



**WILLIAM  
PATERSON  
UNIVERSITY**

OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS/NSE PROGRAM  
300 POMPTON ROAD · WAYNE, NEW JERSEY 07470-2103  
RAUBINGER HALL · 2<sup>nd</sup> Floor · ROOM 207B  
973.720.2976 FAX 973.720.2336 · [WWW.WPUNJ.EDU](http://WWW.WPUNJ.EDU)

**INSTRUCTIONS FOR  
*INTERNATIONAL STUDENTS*  
APPLYING FOR GRADUATE PROGRAMS**

Graduate degree candidates who require form I-20 (F-1 visas) or form DS-2019 (J-1 visas)

Application procedures..... Item 1

English proficiency requirements (TOEFL) or IELTS..... Item 2

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Documents required for applicants in immigrant status other than F-1 status..... Item 5

Information on F-1(student) visa and a J-1 (exchange visitor) visa..... Item 6

SEVIS fee information ..... Item 7

**NOTE:**

**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  
DS-2019 FORM FROM WPUNJ IF ENROLLED AS A NON-DEGREE  
STUDENT**

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1. A fully completed, signed application accompanied by a US \$50 application fee and all supporting documents must be submitted to the **Office of Graduate Studies** by the appropriate deadlines. All other documents outlined in this packet need to be submitted to the **Office of International Students and Scholars** directly.
2. A. TOEFL scores: Applicants whose native language is other than English are required to demonstrate proficiency in the language. A minimum score of 550 (paper and pencil test) or 213 (computerized test) and new Internet-based (iBT) score of 79-80 must be submitted directly to the **Office of Graduate Studies**. TOEFL scores may be waived for those individuals who completed an undergraduate degree program in the United States and /or in a country where the official language of instruction is English.  
  
B. IELTS score: 6 minimum.
3. College and University credentials from institutions outside the U.S. must be evaluated by any of the following foreign educational credentials evaluation agencies. William Paterson will also accept any agency listed by: National Association of Credential Evaluation Services (NACES) <http://www/naces.org/members.htm>.

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

Educational Credential Evaluators              PO Box 514070 Milwaukee, WI 53203-3470 Tel: (414) 289-3400  
**Web: [www.ece.org](http://www.ece.org)**

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

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

Josef Silny & Associates                      7101 SW 102 Avenue – Miami, FL 33173 Tel: (305) 273-1616  
**Web: [www.jsilny.com](http://www.jsilny.com)**

Educated Choices 127                      Inwood Avenue, Upper Montclair, NJ 07043 Tel: (973) 746-6512  
**Web: [www.educatedchoices.com](http://www.educatedchoices.com)**

Applicants must submit copies of original transcripts to the agency of their choice and corresponding English translations, if applicable. Please request a "course-by-course" evaluation with grades converted to U.S. equivalents. Those individuals who have attended school (s) in the United States must have official transcripts sent directly to the **Office of Graduate Studies** at William Paterson University.

**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.

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**4. F-1/ J-1 STUDENT VISAS:**

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 (optional) 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, s/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. Applicants should not anticipate any type of 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) and any other document that may confirm visa status. An International Student Advisor's report from the last school attended in the U.S. is also required.

Individuals attending WPUNJ on a student visa must carry a minimum of 9 credits every semester in order to maintain a valid F-1 or J-1 status.

**5. 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 form and may attend school full or part-time (unless a change of status to F-1 or J-1 is requested). Those individuals who are dependent children in 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. B-1, B-2 visa holders must contact the **Office of International Students and Scholars** at least 45 days before the expiration date on the I-94 arrival form and before registering for classes as study is not permitted by law for B1/B2 visa holders. A copy of the visa page must be submitted to OISS at the time of application.

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

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

**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

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## 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 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. Country of Birth \_\_\_\_\_
- Country of Citizenship \_\_\_\_\_
- F. Telephone# \_\_\_\_\_
- G. What is the present exchange rate of your country's currency to the U.S. dollar? \_\_\_\_\_ = \$1.00
- H. Are there any current restrictions on the exchange and release of funds for study in the United States? If YES, describe the restrictions. \_\_\_\_\_
- I. Print Name, Address and Telephone # of person of contact in the U.S. in case of an emergency:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home telephone # ( ) \_\_\_\_\_  
Work telephone # ( ) \_\_\_\_\_  
E-mail: \_\_\_\_\_

### SECTION II - FINANCIAL REQUIREMENTS

Annual expenses for International students are as follows: **Effective starting Fall 2011**

Tuition and Fees	U.S. \$17,352	*subject to change without notice * (9 CREDITS PER SEMESTER)
Room and Board	U.S. 9,840	(May be exempt if notarized affidavit of room & board is submitted)
Books and Supplies	U.S. 1,600	
Transportation	U.S. 2,900	
Miscellaneous	U.S. 2,308	
<b>Total</b>	<b>U.S. \$34,000*</b>	

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

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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. \$34,000** from the following:

1. Applicant's Personal Funds U.S. \$ \_\_\_\_\_
2. Family Funds U.S. \$ \_\_\_\_\_  
Name/Relation \_\_\_\_\_
3. Funds from a sponsor U.S. \$ \_\_\_\_\_
4. Funds from another source U.S. \$ \_\_\_\_\_  
Name/Relation \_\_\_\_\_

**\*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.

5. Total U.S. \$ \_\_\_\_\_

**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.

Name	Date of Birth	Country of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.

**Spouse (husband or wife)      \$ 4,500      Child (each)      \$ 3,500**

**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 \_\_\_\_\_

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## AFFIDAVIT AND STATEMENT OF SUPPORT

I \_\_\_\_\_, whose address is \_\_\_\_\_  
\_\_\_\_\_, being duly sworn, agree that my intention to have \_\_\_\_\_  
\_\_\_\_\_ (Student Name), who resides at \_\_\_\_\_

(Foreign or local address), 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 **\$34,000** 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

Subscribed and sworn before  
me this \_\_\_\_ day of \_\_\_\_\_  
20\_\_ at \_\_\_\_\_

\_\_\_\_\_  
(Notary)

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

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## 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**

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## 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

**Please attach photocopies: current I-20/DS-2019, I-94, visa, and passport.**

**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. To the best of your knowledge, has the student met all obligations to the Immigration and Naturalization Services?  
\_\_\_\_\_
4. Last authorized extension of stay valid until: \_\_\_\_\_
5. We would appreciate any comment you think may be helpful to us. \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address, Zip Code

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## U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

### 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.

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### How much is the new fee?

For students (F-1, F-3, M-1, or M-3)	\$200
For exchange visitors (J-1) except those listed separately below:	\$180
For spouses and dependent children (F-2 or J-2) of students or exchange visitors	None

### 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](http://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.

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### **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 nonimmigrants 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 nonimmigrants 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

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