



HOW TO COMPLETE THE CERTIFICATION OF FINANCES FORM

Office of International Programs

SALVE REGINA UNIVERSITY Drexel Hall, 100 Ochre Point Avenue, Newport



OFFICE OF INTERNATIONAL PROGRAMS CERTIFICATION OF FINANCES FINANCIAL GUIDE

This guide is to help you complete your Certification of Finances Form. It is NOT the Certification of Finance Form itself.

UNDERGRADUATE STUDENTS: The Certification of Finances Form is available in your portal here:

<https://admissions.salve.edu/apply/form?id=2442b465-d27a-4888-b24a-e504815914e5>

GRADUATE STUDENTS: The Certification of Finances is available here: <http://www.salve.edu/document/financial-certification-form>

A. Types of Acceptable Documents

All supporting financial documents must be **in English** or accompanied by a notarized English translation showing available **liquidable funds**. The financial documents cannot be older than **three months** at the time of submission to Salve Regina University in order to be considered valid. Appropriate documents reflecting financial ability include, but are not limited to, the following:

- Bank Letter, stamped and signed by a bank official, and specifies the date, monetary currency, and name of the account holder.
- Salve Regina University scholarship award letter
- Signed letter from the U.S. Government, Home Government, International Organization, Company, or Employer on government or organizational letterhead specifying dates, amount, monetary currency, and terms of sponsorship.
- An individual sponsor who is not a U.S. citizen, U.S. Permanent Resident, or non-immigrant legally present in the U.S., must sign the Certification of Finances Form and attach supporting financial documents.
- An individual sponsor who is a U.S. citizen, U.S. Permanent Resident, or non-immigrant legally present in the U.S., must submit a completed I-134 Affidavit of Support Form with supporting financial documents. *Please Note: Under item #7, please do not submit a copy of your last income tax return. You can access the form here:* <http://www.uscis.gov/sites/default/files/files/form/i-134.pdf>

Sample documents can be found here: <http://www.salve.edu/document/financial-certification-sample-documents>

Please note that these supporting financial documents will also be required at the U.S. Embassy or Consulate when you apply for your visa.



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B. COST GUIDE OR THE PURPOSES OF ACQUIRING A VISA.

Undergraduate	Tuition	Fees	Living Costs		
	38985	Technology	\$300	Room & Board	\$14,060
		Student Activities	\$300	Transportation	\$1,300
		Health Insurance*	\$2,000	Books	\$1,400
		Total fees	\$2,600	Pers. items	\$2,000
				Total	\$18,760
					\$60,345
Masters	Tuition	Fees	Living costs (off-campus)		Total
	\$10,170	Registration	\$120	Rent/9months	\$8,500
		Health Insurance*	\$2,000	Food	\$1,900
		Total fees	\$2,120	Transportation	\$1,300
				Books	\$1,400
				Pers. Items	\$2,000
					\$15,100
					\$27,390
PhD.	Tuition	Fees	Living costs (off-campus)		Total
	\$15,300	Registration	\$120	Rent/9months	\$8,500
		Health Insurance*	\$2,000	Food	\$1,900
		Total fees	\$2,120	Transportation	\$1,300
				Books	\$1,400
				Pers. Items	\$2,000
					\$15,100
					\$32,520



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FINANCIAL DOCUMENTS FOR F-1 (STUDENT) VISA: If you intend to apply for an F-1 (student) visa, you will be required by a U.S. consular officer to present a Form I-20 and supporting financial documents to demonstrate your ability to meet financial obligations for the first year of your academic program (costs are outlined above). In order to obtain a Form I-20 from Salve Regina University, you must first be admitted into the university.

IMPORTANT ADDITIONAL COSTS: Students should be able to meet the following costs as they apply to their particular situation (an increase of approximately 3-5% for each succeeding academic year should be anticipated):

1. Travel expenses between home country and U.S. during vacation periods
2. Large purchases (such as computers, furniture, etc.)
3. Medical expenses not covered by health insurance (eye care, dental care, medical problems developed before arriving at the university)
4. Additional summer expenses (if any) including tuition and fees, room and board, and books
5. Additional expenses such as travel during vacation periods and off-campus transportation
6. Other personal expenses (such as entertainment, social outings, etc.)
7. Additional family members (if any)

FAMILY EXPENSES: Married students who plan to bring their families should add at least \$5,100 for their spouse and \$4,000 for each child per year to their annual living expenses.

ON-CAMPUS HOUSING: Full-time undergraduate students are required to live on-campus for two years. Rent estimates are based on on-campus shared rooms (double occupancy) in most of the residence halls for undergraduate students. Residence Halls are closed during the inter-session/summer break (between Fall and Spring semesters) but international students can stay on-campus after informing the Campus Life Office.

OFF-CAMPUS HOUSING: Rent estimates are based on the average cost for a shared one-bedroom apartment. Rent may include all utilities except telephone service. If utilities are not included, additional costs each month should be anticipated. Normally, students must also purchase or rent furnishings, such as a television, furniture, and cooking utensils. In general, it is not possible to locate off-campus housing by mail or phone. Students should also budget for transportation costs, which vary greatly depending on distance from the university and on preferred type of public or private transportation.

ON-CAMPUS DINING: Estimated meal expenses are based on a variety of on-campus "meal plan" options, which range in costs per semester. The University Dining Services will be closed during the Thanksgiving break and winter break. Students should plan to make other dining arrangements during these times. Therefore, students should plan to budget additional costs during these periods for meal expenses. Residence Halls are also closed from during the winter break. International students can request to stay on-campus during winter break, but they must be aware that university dining services is closed for a week between Christmas and the New Year. Students are responsible for finding alternative meal options during this time.

HEALTH INSURANCE: All full-time international students are required to purchase health insurance. International students are automatically enrolled and billed for the university-sponsored insurance plan. Students can waive out of purchasing Salve Regina insurance if they complete the waiver process by the first day of classes. See our webpage for details.

PERSONAL FINANCIAL PLANNING WORKSHEET: To help students with their personal budgeting, below is a worksheet that can help to estimate the costs for a year of study at Salve Regina University.

For budgeting purposes only. STUDENTS DO NOT NEED TO SUBMIT THIS WORKSHEET.

Expense	Estimated Cost for One Year
Travel to U.S.	\$
Tuition and Fees	\$
Room and Board	\$
Health Insurance	\$
Books	\$
Summer Study	\$
Personal Expenses	\$
Additional Transportation/Vacation Travel	\$
Additional Room and Board	\$
Additional Family Members (if any)	\$
Other	\$
TOTAL FOR ONE YEAR	\$



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Multiply the total by the number of years in your program.)	\$
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C. Sample Sources of Funds

SOURCES OF FUNDS For each source of funding, you must attach financial documents in English or with a notarized English translation, on bank letterhead, with a bank official's signature, bank stamp or seal, and dated within the last three months of the date of submission to Salve Regina University.—See the instruction page for acceptable documents or go here: http://www.salve.edu/document/financial-certification-sample-documents	AMOUNT IN US\$
PERSONAL (Funds from self and private loans) Name of Bank: _____ City & Country of Bank: _____	\$ _____
FAMILY (Funds from immediate family members: parents or spouse) Name of Account Holder _____ Relationship to Student _____ Name of Bank: _____ City & Country of Bank: _____	\$ _____
INDIVIDUAL SPONSOR* (Funds from other individuals or extended family members who are not legally present in the U.S.) Name of Sponsor _____ Relationship to Student _____ Name of Bank: _____ City & Country of Bank: _____	\$ _____
GOVERNMENT, EMPLOYER OR OTHER ORGANIZATION (Attach a signed copy of your official sponsorship letter.) Name: _____ Type: (PLACE AN "X" BELOW) <input type="checkbox"/> U.S. Government <input type="checkbox"/> Company <input type="checkbox"/> International Organization <input type="checkbox"/> Home Government <input type="checkbox"/> Employer	\$ _____
SALVE REGINA UNIVERSITY (Funds from Scholarship, Merit Award, or other. Attach a signed copy of your award letter.)	\$
ADDITIONAL SOURCES OF FUNDS if any (Fill out and attach: <i>Attachment A: Additional Sources of Funds (p.5).</i>)	\$
TOTAL (Must be equal to or greater than the- estimated expenses for one year in your program of study and those related to supporting dependents if any.	\$

D. Sample Financial Documents

<http://www.salve.edu/document/financial-certification-sample-documents>