

International Graduate Student  
Supplemental Form for the  
School of Social Work  
2009-2010



*University of Pittsburgh  
Office of International Services*



## Information for Completing the International Graduate Student Supplemental Form:

The Office of International Services (OIS) has prepared this form to facilitate the processes for registration and the issuance of visa documents (if required) to international graduate students.

There are two parts to the form.

**PART I:** The first part is demographic information that is required of all students classified as international (non-immigrant) students. The information in Part I of the form is required to be submitted with your acceptance of the offer of admission before your file can be made ready for the registration process.

**PART II:** The second part of the form is the Certification of Financial Resources. This part of the form must be completed and submitted together with supporting financial resource documents such as bank statement before your file can be processed for a visa document.

**Students who receive financial support from the University of Pittsburgh in the form of a Teaching Assistantship, Graduate Student Assistantship or other forms of financial support or scholarships do not need to complete and submit Part II if their award will cover the entire estimated tuition, fees, and living expenses.**

NOTE: OIS does not make decisions about financial aid. Any questions or concerns that you may have about financial aid must be addressed to your academic department or school.

In order to ensure the process goes smoothly and is completed within a timely manner, it is extremely important that you read the materials in this packet very carefully and follow the instructions. This will avoid delays in the processing of your file and the issuance of visa documents once your file is submitted to OIS.

If you have any questions or need additional information, please visit [www.ois.pitt.edu](http://www.ois.pitt.edu).

### **The Process for Issuing Visa Documents for International Students**

1. Upon receiving an offer of admission, you will be requested to notify the school or department that you accept the offer of admission. You must also complete and submit the International Graduate Student Supplemental Form, which includes a Certification of Financial Responsibility.
2. The school or department then sends a copy of your admission letter and the completed International Graduate Student Form to the Office of International Services for processing.
3. Your financial support information will be reviewed in the Office of International Services.
4. If the financial support information submitted is acceptable, a visa document is then prepared and sent to you. The processing time for the issuance of a visa document is normally ten business days from the time a complete file is submitted to OIS.



The University of Pittsburgh  
Office of International Services

# Part I: International Graduate Student Supplemental Form

## Biographical Information

Name: (IMPORTANT: Print your name EXACTLY as it appears in your passport.)

Family Name

Given Name

Middle Name

Gender: Male  Female

Marital Status: Married  Single

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm dd yyyy

U.S. Social Security Number (if applicable): \_\_\_\_\_

City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Legal Permanent Residence: \_\_\_\_\_

Position/Occupation in Home Country: \_\_\_\_\_  
(e.g, student, professor, etc.)

Current Mailing Address:

Street Address \_\_\_\_\_

City, State/Province \_\_\_\_\_

Country and Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Address in Home Country (if different from above):

Street Address \_\_\_\_\_

City, State/Province \_\_\_\_\_

Country and Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Address to Which Visa Documents Should be Sent:

Street Address \_\_\_\_\_

City, State/Province \_\_\_\_\_

Country and Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Immigration Information**

If you are **currently INSIDE the United States**, please complete and submit the following:

- 1. Current Visa Classification: \_\_\_\_\_ Current Sponsor/School: \_\_\_\_\_
- 2. Date of Initial Entry into United States (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
- 3. I-94 Admission Number \_\_\_\_\_ I-94 Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (If D/S, check here: )
- 4. You must attach supporting documentation verifying current visa classification, (e.g., Form I-20, Form DS-2019, etc.)

If you are **currently OUTSIDE the United States**, please complete the following:

City/Country where you will apply for the required visa: \_\_\_\_\_

**Dependent Information**

For each dependent who will accompany you to the U.S., please provide the following information. Use additional sheet if necessary. Please note that a dependent is defined as your spouse and/or any unmarried children under 21 years of age.

1. Gender:  Male  Female Relationship: \_\_\_\_\_

Name: (IMPORTANT: Print the name EXACTLY as it appears in the passport.)

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ City & Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

2. Gender:  Male  Female Relationship: \_\_\_\_\_

Name: (IMPORTANT: Print the name EXACTLY as it appears in the passport.)

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ City & Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

3. Gender:  Male  Female Relationship: \_\_\_\_\_

Name: (IMPORTANT: Print the name EXACTLY as it appears in the passport.)

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ City & Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

**“The statements and information provided on this application are true and accurate to the best of my knowledge.”**

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



## Part II: Certification of Financial Responsibility 2000-2010

**You MUST review the following instructions before completing and signing this form. Failure to read the instructions and complete the form correctly will result in delays in the processing of your application and issuance of your visa document.**

1. Review the cost estimates and the estimated length of the degree program to which you are applying.
2. Complete the certification indicating the amount of support that will be provided from each source for each year of the program. You MUST show *immediately available liquid assets* for the first year only. (NOTE: Liquid assets include money in a banking account, stocks, bonds, or other investments with cash value. Retirement accounts cannot be used as a source of financial support unless the sponsor can provide evidence that he/she is, in fact, retired and able to access those funds without penalty for early withdrawal. Real estate or other non-liquid asset such as automobiles, jewelry, or other personal property cannot be used as a source of financial support under any circumstances). For the following years beyond year one, you must document the availability of finances as well, but they do not have to be in immediately available liquid assets. Financing for the subsequent years can be demonstrated by providing letters or other documentation verifying ongoing *anticipated* earnings such as salary or investment income, or other assets that will demonstrate your ability to fund your program for the entire duration of the program.
3. All proof of financial support must be submitted in English.
4. All proof of financial support must be stated in U.S. dollars and clearly state the date that the documentation was written or printed.
5. All proof of financial support must be an original document.
6. Please be aware that evidence of financial support must also be shown to the U.S. Embassy or Consulate when applying for a visa. Therefore, you will need to have two sets of financial support documents—one to submit to the University of Pittsburgh and one for the U.S. Embassy or Consulate.
7. More than one sponsor may be used. More than one sponsor may copy this form for use.

### SCHOOL OF SOCIAL WORK ESTIMATED LENGTH & COST OF STUDIES<sup>1</sup>

Master's Degree – One Year, 8 months / Doctoral Degree – Four Years

<b>Master's Degree</b>	<u>First Year</u>	<u>8 Months</u>		
Tuition/Fees (2 terms):	\$27,996.00	\$27,996.00		
Living Expenses:	\$14,580.00	\$ 9,720.00		
<b>Total:</b>	<b>\$42,576.00</b>	<b>\$37,716.00</b>		
<b>Doctoral Degree</b>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>
Tuition/Fees:	\$27,996.00	\$27,996.00	\$27,996.00	\$1,650 [FTDS]
Living Expenses:	\$14,580.00	\$14,580.00	\$14,580.00	\$14,580.00
<b>Total:</b>	<b>\$42,576.00</b>	<b>\$42,576.00</b>	<b>\$42,576.00</b>	<b>\$16,230.00</b>
[FTDS] = Full-Time Dissertation Studies				

**Dependents:** For each dependent, add an additional \$3,600.00 per year.

<sup>1</sup> The figures above are for Academic Year 2008-09, effective Fall Term 2008. The costs for Academic Year 2009-10, effective Fall Term 2009, are subject to change without notice. For immigration purposes, providing evidence of financial support to meet the costs outlined above is sufficient; however, please note that actual costs will likely increase for 2009-10.



# Certification of Financial Responsibility \_\_\_\_\_

Student's Name \_\_\_\_\_  
*Family Name* *Given Name* *Middle Name*

Department/School \_\_\_\_\_

Sponsor's Name \_\_\_\_\_  
*Family Name* *Given Name* *Middle Name*

Sponsor's Address (*Number and Street*): \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ / \_\_\_\_\_ E-Mail: \_\_\_\_\_

Relationship of Sponsor to Student: \_\_\_\_\_

## Certification of Financial Responsibility

I/we hereby certify that I/we will provide financial support for \_\_\_\_\_ to engage in a program of study at the University of Pittsburgh. I/we will provide funds from the following sources:

	Year One <sup>2</sup>	Year Two	Year Three	Year Four
1. Provided each year from annual salary/income. Total annual salary in \$US _____ You <b>MUST</b> attach documentation annual salary/income.	_____	_____	_____	_____
2. Provided from bank account with a total in \$US _____. You <b>MUST</b> attach an Official Bank Statement.	_____	_____	_____	_____
3. Provided from other sources. You <b>MUST</b> identify source(s) and attach documentation.	_____	_____	_____	_____
4. Total Available from All Sources:	_____	_____	_____	_____

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date Signed

<sup>2</sup> Support for the first year must be in immediately available liquid assets. Subsequent years can be demonstrated by providing letters or other documentation verifying ongoing *anticipated* earnings such as salary or investment income, or other assets that will demonstrate your ability to fund your program for the entire duration of the program.