIMUM SCORE OF 550 (PAPER AND PENCIL) OR 213 (COMPUTER BASED TEST), and (NEW INTERNET-BASED) (iBT) SCORE OF 79-80 IN THE OFFICIAL TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) MUST BE SUBMITTED. TOEFL scores may be waived for those individuals who completed an undergraduate degree program in a country where the official language of instruction is English. Those individuals who have passed English Composition I and II or an English writing course (Not English as a second language course) at a U.S. College or University with a minimum grade of “C” may also be exempt from TOEFL. For TOEFL information, please contact:

   TOEFL Services
   P.O. Box 6151
   Princeton, NJ 08541-6151
   Telephone: (609) 771-7100
   Fax: (609) 771-7500
   Email: toefl@ets.org

B. For IELTS the score is 6 minimum. For information, please visit: Web: www.ielts.org

5. High School College and University credentials from institutions outside the U.S. must be evaluated by any of the following Foreign education credentials evaluation agencies. William Paterson will also accept any agency listed by: National Association of Credential Evaluation Services (NACES) www.naces.org.

   World Education Services
   PO Box 745, Old Chelsea Station, New York, NY 10113-0745
   Tel: (212) 219-7300  Web: www.wes.org

   Educational Credential Evaluators
   PO Box 514070, Milwaukee, WI 53203-3470
   Tel: (414) 289-3400  Web: www.che.org

   International Consultants of Delaware
   625 Barksdale Road, Suite 109, Newark, DE 19711
   Tel: (302) 737-8715  Web: www.icdel.com

   Globe Language Services
   319 Broadway, 2nd floor, New York, NY 10070
   Tel: (212) 227-1994  Web: www.globelanguage.com

   Josef Silny & Associates
   7101 SW 102 Avenue, Miami, Fl 33173
   Tel: (305) 273-1616  Web: www.jsilny.com

Form-wpunjcieipundgraduate-rev.07  Date Revised: 05/2013
Applicants must submit copies of original transcripts to the agency of their choice and corresponding English translations, if applicable. High School credentials require a document-by-document review. College credentials require a course-by-course review with grades converted to U.S. equivalents. Those individuals who have attended schools in the United States must have official transcripts sent directly to William Paterson University. A satisfactory International Student Advisor’s report from the last school attended in the U.S. is also required.

NOTE:
To prepare an evaluation report, a professional evaluation service agency requires that all non-English documents are accompanied by official English translations.
If you do not have an official translation of your academic records, we suggest that you contact the evaluation service agency directly and ask if translation services are offered. If they do not offer these services please ask to be referred to a translation services agency.

6. STUDENT VISAS: (F-1/J-1)

Applicants must be able to support themselves and/or able to prove financial support from a sponsor. Please complete the enclosed Affidavit of Support, Financial Data Sheet and Affidavit of Free Room and Board and return them (all together) directly to the Office of International Students & Scholars. You must present original documents, which are less than six months old. These copies will be returned to you with your I-20/DS-2019 form upon acceptance to the University. Foreign currency should be converted to U.S. equivalents. If you have a financial sponsor, she/he assumes liability for your finances. Careful consideration should be given to financial planning while preparing to study in the US, since federal financial aid is not available. Applicants should be aware that William Paterson University is not liable for changes in financial circumstances after the student is enrolled. U.S. Immigration regulations regarding employment for individuals with student visas are very strict. Prospective students should not anticipate part-time employment as a source of financial support.

International students applying for admission while already in the United States must present proof of a valid passport, visa stamp page, and I-94 arrival/departure card (both sides).

Enrolled International Students on a Student visa (F-1, J-1) must carry a minimum of 12 credits every semester.

7. OTHER NON-IMMIGRANT VISAS:

If you are maintaining a non-immigrant status other than F-1 and J-1, you do not have to have an I-20 or DS-2019, and may attend school full or part-time Dependent children E, F, H, I, J, L, M, N, O, P, R, S status must apply for a change of status after their 21st birthday or if they marry.

Individuals on F-2 Visas (spouses) may not engage in full time study. Please contact the OISS for advice on how to apply for a change of status to F-1.

Applicants who are currently in the U.S. must submit a copy of the I-94 card, visa stamp page, proof of a valid passport and any other documents that may confirm immigration status.

NOTE:
Foreign nationals with the following visa classifications are not permitted by law to engage in full or part time study: C-1, D-1/D-2, B-1 OR B-2

All other visa types may engage in full-time or part-time studies. A visa document (I-20AB or DS-2019) will not be issued unless a request for a change of non-immigrant status to F-1 status in field. However, proof of valid non-immigrant status/visa must be submitted to the undergraduate or graduate admissions office at the time of application.
8. **HOUSING:**

Suite style bedrooms (two rooms connected by a bathroom) are available through the Residence Life Department. For more information, please contact Residence Life at (973) 720-2714 or (973) 720-2712.

9. **HEALTH IMMUNIZATION RECORDS:**

The state of New Jersey has enacted legislation that requires students enrolled at WILLIAM PATERN UNIVERSITY to provide proof of immunization against measles, mumps and rubella. Please submit a record signed by a physician licensed to practice medicine or osteopathy in any jurisdiction of the United States or foreign country or other licensed health professional approved by the New Jersey State Department of Health indicating compliance with the immunization requirements of N.J.A.C. 9:2-14.3. This record must be translated to English when applicable and sent directly to the Health Center, 300 Pompton Rd. Wayne, NJ 07470 at William Paterson University.

10. **ON CAMPUS EMPLOYMENT (WORK STUDY)**

The United States Citizenship and Immigration Services (USCIS) regulations regarding employment for individuals with F-1/J-1 student visas are very strict. Part-time, on campus employment is permitted under the USCIS regulations from the first semester of attendance for those individuals who are maintaining legal status.

11. **DIFFERENCES BETWEEN A F-1 VISA AND A J-1 EXCHANGE VISA**

<table>
<thead>
<tr>
<th>Visa Type</th>
<th>Visa Document</th>
<th>Source of Funding</th>
<th>Program Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-1</td>
<td>I-20</td>
<td>Personal funds and/or Family funds and/or U.S. sponsor and/or WPUNJ Scholarships.</td>
<td>Must be accepted to a degree program</td>
</tr>
<tr>
<td>J-1</td>
<td>DS-2019</td>
<td>U.S. Government and/or Foreign Government And/or International Organization. No personal Funds (initially)</td>
<td>Must be accepted to a degree program</td>
</tr>
<tr>
<td>J-1</td>
<td>DS-2019</td>
<td>Exchange agreement between WPUNJ and partner university abroad through a bilateral agreement, or student is participating through a Study abroad program (NJSCIE, ISEP)</td>
<td>Non-degree program only</td>
</tr>
</tbody>
</table>

Form-wpunjcienipundgraduterev.07  Date Revised: 05/2013
INTERNATIONAL STUDENT FINANCIAL DATA SHEET

International individuals applying for a student F-1 or J-1 visa must carefully complete this sheet. This University is required by the United States Citizenship and Immigration Services to obtain evidence that non-immigrant individuals have adequate financial resources before a Certificate of Eligibility, I-20 (F-1 visa) or DS-2019 (J-1 visa) is issued.

INSTRUCTIONS: Type or print clearly. Answer every question to the best of your ability, keeping in mind that financial assistance from William Paterson University is not available to international students. Be sure to obtain the required signatures, and return this form promptly to: OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS, William Paterson University, 300 Pompton Road, Wayne, New Jersey 07470, USA.

SECTION I - STUDENT INFORMATION

A. Name_______________________________________________________________
B. Mailing Address_____________________________________________________________________
C. Foreign Address______________________
D. Date of Birth (Month/Day/Year) ___________________________________
E. Gender: Female______ Male _____________
F. Country of Birth______________________________________________________
G. Country of Citizenship_________________________________________________

SECTION II - FINANCIAL REQUIREMENTS

Annual expenses for International students are as follows: **Effective starting Fall 2013**

<table>
<thead>
<tr>
<th>Item</th>
<th>U.S$</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>19,484</td>
<td>*subject to change without notice *</td>
</tr>
<tr>
<td>Room and Board</td>
<td>10,920</td>
<td>(May be exempt if notarized affidavit of room &amp; board is submitted)</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>1,600</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>2,672</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous (Transit/Clothing)</td>
<td>2,250</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>36,926</strong></td>
<td></td>
</tr>
</tbody>
</table>

*WPUNJ RESERVES THE RIGHT TO ESTABLISH THIS DOLLAR AMOUNT AS AN ESTIMATE FOR ANNUAL EXPENSES INCURRED WHILE ATTENDING THIS SCHOOL.*

Form-wpunjecieiipundgraduate-rev.07

Date Revised: 05/2013
A. In view of these expenses, indicate the approximate U.S. dollar amount and source will be contributed annually toward the total of **U.S. $36,926** from the following:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Applicant’s Personal Funds</td>
<td>U.S. $</td>
</tr>
<tr>
<td>2. Family Funds</td>
<td>U.S. $</td>
</tr>
<tr>
<td>Name/Relation</td>
<td></td>
</tr>
<tr>
<td>3. Funds from a sponsor</td>
<td>U.S. $</td>
</tr>
<tr>
<td>Name/Relation</td>
<td></td>
</tr>
<tr>
<td>4. Funds from another source</td>
<td>U.S. $</td>
</tr>
<tr>
<td>Name/Relation</td>
<td></td>
</tr>
</tbody>
</table>

*Please note that evidence of financial support must come from liquid assets (savings, certificate of deposits). Also, under no circumstance will checking accounts/commercial accounts be accepted. Please submit original copies on bank letterhead.*

**FUNDS FROM ANOTHER SOURCE**
Identify and explain any contributions listed under this heading. Scholarships and grants should be listed here and accompanied by a letter from the sponsoring agency indicating dollar amount and for how many years the award will be granted. For example: a letter from your government, a private organization, or an offer of a graduate assistantship from the academic department at WPUNJ.

<table>
<thead>
<tr>
<th>Total</th>
<th>U.S. $</th>
</tr>
</thead>
</table>

**DOCUMENTATION FOR EACH SOURCE MUST BE PROVIDED**
If married, will your spouse accompany you to the U.S.? Yes_____ No_____. If you have children, how many will accompany you?____________________

Please list name, date of birth, and country of birth for spouse and each child coming with you to the U.S.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Country of Birth</th>
<th>Gender: (Female or Male)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If your spouse and/or children will accompany you to the U.S., you will be required to provide additional documentation for their support. Listed below are the additional amounts you will need to certify for each dependent.

<table>
<thead>
<tr>
<th>Spouse (husband or wife)</th>
<th>$ 4,500</th>
<th>Child (each)</th>
<th>$ 3,500</th>
</tr>
</thead>
</table>

**Note:** Health insurance for all visa dependents is strongly recommended. Health insurance for J-1 visa holders is mandatory (see attachment)

B. For each source you indicated on section A, complete the corresponding section below and have your sponsor complete a notarized affidavit of support.

**SECTION III - SIGNED STATEMENT**
The statement below should be read and signed by you, your parents or guardian, and your sponsors (if you have one). **Unsigned incomplete forms will be returned promptly.**

I/We swear that the financial data provided on this sheet, is accurate and complete. We understand that financial assistance is unavailable through the University, and we hereby agree to meet all University and living expenses incurred by the named student during the duration of study in the United States. These funds are not and will not be used to support another student in the United States.

Student’s Signature __________________________________________

Parent/Sponsor’s Signature ____________________________________

Form-wpunjcieiipundgradute-rev.07 Date Revised: 05/2013
AFFIDAVIT AND STATEMENT OF SUPPORT

I ______________________________________, whose address is ____________________________________________________________, being duly sworn, agree that my intention to have ___________________________________________ (Student Name), who resides at ________________________________, come to the United States to study at William Paterson University in Wayne, New Jersey. I also testify that I am able to maintain and support the prospective student, whose financial expenses will be approximately $36,926 per year. Furthermore, I am ready and willing to deposit a bond, if necessary, to guarantee that said prospective student will not become a public charge during his/her stay in the United States. This affidavit is for the purpose of assuring the University that Mr./Ms. ______________________________ (name of the student) will not find it necessary to appeal to the University for any type of financial aid, housing, and/or other material aid.

__________________________________________
Name of sponsor

__________________________________________
Address

__________________________________________
Local telephone #

SEAL REQUIRED

I certify that the foregoing statements, made by me are true and accurate.

Subscribed and sworn before me this _____ day of ______
20____ at _________________.

(Notary)

Form-wpunjcieipundgraduterev.07

Date Revised: 05/2013
SPONSOR’S AFFIDAVIT OF FREE ROOM AND BOARD

I hereby certify that I am willing and able and will provide

________________________________________________________________________

Full name of student (first, middle, and family names)

With a free room and all meals
for every year of study at WPU.

My relationship to the student is______________________________.

Address of room or apartment offered to student:

________________________________________________________________________

Number and street Apartment Number

City State Zip Code

How many rooms are in the house or apartment? ________________________________

How much space will be reserved for the exclusive use of the student? ________________________________

Does the sponsor live at the address listed above? ________________________________

Does the sponsor _____________ own or _____________ rent the property?

You must sign below in the presence of a notary public or official. The notary public must sign and put the official seal on the affidavit. Both you and notary must sign any erasures or changes.

AFFIRMATION OR OATH

I hereby affirm or swear that the information I have given above is true and correct:

________________________________________________________________________

Print Name

Signature of Sponsor

SEAL REQUIRED

Subscribed and sworn before me this ______ day of ______
20____ at_________________________

(Notary)

I certify that the foregoing statements, made by me are true and accurate.

Form-wpunjieipundgraduate-rev.07 Date Revised: 05/2013
INTERNATIONAL STUDENT ADVISOR'S REPORT

NOTE: Only non-immigrant students who are already attending school in the United States (transfer, second degree, and master degree applicants) need to submit this form.

Student's Name ________________________________________________________________

Home Address _____________________________________________________________________

______________________________________________________________________________

TO THE STUDENT: Please read carefully and sign in the space provided. Present this form to your International Student Advisor or Dean assigned to International Students at the University you are presently attending, for completion. Applications are considered incomplete if this form is not forwarded.

I, __________________________________________, grant permission for the information requested to be forwarded to William Paterson University.

______________________________  ________________________________  __________________________
Date       Student's signature


TO THE INTERNATIONAL STUDENT ADVISOR: The student named above is applying for Admission to William Paterson University. Please mail your reply to: William Paterson University, Office of International Students & Scholars, 300 Pompton Road, Wayne, NJ 07470

1. Is this student eligible to continue at your institution? _____________________________
2. Has the student met all financial obligations to your institution? _____________________
3. Your school’s SEVIS release for transfer date for this student? __________________________
4. Student’s SEVIS ID#: __________________________________________________________
5. To the best of your knowledge, has the student met all obligations to the USCIS? ______

6. Last authorized extension of stay valid until: _______________________________________
7. We would appreciate any comment you think may be helpful to us. _______________________

______________________________  ________________________________
Name       Signature

______________________________  ________________________________
Title       Institution

______________________________  ________________________________
Phone       Address, Zip Code

Form-wpunjcieipundgradute-rev.07  Date Revised: 05/2013
FACT SHEET

I-901 SEVIS Fee for F, M, and J Nonimmigrant Students and Exchange Visitors

Beginning October 27, 2008, the Department of Homeland Security (DHS) will increase the congressionally mandated fee that is charged to cover the costs of the Student and Exchange Visitor Program (SEVP).

Nonimmigrant students and exchange visitors are subject to this fee, which will be used to administer and maintain the Student and Exchange Visitor Information System (SEVIS) as well as develop and deploy the next generation of SEVIS, support compliance activities, and establish SEVIS Liaison Officers to provide information and assistance to students and schools.

Some schools charge a fee by the year or the semester to support their foreign student/exchange visitor offices and automated systems. These fees are neither mandated nor collected by the U.S. Government.

Payment of the I-901 fee will be recorded and tracked in SEVIS, the web-based system for collecting, maintaining, and managing information about nonimmigrant students and exchange visitors in the United States.

Who pays the new fee?

Those who wish to enter the United States either as a student or an exchange visitor with a Form I-20 or DS-2019 dated on or after October 27, 2008.
How much is the new fee?

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>For students (F-1, F-3, M-1, or M-3)</td>
<td>$200</td>
</tr>
<tr>
<td>For exchange visitors (J-1) except those listed separately below:</td>
<td>$180</td>
</tr>
<tr>
<td>For spouses and dependent children (F-2 or J-2) of students or exchange visitors</td>
<td>None</td>
</tr>
</tbody>
</table>

When do prospective students or exchange visitors pay the SEVIS fee?

- Applicants who require a visa to enter the United States must pay the SEVIS fee before going to the U.S. embassy or consulate for their visa interviews.
- Applicants who are citizens of Canada, Bermuda, Bahamas and residents of certain other islands (see 8 CFR 212.1a) wishing to apply for F-1, F-3, M-1, M-3, or J-1 status at a Port of Entry into the United States must pay the SEVIS fee before appearing at the Port of Entry.
- Nonimmigrants currently in the United States who apply for student or exchange visitor status must pay the fee prior to filing their change of status application.

How is the fee paid?

- Through the Internet at www.FMJfee.com by using a credit or debit card and completing the online Form I-901 (Fee for Remittance for Certain F, M, and J Nonimmigrants); or
- Through the mail by submitting a completed Form I-901 and a check or money order drawn on a U.S. bank and payable in U.S. currency; or
- By a third party such as a school or sponsor; or
- By selected sponsors of an exchange program submitting a bulk or group payment.

When must the fee be paid?

The fee must be paid in time to ensure that the payment can be deposited and recorded in SEVIS prior to the scheduled visa interview. The interviewing consular officer will confirm that the fee has been paid by accessing SEVIS. To allow for adequate processing time the fee must be paid:

- At least three business days prior to the visa interview date if paying electronically.
- At least 15 business days prior to the scheduled visa interview if submitting payment through regular mail. (This time frame allows adequate time for the fee payment to be received at the DHS address listed on the Form I-901, deposited, and recorded in SEVIS.)
- Be sure to add local mail processing time to this processing estimate for accuracy.
How will the payment be verified?

The payment will be recorded in the SEVIS system. However, it is recommended that the paper I-797 or the Internet-generated receipt be brought to the visa interview.

- DHS will issue an official paper receipt (I-797) for every payment received.
- Individuals, who are paying by mail, may request Express delivery service for the I-797 receipt at an additional cost of $35.
- Individuals who file electronically will be able to print an electronic receipt immediately at the time of payment.

When must continuing students (F-1, F-3, M-1, or M-3 nonimmigrant’s who have begun but not finished a program) pay the SEVIS fee?

Continuing students must pay the SEVIS fee:

- Before filing an application for reinstatement when they have been out of status for more than five months; or
- When applying for a new visa and returning to the United States after an absence of more than five months that did not involve authorized overseas study; or
- When filing an application for a change of status to an F, M, or J classification except for changes between F-1 and F-3 or between M-1 and M-3.

When must continuing exchange visitors (J-1 nonimmigrant’s who have begun, but not finished a program) pay the SEVIS fee?

Continuing exchange visitors must pay the SEVIS fee before:

- Filing a reinstatement application after a substantive violation; or
- Filing a reinstatement application after they have been out of status between 121 and 269 days; or
- Applying for a change of exchange visitor category unless the new exchange visitor category is fee exempt (federally sponsored programs with program codes that start with G-1, G-2, G-3, or G-7).

# ICE#

U.S. Immigration and Customs Enforcement (ICE) is the largest investigative arm of the Department of Homeland Security (DHS). ICE seeks to prevent acts of terrorism by targeting the people, money and materials that support terror and criminal networks.

Last Modified: Monday, January 5, 2009