



# Instructions for completing the Affidavit and Supporting Bank Letter

## *Affidavit*

1. The Affidavit must be fully and properly completed. (Print in ink or type, **in English**).
2. The form must be signed and dated within **six months** of the time the student plans to enroll.
3. The financial sponsor must sign the affidavit in the presence of a U.S. embassy or consular officer, a U.S. Immigration officer, a notary public, an attorney, or another official in the sponsor's country who is authorized to administer oaths or verify identity and signature.

## *Supporting Bank Letter*

1. An **original** letter in **English** on **official** bank stationery must be submitted from a bank or other financial institution in which the sponsor has savings deposits, certificates of deposit, money market certificates or other types of **accounts containing readily available funds**. If funds are in more than one financial institution, a separate letter must be submitted from each.
2. The letter must provide a specific amount of funds in U.S. dollars. A statement certifying that the sponsor possesses "**sufficient financial resources**" to support **the applicant is not acceptable without the U.S. dollar figure**.
3. The dollar figure must be in U.S. dollars. If not in U.S. dollars, the financial institution must show the conversion rate and/or U.S. dollar equivalent.
4. The specific amount of funds verified must total at least \$\_\_\_\_, \_\_\_\_\_\* (add \$ **4,000.00** per dependent and or spouse). This is the estimated total cost for one full year. \*

**NOTE:** \*Students coming with dependent(s) **should add \$ 4,000 per dependent to the total amount for preparation of I-20 documents required by the United States Department of Homeland Security.**

5. Letters must be signed and dated within **six months** of the time the student plans to enroll. Income tax documents, bank statements, or **proof of property ownership are not acceptable** as evidence of availability of funds.

**(Original documents must replace temporary copies, faxes, e-files, etc. submitted before applications are considered complete).** Immigration documents are processed only after a file is marked complete.

## *Purpose of the requirements*

Colleges and universities in the United States are required by the U.S. Citizenship and Immigration Services (CIS) to have documentary proof of adequate financial support before they may admit an international student. Failure to fully and properly follow the instructions on this information sheet may result in noninsurance of the U.S. government form, which is required to: (1) obtain a visa and enter this country or (2) legally transfer from another U.S. school to Tuskegee University.

## *U.S. Employment & Financial Aid:*

On-campus jobs are limited and difficult to obtain. Off-campus jobs are not allowed during the first academic year and restricted by immigration regulations. Federal Financial aid is not available to international students. Therefore, full financial support from your sponsor must be documented.

## *Who may Sponsor a Student?*

Sponsors may be a family member, a friend, a business, or yourself. In all cases, the **Affidavit** must be completed by each sponsor. In addition, each sponsor must verify adequate funds by presenting an official, original letter from the sponsor's bank (**Original documents must replace temporary copies, faxes, e-files, etc. submitted before applications are considered complete**).