

FINANCIAL VERIFICATION INSTRUCTIONS FOR INTERNATIONAL STUDENTS

IMPORTANT: These instructions are considered complete and sufficient for successful verification. Therefore, please review and ensure that you strictly adhere to the information given here.

For individuals who will require a student visa, verification of funding for the TOTAL amount stated on the attached FINANCIAL CERTIFICATE is required prior to Emory University initiating visa paperwork. This verification must include a completed Financial Certificate and required supporting documentation. ALL INFORMATION SUBMITTED MUST BE ORIGINAL AND IN ENGLISH, INCLUDING BANK STATEMENTS, ETC. Pay careful attention to those categories requiring signatures, bank statements, letter of award, and/or official certification. WITHOUT THIS INFORMATION, THE FORM IS INVALID. YOU WILL BE REQUESTED TO COMPLETE THE FORM AGAIN IF INFORMATION IS OMITTED and/or is not in the correct format.

Step A: Complete the front side of the Financial Certificate with the following information:

- ⌚ Name, address, city and country of birth
- ⌚ Answer Categories A, B, and C
- ⌚ Be sure to note the additional verification requirement for students whose family will accompany them.

Step B: Applicants indicate their verification of funding on the reverse side of the Financial Certificate. Applicants may provide verification through one, or a combination of, the following categories:

NOTICE: For any combination of Items 1-5, you must enter the dollar amount you have available in the column under 1st year. The 1st - Year Entry (or entries, if you are utilizing more than one source of support) must equal the TOTAL amount indicated on the front side of the Financial Certificate. However, if a family member or members plan to accompany you, the Financial Certificate states how much is required to verify funding for each family member. You must ADD the amount required for each family member to the TOTAL amount stated on the front side of the Financial Certificate and enter the revised TOTAL in the 1st Year column.

Again, to successfully complete the verification procedure, the 1st-year column MUST equal at least the amount on the front of the Financial Certificate, plus any dependents that may accompany you. **However, it is important to indicate that this form does not represent your total cost to complete the degree you select. It represents an amount to certify that you have sufficient funds to cover your tuition and expenses for one year while enrolled at Emory.**

Item No. 1: Personal and/or Family Savings

To verify funding utilizing personal/family savings, the following information must be provided on the Financial Certificate under **SOURCES OF SUPPORT: AMOUNT (U.S. DOLLARS)**.

- ⌚ U.S. Dollar Amount (no less than amount on front of Financial Certificate) ⌚ Bank's Name and Address
 - ⌚ Bank Official's "original" Signature and Seal ⌚ Student's "original" signature
- ⌚ Bank Official's Name and title (printed or typed) ⌚ Date

ADDITIONALLY, THE FOLLOWING MUST BE PROVIDED:

"Original" bank statement(s):

- ⌚ If the verification is fully or partially provided by personal/family savings, separate, **current** "original" bank statements of personal/family savings account(s) must be attached. If an account that is in only one spouse's name is being utilized, the spouse that is not the applicant must sign as a sponsor on the Financial Certificate and provide a bank statement. The "original" bank statement(s) must state the U.S. dollar equivalency.

Important Note: If you have more than one personal and/or family savings account, please photocopy the Financial Certificate and submit it to the second bank with a request that the bank provide the information required on the Financial Certificate and the original bank statement. Information submitted is *invalid* without appropriate signature(s) and/or "original" bank statement(s). Applicants who submit invalid information will be required to re-submit information that is original with original signatures.

(A separate completed Financial Certificate with signature(s) and bank statement(s) is required if you are submitting a combination of Categories 1 and 2.)

Item No. 2: Parents and/or Sponsors

To verify funding utilizing parents and/or individuals who have agreed to become the applicant's sponsor, the following must be provided on the Financial Certificate under **SOURCES OF SUPPORT: AMOUNTS (U.S. DOLLARS)**.

- ⌚ U.S. Dollar Amount (no less than amount on front of Financial Certificate) ⌚ Student's original signature
- ⌚ Name of each family member or person who will act as a sponsor ⌚ Date
 - ⌚ Family member(s) and/or sponsor(s) signature(s)
 - ⌚ Relationship of Sponsor(s) to Applicant (uncle, aunt, cousin, friend, etc.)

ADDITIONALLY, THE FOLLOWING MUST BE PROVIDED:

"Original" bank statement(s)

- ⌚ A **current** "original" bank statement for EACH family member or sponsor's bank account. The bank statement(s) must state the U.S. dollar equivalency.

Important Note: If you have more than one parent and/or sponsor, please photocopy the Financial Certificate and submit it to the second parent and/or sponsor. Please ensure that the second parent and/or sponsor secure the required bank officer's information on the Financial Certificate and also provide the original bank statement. Information submitted is *invalid* without appropriate signature(s) and/or original bank statement(s). Applicants who submit invalid information will be required to re-submit information that is original with original signatures.

(A separate completed Financial Certificate with signature(s) and bank statement(s) is required if you are submitting a combination of Categories 1 and 2.)

Item No. 3: Government or Agency Sponsored

To verify Government agency funding, please provide a properly completed Financial Certificate and include:

- ⌚ Name of Agency
- ⌚ The Amount in U.S. Dollars that will be available must be stated in the column under 1st Year.
 - ⌚ Student's signature
 - ⌚ Date

ADDITIONALLY, THE FOLLOWING MUST BE PROVIDED:

- ⌚ "Original" Letter of Award (attached to the Financial Certificate)
 - The Letter of Award must be original and include an original signature of the appropriate Government or Agency official.
 - The Letter of Award should refer, by name, to the student receiving the award.
 - The Letter of Award must either state that the agency will be responsible for all tuition and living expenses while enrolled at Emory University - plus books and insurance - OR give a specific amount in U.S. dollars that is available through the agency. Full funding requires that the amount stated as available total at least the amount stated as required on the front of the Financial Certificate (plus dependent required amount, if appropriate). Again, the documents must all be original and in English, and U.S. dollar equivalency must be stated.
 - If the agency funded student plans to bring dependents, the Letter of Award should also state if the agency will provide dependent funding.
 - Note 1: This Letter of Award will be utilized to initiate third-party billing.
 - Note 2: If the sponsoring agency plans to issue the visa paper work, we ask that the agency please ensure that it provides Emory with an original Letter of Award indicating that it will be responsible for issuing the visa and indicating the extent of the funding and billing information.

Item No. 4: University Award

To verify funding provided by a University Award, the following must be provided on the Financial Certificate:

- ⌚ Name of University granting the award ⌚ Student's Signature
- ⌚ Type of award ⌚ Date

ADDITIONALLY, THE FOLLOWING MUST BE PROVIDED:

- ⌚ "Original" letter of Award from the University
- The Letter of Award should include a signature of the appropriate University official.
The Letter of Award should refer, by name, to the student receiving the award.
The Letter of Award must either state that the University will be responsible for tuition & living expenses while enrolled at Emory University - plus books and insurance OR give specific amount available through the University. Minimally this requires that the amount available should total at least the amount stated as required on the front of the Financial Certificate (plus dependent required amount, if appropriate). Again, the documents must all be original and in English, and U.S. dollar equivalency must be stated.

Item No.5: Other

To verify funding in this category, you must provide the following information on the Financial Certificate:

- ⌚ Specifically the source that is different from those categories described above.
 - ⌚ Student's signature
 - ⌚ Date

ADDITIONALLY, THE FOLLOWING MUST BE PROVIDED:

- ⌚ Signed affidavit from the authorized person to certify accuracy.
 - ⌚⌚⌚ If your funding agency plans to initiate your visa paperwork, Emory must be made aware of the arrangements. Therefore, please ensure that Emory receives official documentation (original letter of award and Financial Certificate). A notation should be made by the agency to Emory that the agency plans to initiate visa paperwork.

REMEMBER: It is your responsibility to secure the total funding required to travel to the US and complete your studies. Therefore, applicants should not apply anticipating financial assistance from the Nell Hodgson Woodruff School of Nursing. If you are accepted and will require a student visa, to ensure that you arrive at Emory in time to register for the fall semester, it is important that your verification of funding be determined prior to applying to Emory. Incomplete or partial verification should not be submitted. The verification process takes time. When possible, you may use our Fax #: (404) 727-8509. However, ORIGINAL documentation must follow any faxed information BEFORE VISA PAPERWORK, (I-20 or DS-2019) is issued.