The Citadel Graduate College
Immigration Request Form

For U.S Immigration Documentation

- International students planning to attend The Citadel on an F-1 student visa must complete Parts I, II, & III. An I-20 will not be issued until this form and all financial documentation is received.
- International students planning to attend The Citadel as an “F-1 Transfer” student from another U.S. college/university must complete Parts I, II, III, & IV. Please note the Transfer Procedures outlined in Part IV.
- International Students with an Alien Registration card must complete Parts I & II.

### Part I  Personal/Academic Information: Please print clearly.

<table>
<thead>
<tr>
<th>Name</th>
<th>First</th>
<th>Middle</th>
<th>Last (family)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td>Country of Birth</td>
<td>Country of Citizenship</td>
<td></td>
</tr>
</tbody>
</table>

**F-2 Dependent Information:** If you are an F-1 student and will be accompanied by your spouse and/or children (F-2 visa status) while studying at The Citadel, please provide the following information for each dependent.

<table>
<thead>
<tr>
<th>Name: First, Last</th>
<th>Date of Birth</th>
<th>Country of Birth</th>
<th>Citizenship</th>
<th>Relationship to F-1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

**Address:** Please specify where to send your immigration documents (Form I-20)

- [ ] Current Address  - [ ] Permanent Address

**Current Address:** (valid until ______/______/______)

- [ ] Current Address  - [ ] Permanent Address

**Street address**

- City (include State and Zip Code for U.S residents)  - Country
- Telephone  - Fax  - E-mail

**Permanent Address:** (home country)

- Street address

- City (include State and Zip Code for U.S residents)  - Country
- Telephone  - Fax  - E-mail
Part II  Immigration Status:
Indicate the type of immigration status you will hold while at The Citadel.

Study as an F-1 student visa holder
☐ I am outside the U.S and need to obtain an F-1 student visa.
☐ I currently hold an F-1 visa, and I am attending a U.S institution (please submit a copy of your current I-20 Form)
   Name and address of U.S. institution most recently attended ________________________________
   ☐ I am in the U.S on another visa, and I would like to change my status to an F-1 student visa
   Specify current visa type _______________________

Other visa category (copy of current documents required with submission of this complete form.)
☐ I am not requesting an immigration document (Form I-20) from the college.
   Current visa type ____________________________________________

Permanent Resident of the United States
☐ I am a permanent resident of the United States
   Alien Registration Number ____________________________ (please submit a copy of your Alien Registration card)

For Office Use Only:
To be completed by an admissions specialist for The Citadel Graduate College.

Student has applied for:  ☐ Fall  ☐ Spring  ☐ Summer  Year:___________________

Degree being sought: ________________________________________________

Major: ________________________________  Program Length: ____________________

TOEFL Score: ____________________
Part III  Financial Statement

INSTRUCTIONS: Complete All sections below in FULL. Failure to complete all sections will result in the form being returned to you and your admission will be delayed.

IMPORTANT: International students must present satisfactory evidence of adequate funds available to meet financial obligations at The Citadel. An I-20 Form necessary for obtaining a student visa will not be issued until this form is received. Faxed copies will not be accepted.

Full Name________________________________________________________________________________________@
Family Name     First Name


<table>
<thead>
<tr>
<th>Source of Financial Support</th>
<th>US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Funds</td>
<td></td>
</tr>
<tr>
<td>Funds from Parents, Relatives</td>
<td></td>
</tr>
<tr>
<td>Government Funding or Scholarship</td>
<td></td>
</tr>
<tr>
<td>Citadel Scholarship (athletic, academic)</td>
<td></td>
</tr>
<tr>
<td>Private Sponsor or Organization</td>
<td></td>
</tr>
<tr>
<td>TOTAL:</td>
<td>US$________</td>
</tr>
</tbody>
</table>

1. Financial Certification: Please attach all necessary letters to this form.

- Funds from Parents, Relatives or Private Sponsor /Organization must be documented by the Official Bank Certification (#2 of this form) and a current bank statement (less than 6 months old) certifying the specific amount in U.S dollars.
- Personal funds must be documented by a current bank statement (less than 6 months old) certifying the specific amount in U.S dollars and/or a letter from an employer stating earnings and certifying these earnings in U.S dollars.
- Government or Citadel scholarships must be documented by Official Award Letters (with any conditions or limitations).

Name of Sponsor:__________________________________________________
(sponsor can be self, parent, relative, private organization, government)
Address of Sponsor: __________________________________________________________________________
Relationship to Sponsor: _______________________________________________________________________

Sponsor’s Guarantee:
I/We, ____________________________________, guarantee that the sum of (US dollars) $________________ will be available for the above named student for the first academic year at The Citadel.

Signature of Sponsor: ____________________________________________ Date: ______________________

2. Official Bank Verification: Must be documented by a current bank statement (less than 6 months old) certifying the specific amount in U.S dollars. All financial documents must be dated within the past 6 months in order to be considered valid.

This is to certify that _____________________________ (your name or sponsor’s name) is financially capable of meeting the financial commitment required for the first academic year at The Citadel.

Name of Bank: ____________________________________________________
Bank’s Address: ______________________________________________________

Name of Bank Official: ____________________________________________ (please print)

Signature of Bank Official: ________________________________________ Date: ______________________
Part IV   International Student Transfer I-20 Form

To: International “F-1 Transfer” Student

Please sign the release of information section of this form and ask your international student advisor at the school you now attend, or most recently attended, to complete the lower portion.

I grant permission for the information requested below to be released to The Citadel.

____________________________________________________________________________________
Student’s Printed Name                          Date

____________________________________________________________________________________
Student’s Signature                              Date

To: INS Designated School Official

The above mentioned student has qualified academically for admission to The Citadel. In compliance with INS regulations, we request confirmation of his/her status at your institution before approving transfer to this institution. In addition, we request a copy of the student’s I-20 and/or other important documentation for our files. Please return to: The Citadel Graduate College, 171 Moultrie Street, Charleston, SC 29409.

1. Current Immigration Status:

   □ I-20 Completion Date:______________________ Admission Number_________________
   
   I-94 Expiration Date:________________________

   □ The student is in good standing and is/has been pursuing a full course of study.

   □ The student is out of status and a reinstatement to student status was filed on ___________ and is pending. (Please enclose copies of documents filed with INS).

   □ The student is out of status, and we will advise him/her to apply for reinstatement upon receipt of a new I-20 from The Citadel.

   □ Other: _________________________________________________________________________

2. Date of last attendance at your institution:____________________________________________

3. Please indicate the type and dates of any practical training in which the student has participated.

   □ Curricular __________    □ Optional __________

____________________________________________________________________________________
Name of Institution     Address          Phone
____________________________________________________________________________________

____________________________________________________________________________________
Name of Designated School Official                Title
____________________________________________________________________________________
Signature                           Date
Attention

F-1 Transfer Student

If you are changing from one academic institution within the United States to another, or continuing from one educational level to another at the same institution, you are considered to be an F-1 “TRANSFER” student.

At what time the International Student Adviser at the school you are attending or have recently attended confirms your immigration status on the I-20 Transfer Form (Part IV), The Citadel will issue the Transfer I-20. The Transfer I-20 will be sent to the address indicated in Part I of the Immigration Information Form.

Transfer Procedure when remaining in the United States:

If you are an international student applying from within the United States and plan to stay in the United States until the beginning of the semester, The Citadel will be responsible for processing your Transfer I-20. To complete the transfer process, you must:

- Complete and sign the “Student Certification” section (Item #11).
- Enroll full-time and start classes at The Citadel.
- Return the “I-20-ID Student Copy” Form within fifteen days of beginning classes at The Citadel, to the “Designated School Official” (DSO) in the International Studies Office, Thompson Hall, Room 103. Phone: (843) 953-6810.
- Submit to the DSO, for record keeping purposes, a copy of your old I-20 Form, passport expiration page, US visa stamp page and I-94 card.

IMPORTANT!

Failure to submit your I-20 to the International Studies Office within 15 days after beginning classes will result in your falling out of F-1 status and thereby losing all privileges attached to the F-1 visa (e.g. on campus employment, practical training, etc.). If you fall out of F-1 status, you will have to seek reinstatement through INS or leave and re-enter the United States.

Transfer Procedure when entering the U.S from abroad:

If you are an international student planning to exit the United States before attending The Citadel, the Immigration and Naturalization Service will process your Transfer I-20 at the time you re-enter the United States. If for any reason the inspector fails to process the new I-20 at the port of entry, you should notify the International Studies Office as soon as possible, so that the Citadel DSO can complete the transfer for you.