

## INSTRUCTIONS FOR COMPLETING DECLARATION OF FINANCES FOR F-1 STUDENTS

All students are required to demonstrate financial ability to pay for at least **one year of academic and living expenses** before being issued an immigration document (I-20 or DS-2019) by Union University.

International students are not eligible for U.S. federally-funded financial aid. The International Student Office does not maintain scholarship, grant, or loan information. Tuition, fees, living expenses, and health insurance rates are reviewed annually and typically increase each year.

### **Step 1: Complete the Declaration of Finances for International Students Form**

For your I-20 (F-1) to be processed, you must submit a completed Declaration of Finances form. This is a two page document that contains Prospective F-1 Student Information, Dependent Information, Current Visa Information, Estimate of Expenses Worksheet and Source of Support.

### **Step 2: Determine the Cost of the First Year of Your Program of Study**

Complete the Estimate of Expenses worksheet on page 2 of the Declaration of Finances form.

Per government regulations, Union University requires prospective F-1 students to prove a certain amount of funding. This includes tuition and fees, living expenses (for example: daily living expenses – toiletries, clothing, etc., any communication costs – such as a cell phone, any transportation costs, etc.), books, insurance, etc. The government requires Union University to use standardized estimates when determining living expenses for F-1 students.

Union makes no distinction in the declaration and proof of finances depending on housing preferences. Everyone, regardless of living on or off campus, must prove the same amount of money.

### **Step 3: Gather Proof of Financial Support Documents and Attach to the Declaration of Finances Form**

All proof of financial support documents must be **in English** or accompanied by a notarized English translation showing available **liquidable funds**. The financial documents cannot be older than **three months** at the time of submission to Union University in order to be considered valid. Acceptable proof of financial support documents include, but are not limited to, the following:

- Bank Statement or Bank Letter, stamped and signed by a bank official, that specifies the date, monetary currency, and name of the account holder.
- Union University scholarship or award letter

- Signed letter from the U.S. Government, Home Government, International Organization, Company, or Employer on government or organizational letterhead specifying dates, amount, monetary currency, and terms of sponsorship.
- An individual sponsor who is not a U.S. citizen, U.S. Permanent Resident, or non-immigrant legally present in the U.S., must attach supporting financial documents (original bank statements). We also must have a letter from the account holder (if the student is not the account holder) stating that these funds are available for any educational or living expenses the student may have. You may have more than one sponsor.
- An individual sponsor who is a U.S. citizen, U.S. Permanent Resident, or non-immigrant legally present in the U.S., must submit a completed [I-134 Affidavit of Support Form](#) with supporting financial documents. *Please Note: Under item #7, please **do not** submit a copy of your last income tax return.*

*\*Please note: these supporting financial documents will also be required at the U.S. Embassy or Consulate when you apply for your visa.*

#### **Step 4: Submit the original Declaration of Finance and the Supporting Documents to Union University International Student Office**

For your I-20 (F-1) to be processed, you must submit a completed Declaration of Finances form and supporting documents including:

- Original proof of funding documents (bank statements, sponsor letters, etc.)
- Copy of passport ID page or National Identification,
- Dependent information (if applicable)
- Transfer form (if applicable)

If you would like your original bank statement returned to you with the I-20, please check the box on the bottom of the second page. **No action will be taken on incomplete forms.**

Please submit all original documents to:

Pamela Whitnell  
International Student Office  
UU Box 3018, 1050 Union University Dr.  
Jackson, TN 38305, USA

Please contact Union University International Student Advisor with any questions or concerns you have regarding the Declaration of Finances form by emailing [pwhitnell@uu.edu](mailto:pwhitnell@uu.edu) or calling 731-661-5031. We look forward to welcoming you to Union University soon!