



Requirements for Financial Documents

F-1 International students are required by the U.S. government to provide proof of funding showing you have sufficient funds to cover the cost of attendance for at least one full academic of studies at Shepherd University. Please consider that financial support will be needed for the entire duration of your program.

You must submit Proof of Funding, Affidavit of Financial Support, and fulfill the immigration requirement to obtain I-20 Form.

Proof of Funding- Financial documents may be from one or more of the following sources:

- **Official bank letter or bank statement (student personal funds or funds from family members or private sponsor)**
 - Must be on a bank's letterhead
 - Must be in English or with certified English translation
 - Must be dated and be less than six (6) months old when the I-20 is issued
 - Must bear a signature, official seal, or/and be on letterhead from an official agency
 - Must include the account holder's name, type of account, account balance and currency type
- **Government, employer, or other institutional support letter**
 - Must be in English or with certified English translation
 - Must include date of issue, name of recipient, and field of study
 - Indicate Shepherd University as your institution and field of study
 - Must indicate total amount of funding in U.S. currency and the period of time covered by the award
 - Must be on official letterhead
- **A scholarship letter or award letter from Shepherd University**

Criteria for Acceptable Source of Funds

For Financial statements purposes, only checking or savings bank account will be considered valid.

The following sources of funding will **NOT** be accepted as liquid funds:

- Income or salary statements
- Bank accounts registered under a company or business name
- Investment accounts
- Retirement funds or pension funds
- Statements from life insurance policies
- Tax returns
- Credit card statements

Affidavit of Financial Support Form

- The form must be signed by you and all sponsors who will be legally responsible for your financial support.
- If you have more than one sponsor, each sponsor will need to complete Part III.
- The name of the sponsor on the Affidavit of Financial Support Form must match with the account holder on the official bank letter or bank statement.



Affidavit of Financial Support

PART I: Student Information (this section must match your passport data)

Student Name _____ Shepherd ID _____
First name Middle name Last name/Family name

Semester of Entry: Spring Fall Year 20_____

Date of Birth _____ Country of Birth _____ City of Birth _____

Country of Citizenship _____ Country of Legal permanent residence: _____

Home Country Address _____
Street City
State/Province Country Postal code

Phone # with country code _____ Email address _____

The following expenses are for one academic year (fall and spring- approximately nine months) at non-resident tuition rates. Rates are subject to change and approval of the West Virginia Higher Education Policy Commission. The amounts listed are estimates only.

Estimated Expenses for 2023-2024	Undergraduate	Graduate
Tuition & Fees	\$18,722	\$13,046
Books and Supplies	\$1,000	\$1,500
Personal Expenses	\$2,500	\$2,500
*Housing and Meals	\$11,308	\$11,308
Total Annual Expenses (US dollars)	\$33,530**	\$28,354**

*Housing and Meals are based on double occupancy in a traditional residence hall and 21 meals per week.

**International students are required to maintain a full academic course load each semester (minimum of 12 credit hours for undergraduate students or 9 credit hours for graduate students).

Note: Additional funds are required for any dependents who accompany you. For a nine (9) month period, \$5,000 for each dependent is required.

Part II: Source of Funds Support-Please mark below how you will be paying for your studies

- Personal Funds (Official bank letter/statement in your name)
- Family/Private Sponsor (Official bank letter/statement in your sponsor's name)
- Government/Company (Official financial support letter)
- Shepherd University Scholarship

Specify the amounts in the currency equivalent to the US dollar value for each funding source: The **total Funds must be equal to or exceed the Total Annual Expenses stated above**

Personal Funds	US\$
Family/Private Sponsor Funds	US\$
Government/Company Funds	US\$
Shepherd University Scholarship	US\$
Total Funds	US\$

PART III: Sponsor Statement and signature (Attach additional copy if necessary)

Sponsor #1: I will provide the above student with financial support to attend Shepherd University. I/We understand that the estimated cost for ONE year of full time study at Shepherd University is for the Current Academic Year and is subject to change. This affidavit assures that the student named above will not become a public charge of the United States.

Sponsor's print name Relationship to student Sponsor's signature

Sponsor's phone # with country code Sponsor's address

PART IV: Student statement

I certify that I will have funding available to cover the cost of attendance at Shepherd University. I certify the statements made on this declaration of finances are true and correct. I will update the University of any changes in my personal or financial circumstance.

Signature of student Print name of student

PART V: Form I-20 information

Will you pick up your I-20 at Shepherd University in person? Yes No
If YES, make an appointment to come to the office. Please bring your photo ID
- If you are requesting someone other than you to pick up your I-20, you need to email oa@shepherd.edu and mention the name of the person who will be picking up your I-20.

Dependent information (Attach additional page if necessary)

Will you be living in the United States with a spouse or child and need to be added as an F-2 dependent on your I-20?
 Yes No
If YES, list all family members who will need to be added to your F-1 I-20 and provide a copy of their valid passports with this form (Attach additional page if necessary)

Family name _____ First Name _____ Middle name _____
Date of Birth _____ Gender: Male Female
Relationship to you _____ Country of Birth _____
Country of Citizenship _____ City of Birth _____

Family name _____ First Name _____ Middle name _____
Date of Birth _____ Gender: Male Female
Relationship to you _____ Country of Birth _____
Country of Citizenship _____ City of Birth _____