



# INTERNATIONAL PROGRAMS

## International Application for Form I-20 and Certification of Financial Responsibility

*The Form I-20 is a multi-purpose document issued by a U.S. government-approved educational institution certifying that a student has been admitted to a full-time study program and has demonstrated sufficient financial resources to stay in the United States.*

*The Form I-10 allows an individual to apply for an F-1 student visa at a U.S. embassy or consulate abroad. You need a Form I-20 to obtain an F-1 student visa or status, or to keep a lawful F-1 status when transferring or changing schools within the U.S.*

Please submit the requested documentation via post, fax, or email to:

Williston State College  
Attn: Enrollment Services  
1410 University Ave,  
Williston, ND, 58801, USA

Fax: +1-701-774-4211  
Email: [wsc.admission@willistonstate.edu](mailto:wsc.admission@willistonstate.edu)

## **REQUIRED DOCUMENT CHECKLIST FOR INTERNATIONAL STUDENTS:**

- Online Application for Admission - [Apply Now](#)
- Admission Paperwork
- Application for Form I-20 (pg. 4-6)
- Student's Statement of Financial Responsibility (pg.7)
- Financial Support Documents
- Photocopy of biographic page of passport
- [FERPA Release Form](#)

## **THE PROCEDURAL OUTLINE FOR INTERNATIONAL FINANCIAL DOCUMENTATION**

International Student Admission procedure requires a fully completed Certificate of Finance form and proof of sufficient liquid funds for each international student applicant as per the Official I-20 Financial Documentation Guidelines. (Detailed Below)

Sufficient funds are defined as liquid funds equivalent to or greater than the Estimated Academic Year Expenses detailed on the Certificate of Finance Form. Documentations of funds provided must be dated from within the last 2 months.

WSC will accept the following document types as proof of funds for issuing a Form I-20:

1. Official Bank Letter - Must include the following:
  - Issued on official Bank Letterhead
  - Date letter was issued not more than 2 months
  - Account Holder Name
  - Account Type (ex. checking, savings, educational/bank loan)
  - Date Account was opened
  - Account Balance
  - Signature/Stamp from a bank representative
  
2. Bank Statements – Must include the following:
  - Previous 6 month of bank statements for the account
  - Statement Date
  - Account Holder Name
  - Account Type
  - Type of Currency
  - Current Account Balance – converted to USD

\* If your Registered Education Savings Plan, RESP account is not through a bank, the letter is not required
  
3. External Scholarship Award Letter or Student Loan Approval Letter – Must include the following:
  - Scholarship/Loan Name
  - Date of the award availability
  - Recipient’s full name
  - Amount of Scholarship or student loan
  - List of fees/expenses for which the award can be used
  - Signature/Stamp from scholarship organization/representative or loan agency
  
4. Williston State College Scholarship
  - Athletic Awards – Please request that your coach to send your Athletic Award directly to WSC Enrollment Services
  - Academic Awards - Please confirm with WSC Enrollment Services and Financial Aid regarding and WSC scholarships/waivers

Unofficial documentation that will **NOT** be accepted:

Investment statements, retirement statements, IRA accounts, life insurance statements, solvency certificates, tax returns, non-liquid assets (such as property, jewelry, a business, etc.), account statements from another F-1 student, paycheck stubs, proof of employment letters, or any unsigned/unstamped bank letters or scholarship awards

# Certificate of Finance Form – Canada

## 2021-2022

As per federal regulations, students from other countries studying in the US are required to demonstrate the ability to fund their studies while in the US through approved documentation. This form must be completed and submitted to Enrollment Services along with adequate financial documentation. **An I-20 will not be issued without all admissions and satisfactory financial documentation received. Please write clearly.**

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### Student's Personal Information (Name should appear exactly as on passport):

_____ Family (Last) Name	_____ First (Given) Name	_____ Middle Name(s)
_____ Start Term & Year (Ex. Fall 2019)	_____ Academic Program/Degree	_____ Student ID #
_____ Country of Birth	_____ Date of Birth (Month/Day/Year)	_____ Country of Citizenship

### Your Current Status – Please choose one:

- I am NOT currently in the U.S. and do not have an active F-1 or M-1 SEVIS record
- I am NOT currently in the U.S. but have an active F-1 or M-1 SEVIS record. (You will need to complete the SEVIS transfer form)
- I am currently in the U.S. with an active F-1 or M-1 SEVIS record and would like to transfer my current record to WSC. (You must complete the SEVIS transfer form)
- I am currently in the U.S. but will be returning to my home country to apply for a F-1 or M-1 visa
- I am currently in the U.S. in another status and would like to change my status to F-1 or M-1 while remaining in the U.S.
  - What is your current status in the U.S. \_\_\_\_\_

**I-20 Contact Information:**

Foreign Permanent Address (Your physical address where you live in your home country):

*Do not list a relative's U.S. address. A foreign address is required for SEVIS. Do not list a P.O. BOX.*

Street Address: \_\_\_\_\_

City, State/Province: \_\_\_\_\_

Country, Zip/Postal Code: \_\_\_\_\_

Foreign Telephone Number: Country Code (\_\_\_\_\_) Phone (\_\_\_\_\_)

Email Address: \_\_\_\_\_

**I-20 Mailing Information:**

Please mail my I-20 to the following address (must be a physical address):

*WSC uses FedEx to mail I-20's. An I-20 will not be mailed to a P.O. Box. **Student is responsible for mailing charges. Mailing charges will be posted to the student's Campus Connection Account.***

Recipient's Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State/Province: \_\_\_\_\_

Country, Zip/Postal Code: \_\_\_\_\_

Contact Phone Number for Package: Country Code (\_\_\_\_\_) Phone \_\_\_\_\_

**Estimated 2021-2022 Academic Year Expenses** (please select the column that best describes your program):

Type of Expense	Academic Year Expenses (USD)						
	All Programs	PN	ADN	Massage	Welding	Transportation	Petroleum
Tuition	\$4,353	\$5,657	\$5,361	\$5,010	\$5,525	\$6,133	\$4,296
Fees	\$1,628	\$1,628	\$1,628	\$1,628	\$1,628	\$1,628	\$1,628
Program Specific Misc.	\$0	\$991	\$1,700	\$0	\$0	\$1,000	\$0
Room (Housing)	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Board (Meal Plan)	\$3,890	\$3,890	\$3,890	\$3,890	\$3,890	\$3,890	\$3,890
Books and Supplies	\$1,100	\$1,900	\$1,550	\$1,100	\$1,100	\$1,100	\$1,100
Transportation	\$1,170	\$1,170	\$1,170	\$1,170	\$1,170	\$1,170	\$1,170
Personal Expenses	\$2,230	\$2,230	\$2,230	\$2,230	\$2,230	\$2,230	\$2,230
<b>TOTAL EXPENSES</b>	<b>\$18,370</b>	<b>\$21,466</b>	<b>\$21,529</b>	<b>\$19,028</b>	<b>\$19,543</b>	<b>\$21,151</b>	<b>\$18,314</b>
Expenses to add for spouse/dependent:	Spouse: \$12,000, 1 <sup>st</sup> Dependent: \$4,200, Each Additional Dependent: \$3,500						

**Financial Support:**

List an amount for each section, even if the amount contributed is \$0. Total amount of funds must be equal to or greater than Total Expenses listed above. All funds must be listed in US Dollars and be accompanied by appropriate supporting documentation.

Funding Source	Sponsor/Scholarship Name	Amount of Funds (US Dollars)
Personal (Student Funds)	Student's Name:	
Family/Relative	Name:	
Other Sponsor (Non-relative Individual)	Name:	
Scholarships/Waivers	Scholarship: Scholarship: Scholarship:	
<b>TOTAL AMOUNT OF FUNDS</b>		

**Student Signature:**

I, \_\_\_\_\_ (Student's Name), certify that the total amount of funds listed above are available for my studies at Williston State College. I acknowledge that the estimated academic year costs provided on this form are estimates and that my exact costs may vary. By signing below, I certify that the information provided above is accurate and complete and that I shall notify Williston State College immediately with any changes to my financial circumstances.

Student Full Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Sponsor(s) Signature(s):**

I, \_\_\_\_\_ (Sponsor's Name), certify that I am able and willing to provide \_\_\_\_\_ (Student's Name) whom is my \_\_\_\_\_ (relationship) the minimum amount of \$ \_\_\_\_\_ US dollars for his/her total expenses for a minimum of one academic year at Williston State College. I understand that I am responsible for any funds the student is unable to pay.

Sponsor's Full Name: \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# International 1042 Tax Paying Contract

## International 1042 Tax

Please be aware if you are considered a nonresident in the United States you may be subject to 1042 tax withholding. Taxable income occurs when scholarships and waivers awarded are more than tuition, fees, and required books.

All excess awards over the required charges are deemed taxable by the United States Internal Revenue Service. 1042 tax amounts are determined on your account each semester. If an amount of 1042 tax applies to you, a charge will be placed on your Campus Connection Student Account and a detailed email will be sent out, as well.

Williston State College acts solely as the withholding agent. It is not the practice or policy of Williston State College to provide tax advice. You should consult your tax professional concerning your situation.

**Please read and initial statement below.**

**\_\_\_\_\_ I have read and understood that as an international student at WSC I may be subject to 1042 tax withholding. If an amount of 1042 tax applies to me, I will be responsible for the charge that appears on my account.**

Name: \_\_\_\_\_ ID# \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_