



**2014 BS/MS Accounting**  
**F-1 Change of Program I-20 Procedure**  
(Please apply by Friday, April 4, 2014)

**Special note: J-1 students sponsored by NYU who will change programs must make an appointment as soon as possible to meet with Alison N. Jackson at [anj1@nyu.edu](mailto:anj1@nyu.edu) for further advisement. Travel outside of the U.S. for a new entry visa will be required to change your program.**

Your transition to the Masters program is considered a “change of program” for immigration purposes. F-1 students sponsored by NYU who will change to a higher degree level must apply for a new I-20. Apply for the new I-20 at least two months before your Masters courses begin.

To apply for a new I-20, you must submit the following to the OGS:

1. A brief cover letter addressed to Alison N. Jackson. Include the following:
  - a. Your name as it is written on your passport
  - b. NYU University ID number
  - c. The date you will complete your **Bachelor** degree requirements
  - d. The name of your program (BS/MS Accounting)
  - e. State if you will need your I-20 express mailed to you outside of the U.S. (see below for more information)
  - f. Please state your approximate dates of travel if you are planning to travel outside of the U.S.
  - g. If you have an organization that is planning to sponsor a work visa for you, please state what the starting date of your employment is.
2. Updated financial documentation demonstrating you have sufficient liquid assets to cover all your expenses for the first year of study in your new program. Your documents must minimally show **\$37,367 (tuition, estimated living expenses, and health insurance)**. If you have an F-2 spouse or child, additional finances will be needed.

If another individual (such as a family member) will sponsor you, that person must submit an affidavit of support in addition to proof of his or her funding ability. If more than one account holder name is listed on the financial documents you submit, then each account holder must submit a signed affidavit of support. Acceptable financial documents are described on the affidavit of support page of this handout.

3. A copy of your I-94 record ([www.cbp.gov/i94](http://www.cbp.gov/i94)), passport biography and expiration page, and your current F1 or J1 U.S. entry visa

**I-20 processing time**

I-20s reflecting your admission to the Masters portion of your program will be issued once your graduate information is downloaded into our database. In general, your I-20 will be ready by late April or May. We will email you as soon as your I-20 is ready for pick-up. If it can be done earlier, we will be sure to notify you.



### **Express mail service**

Students who want the new I-20 sent to them via UPS express mail must include an express fee payment (the fee is \$35 if the destination address is within North America; \$50 to all other destinations). UPS cannot deliver to P.O. boxes and we require a signature upon delivery. Provide your mailing address (including postal code) and a contact number in your cover letter.

You may pay by check or credit card. Credit card payments must be made online at <http://www.nyu.edu/OGS/epayment/> Checks should be made payable to New York University and attached to your application.

### **Submitting your I-20 application**

**Submit your application no later than Friday, April 4, 2014.**

Please submit your application to the OGS by email as one complete pdf or submit it to the OGS receptionist. **Be sure to leave your information to the attention of Alison N. Jackson.** Your application will be reviewed and we will contact you in the event that further information is required.

You can also meet available advisors all year during the OGS walk-in hours if you questions regarding travel signatures, applying for work permission, and other general immigration questions. Please view mandatory online workshops before coming to apply for work permission or travel signatures.

### **Work Authorization After Completing Your Master's Coursework:**

Current U.S. immigration regulations allow you to apply for a type of F-1 work authorization called Post-Completion Optional Practical Training (Post OPT). Watch the **Post-Completion Optional Practical Training** online workshop to know how to apply and what documents you need.

The earliest you can request an I-20 for your Post OPT application is ninety days prior to the end of your last day of your summer Master's coursework (completion date) and no later than sixty days after your completion date. Ninety days prior to August 16, 2014 is May 18, 2014.

Using your Master's OPT now means that you will not be eligible for additional OPT if you pursue a different Master's degree sometime in the future.

### **My Employer Will Sponsor Me For a "work visa" (example: H-1B). What Should I Do?**

It is still a good idea to pursue OPT in most cases. Please discuss this with an OISS advisor during walk-in hours or contact me for an appointment.

**Links to online workshops and OGS walk-in hours are available at <http://www.nyu.edu/OGS>**

### **OGS contact for the BS/MS Accounting program:**

Alison N. Jackson, International Student Advisor/Program Coordinator

[anj1@nyu.edu](mailto:anj1@nyu.edu)

Schedule an appointment at <http://tiny.cc/AJappts>



**Affidavit of Support**

**(To be completed if a family member or other individual will provide financial support)**

I hereby certify that I am able and willing, and promise (name of student) \_\_\_\_\_

a total of US\$\_\_\_\_\_ for the student's tuition and/or living expenses during the student's stay in the U.S. Evidence of my current financial resources accompanies this affidavit.

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

Sponsor's Relation to Student (e.g., parent, uncle, cousin, friend)

\_\_\_\_\_

Sponsor's name (Please Print)

\_\_\_\_\_

Sponsor's Residential Address

\_\_\_\_\_  
\_\_\_\_\_

If another individual (such as a family member) will sponsor you, that person must submit an affidavit of support in addition to proof of his or her funding ability. If more than one account holder name is listed on the financial documents you submit, then each account holder must submit a signed affidavit of support.

The new financial documents must be in English (or have a certified English translation attached to the original) and should be issued within the past 6 months.

Financial documents may include but are not limited to:

- Personal funds, a current financial statement, printed on letterhead and signed by a bank official, dated within six months. The financial institution's address should be on the letter or statement.
- A personal loan, a pre-approval letter confirming amount for which the loan is approved. A copy of a loan application is not sufficient.
- An individual sponsor, the OGS Affidavit of Support plus a bank statement and/or letter from employer confirming annual salary and sponsor's position. (The sponsor's annual salary should be at least 3 times the amount of money they are providing to the student).
- An organizational sponsor, a copy of an award letter from a sponsoring organization specifying the amount of the award, its duration, and the terms of renewal, or
- NYU funding, a copy of an NYU award letter for an NYU scholarship, assistantship, or fellowship.
- For free room and board, a letter from the sponsor and supporting documentation showing they are capable of providing free room and board, and supporting documentation such as a copy of a lease, or ownership of the residence. This is the only time the OGS will accept property documentation for financial support. The in-kind value is \$10,000 and will be subtracted from our estimated living expenses costs.