INSTRUCTIONS FOR APPLICATION FOR VISA CERTIFICATE (AVC) 2018-19

SECTION I: CHECK LIST

Submit this Application for Visa Certificate (AVC) DIRECTLY (via email or mail) to the Office of International Services (OIS) AFTER you have been admitted to a full-time program of study at Teachers College, and only if you need TC sponsorship for an F-1 or J-1 student visa.

The Office of Admissions must also receive your Admission Response Form and tuition deposit BEFORE we can process your I-20/DS-2019. After receiving this AVC form and all required supporting documents (see Checklist below) the OIS will review and evaluate your application. If approved, we will issue an I-20 visa certificate for F-1 status or DS-2019 for J-1 status.

The difference between receiving an I-20 for F-1 status or a DS-2019 for J-1 status is primary source of funding. F-1 students are typically funded through personal or family savings or by private, individual sponsors. J-1 student status is granted to persons who receive substantial funding from institutional or organizational sources, such as U.S. or home government scholarships, home-country universities or employers, or Teachers College.

Please keep in mind that F-1/J-1 status requires you to pursue, and have sufficient financial resources for a full-time program of study.

All of the following must be received in PDF format before your AVC can be processed and I-20/DS-2019 issued.

CHECKLIST:

New incoming student

- Copy of the biographical page of your passport
- Copy of the biographical page of all dependent (spouse or child) passports (if applicable)
- Copy of Admission Letter
- Official financial documentation
- Academic/Financial plan
- Optional: Express service delivery fee

If you are already in F-1 or J-1 status, you must also submit

- Teachers College Transfer form (download a copy from www.tc.edu/international under the ‘Forms’ tab)
- A copy of your current and previous I-20(s)/DS-2019(s)
- A copy of your visa page
- A copy of your current I-94
- F-1 student OPT card/EAD (if applicable)

Additional Notes: If you are already in the United States on a status that is not F-1 or J-1 but wish to obtain TC F-1 or J-1 sponsorship, please go to OIS website: Changing to F-1 or J-1 Student Status for instructions.
You have the following options to receive your I-20/DS-2019 documents:

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard Airmail</strong> is available free of charge. Please note there will be no tracking number if you choose standard airmail delivery and it may take up to 6 weeks to reach you.</td>
<td><strong>Express Service</strong> is available for a fee through eShipGlobal. You can coordinate and pay for your express delivery service through eShipGlobal.</td>
</tr>
</tbody>
</table>

**If choosing Option 1: Make sure to enter your mailing address in SECTION II of the AVC Application.**

**If choosing Option 2: Follow the instructions below:**

**Part ONE: Create an account with eShipGlobal**

a. In order to request express delivery service, you must first create an account with eShipGlobal. Visit the eShipGlobal website to create an account [https://study.eshipglobal.com/](https://study.eshipglobal.com/) (The site works best with Internet Explorer or Mozilla Firefox browsers)  
*Do not go to the DHL or FedEx sites directly*

b. To complete your registration with eShipGlobal. You will need the following information:  
   - Mailing address  
   - Email address  
   - Telephone number

c. In the “University Search” box, search for “Teachers College, Columbia University” and then select “Office of International Services”

d. When you complete your registration, eShipGlobal will send you an email requesting you to activate your account. Please follow the instructions per email sent to you. It is important that you complete this step in order to request a shipment

**Part TWO: Request your shipment**

a. Visit the eShipGlobal website [https://study.eshipglobal.com/](https://study.eshipglobal.com/) to login using your email and password

b. Next to the "Receive Documents from your University" section, select “Teachers College, Columbia University” then “Office of International Services” to ensure your shipping label is received by our office

c. Enter your mailing address, phone number, email address, payment information, and choose your preferred carrier (FedEx, DHL, UPS). Carefully review your information as error in information can result in the delay of shipping out your I-20 or DS-2019

d. Save your payment receipt information for your records
SECTION III: FINANCIAL DOCUMENTS

The **2018-19 estimated** cost of study for a single student at TC, including educational and living expenses (but NOT including travel to and from your home country), is as follows:

### ACADEMIC YEAR
**9 months Sept. to May (24 credits)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition @ $1635 per credit</td>
<td>$39,240</td>
<td>College Fee @ $458 per term</td>
<td>$916</td>
</tr>
<tr>
<td>College Orientation Fee @ $100</td>
<td>$100</td>
<td><strong>Subtotal Tuition and Fees</strong></td>
<td>$40,256</td>
</tr>
<tr>
<td>Health Service fee/Insurance</td>
<td>$5,017</td>
<td>Housing (Dormitory)</td>
<td>$10,992</td>
</tr>
<tr>
<td>Food/Books/Personal Expenses</td>
<td>$13,220</td>
<td><strong>Subtotal Living Expenses</strong></td>
<td>$29,229</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$69,485</td>
<td><strong>TOTAL</strong></td>
<td>$91,276</td>
</tr>
</tbody>
</table>

### CALENDAR YEAR
**12 months Sept. to Aug. (32 credits)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition @ $1635 per credit</td>
<td>$52,320</td>
<td>College Fee @ $458 per term</td>
<td>$1,374</td>
</tr>
<tr>
<td><strong>Subtotal Tuition and Fees</strong></td>
<td>$53,794</td>
<td><strong>Subtotal Living Expenses</strong></td>
<td>$37,482</td>
</tr>
<tr>
<td>Health Service fee/Insurance</td>
<td>$5,017</td>
<td>Housing (Dormitory)</td>
<td>$15,518</td>
</tr>
<tr>
<td>Food/Books/Personal Expenses</td>
<td>$16,947</td>
<td><strong>TOTAL</strong></td>
<td>$91,276</td>
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</table>

**Dependents:** If you plan to bring your dependent spouse and/or dependent children, additional funds must be certified in the amount of $1000 per month for each dependent.

**Types of Funding and Acceptable Proof of Financial Documents.** See OIS website for details: [AVC FAQs](#)

1. **Liquid Funds**
   - **A. Official bank statements from the past three months**
     - The bank statements can come from you, your parents, or an individual financial sponsor
     - If your bank statements are coming from someone other than yourself, they must each provide their own certified and signed affidavit of support
   - **OR**
     - **Official current bank letter** issued within the last 6 months
       - The bank letter can come from you, your parents, or an individual financial sponsor
       - If your bank letter is coming from someone other than yourself, they must each provide their own certified and signed affidavit of support
       - The bank letter should indicate the opening date, the average balance, and the current balance of the account(s).
   - **B.** Please make sure that all the following required information is clear on all bank document(s):
     - Name of the individual account holder (business accounts will not be accepted)
     - Type of account (checking, savings, or time deposits) or the bank must clearly state that the funds are liquid funds from a checking, savings, or time deposit account
     - Bank contact information
     - Date that the bank letter or bank statement was issued
     - If the bank letters or bank statements are not in English, you must provide a certified or notarized copy in English

2. **Salary while on leave**
   - Please provide a letter from your employer on letterhead stating your position, salary, and that you will continue to receive this salary while on leave during your studies at TC. The letter should also state the length of time that the salary will continue to be provided to you.

3. **Scholarships and Assistantships**
   - (including TC awards)
   - Copy of award letter from TC and/or other sponsoring institution, including home government and/or university awards detailing the exact monetary amount that you have been awarded and the exact expenses that this monetary amount will cover.

4. **Loans**
   - You must submit a loan approval letter/document verifying that you have been approved for funds equivalent to the amount indicated in this AVC. If you are unable to obtain the approval letter in time to submit this application, you must submit additional documentation verifying you have access to liquid funds in the amount indicated above. You must also show adequate funding for your entire program.
Guidance on Writing Your Academic/Financial Plan

You must provide a written financial plan if you are not able to document adequate funding for your entire program. There is no template. A financial plan is simply a written statement or narrative from you, detailing how you expect to finance your education beyond your first year with official supporting documents. Please keep in mind that TC scholarships or employment are not guaranteed for multiple years, and in any event will cover only a portion of your required expenses. The financial plan should describe in detail your or your sponsor's resources, identifying sources of income (employment, property, stocks, etc.) and the amounts from these sources that will be devoted to your educational expenses. Please note that the financial plan is not only required for the I-20/DS-2019, but is an opportunity for you to think through your educational career carefully and plan accordingly.

For students who will be sponsored by scholarships, please note that your document will be issued for the duration of the scholarship and may be extended based on a potential scholarship renewal each year.

Length of Study

The length of time for which we issue an I-20 or DS-2019 depends on the number of credits in your program. The chart below indicates the typical length of time it takes an international student to complete their studies. Note: If you previously completed a higher education degree in the U.S. and already have confirmation that you will be receiving transfer credits, you should indicate this in your academic/financial plan.

<table>
<thead>
<tr>
<th>Number of Credits for Your Program</th>
<th>Length of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>32-39 credits</td>
<td>Up to 2 years*</td>
</tr>
<tr>
<td>40-60 credits</td>
<td>Up to 3 years</td>
</tr>
<tr>
<td>75-90 credits</td>
<td>Up to 7 years (5 if you already did a master’s in the U.S.)</td>
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*Please note that some cohort programs must complete all requirements within 12 months, or three (3) terms, or two years. This may vary within your specified academic track.

Typically most programs at TC take more than one year to complete. Below is a common timeline for an international student in an MA program:

- Semester 1: 9 credits (with an authorized reduced course load for first term cultural/academic adjustment)
- Semester 2: 12 credits (full course load)
- Semester 3: 12 credits (full course load) or all remaining credits and final thesis/integrated project
- Semester 4: any remaining credits & final thesis/integrated project

*If you require or request less time to complete your academic program than the normal length of years listed above, once you begin your academic program you may not be eligible to request an academic extension of your immigration document in the future.