

GUIDELINES
for Certification of Finances
2011-2012

Please read this information prior to completing the *Certification of Finances* form

The completed <i>Certification of Finances</i> form, as well as the supporting document(s), must be returned to the appropriate address below:		
<p style="text-align: center;"><u>Undergraduate</u></p> <p style="text-align: center;">Attention: Ms. Edwina C. Crawford <i>Assistant Director of Admissions for International Admissions and Recruitment</i> Office of Undergraduate Admissions The University of Alabama, Box 870132 Tuscaloosa, AL 35487-0132 Tel: (205) 348-5924, Fax: (205) 354-9046</p>	<p style="text-align: center;"><u>Graduate</u></p> <p style="text-align: center;">Attention Ms. Libby Williams <i>Assistant Director of Graduate Admissions for International Admissions and Recruitment</i> The Graduate School Box 870118 The University of Alabama Tuscaloosa, AL 35487-0118 Tel: (205) 348-8278, Fax: (205) 348-0400</p>	<p style="text-align: center;"><u>Law</u></p> <p style="text-align: center;">Attention: Claude Reeves <i>Dean of Admissions</i> School of Law The University of Alabama Box 870382 Tuscaloosa, AL 35487-0382 Tel: (205) 348-2728, Fax: (205) 348-3917</p>

PURPOSE OF FINANCIAL REQUIREMENTS

Educational institutions are required by the US Department of Homeland Security to have documentary proof of adequate financial support prior to issuing immigration forms I-20 or DS-2019. Failure to fully and properly follow the instructions on this information sheet will result in non-issuance of the I-20 or DS-2019 form which is required (1) to obtain a visa and enter the U.S. or (2) to transfer from another U.S. school to The University of Alabama.

Special Financial Requirements. The information below describes usual financial requirements. The University reserves the right to require additional or different financial documentation, including an advance deposit. You will be notified if special documentation is required.

Government Funding, Scholarships, Grants, and Loans. A letter of award confirming a scholarship or loan must be submitted in place of the "Certification of Finances" and the accompanying bank letter. The award letter must meet the following requirements:

- (1) must be an original document or certified true copy;
- (2) must be on official letterhead stationery of the scholarship or loan organization;
- (3) must be addressed to The University of Alabama;
- (4) must be dated within twelve months of the intended date of enrollment;
- (5) must specify the amount, terms, and duration of the award or loan, including specific beginning and ending dates; and
- (6) must contain billing instructions specifying how the scholarship or loan organization intends to pay your tuition and fee bills.

Privately Sponsored Students. Proper completion and submission of (1) the "Certification of Finances" and (2) a supporting bank letter are (see "Instruction for Supporting Bank Letter" below).

Self-Sponsored Students. An original bank letter must be submitted indicating sufficient funds in an account in your name (see "Instructions for Supporting Bank Letter" below).

INSTRUCTIONS FOR SUPPORTING BANK LETTER

1. An original letter on official stationery, or a certified true copy of such letter, must be submitted from a bank or other financial institution where the prospective student, parent, or sponsor has savings deposits, certificates of deposit, money market certificates, or other types of accounts containing readily available funds.
2. If deposits are in more than one financial institution, a separate letter must be submitted from each bank.
3. The letter(s) must provide a specific amount of funds.
4. The specific amount of funds verified must total at least U.S. \$39,943.00 (U.S. \$48,993.00 for law students) for the 2011-2012 academic year. Add U.S. \$3,800.00 per dependent (spouse/child accompanying you to UA). These figures are subject to change without prior notice.
5. The letter(s) must be signed and dated less than one year from when the student plans to enroll.
6. No changes, alterations, or modifications may be made to any information appearing on the letter(s).
7. Income tax statements or returns, proof of property ownership, and letters stating that the student or the sponsor possesses "sufficient financial resources" or earns enough are **not** acceptable as evidence of readily available funds.

The letter must be in English; otherwise, attach an official translation into English.

EMPLOYMENT IN THE U.S. AND UA SCHOLARSHIPS AND FINANCIAL ASSISTANCE

A. Graduate Assistantships. Awards are based upon merit, not need. Graduate assistantships and other awards may not cover all estimated expenses

Athletic Scholarships. Scholarships may not cover all estimated expenses. The student must comply with the financial requirements that apply to all students, including those not receiving athletic scholarships. Therefore, the student will be responsible for providing proof of funds for the remaining amount.

Capstone International Academic Programs Grants. Exchange students generally receive grants from Capstone International. However, grants may not cover all estimated expenses.

Please Note: Graduate assistantships, athletic scholarships, Capstone International grants, and other awards may not meet the Estimated Cost of Attendance. However, all students must comply with the financial requirements. Therefore, the student will be responsible for providing proof of funds for the remaining amount.

B. On-Campus Employment. On-Campus jobs are few in number and difficult to obtain. Therefore, you are advised **not** to plan on supplementing your financial support with on-campus employment.

Off-Campus Employment. It is a violation of U.S. Department of Homeland Security regulations for international students to be employed off campus without first obtaining written work authorization. Unauthorized employment will result in loss of valid nonimmigrant status and its benefits. Do **NOT** expect to supplement your financial support by working off campus.

CERTIFICATION OF FINANCES
(Affidavit of Support)

CONFIDENTIAL

THE UNIVERSITY OF
ALABAMA
INTERNATIONAL

Part I.		
1. Student's name: _____ (family/last name) (given/first name)		
2. Permanent address: _____		
3. E-mail: _____		4. Telephone: _____ (include country and area code)
5. Country of birth: _____		6. Country of citizenship: _____
Part II.		
Enter the expected amount(s) of annual support from the sources listed below. Enter the amount(s) in US dollars. Please PRINT (or type) all entries.		Official Certification of Sources of Funds and Amounts This is to certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement, and that the funds are readily available and will be provided as indicated.
Student's Source(s) of Funds:	Projected Support Per Year:	
STUDENT'S PERSONAL FUNDS OR SAVINGS Attach official letter(s) from bank(s) certifying the amount listed for the first year of study.	US\$ (enter amount)	a1. Name of financial institution(s): _____ a2. Country where financial institution is located: _____
STUDENT'S PARENTS' FUNDS OR SAVINGS <input type="checkbox"/> Father <input type="checkbox"/> Mother Attach official letter(s) from the parent's bank(s) certifying the amount listed.	US\$ (enter amount)	b1. Parent is currently living in the US? <input type="checkbox"/> No <input type="checkbox"/> Yes b2. Parent is a US citizen or US legal permanent resident ("green card" holder)? <input type="checkbox"/> No <input type="checkbox"/> Yes b3. Occupation of parent: _____ b4. Name of parent: _____ b5. Parent's signature: _____ Date: _____
OTHER SPONSOR(S) <input type="checkbox"/> Attach official letter(s) from sponsor(s) bank certifying the amount listed. <input type="checkbox"/> Sponsor(s) who is not a relative must submit a letter describing the reasons for supporting you financially. <input type="checkbox"/> Persons in the US who are not US citizens or legal permanent residents are not acceptable as financial sponsors.	US\$ (enter amount)	c1. Relationship of sponsor to student: _____ c2. Sponsor is currently living in the US? <input type="checkbox"/> No <input type="checkbox"/> Yes c3. Sponsor is a US citizen or US legal permanent resident ("green card" holder)? <input type="checkbox"/> No <input type="checkbox"/> Yes c4. Occupation of sponsor: _____ c5. Name of sponsor: _____ c6. Sponsor's signature: _____ Date: _____
STUDENT'S HOME GOVERNMENT AGENCY OR SPONSORING AGENCY Attach a signed copy of your Letter of Award.	US\$ (enter amount)	d1. Name of student's government agency or other sponsoring agency: _____
Total	US \$ (enter amount)	
e. Does your home government currently impose restrictions on exchange and release of funds for study in the US? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Part III.		
I certify that the information on this form is true. I understand that any misrepresentation may be cause for refusing or revoking admission to The University of Alabama.		
Student's signature: _____		
Date: _____		



135 B.B. Comer
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Tuscaloosa, Alabama 35487-0254
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FAX (205) 348-5298