

**GUIDELINES  
for Certification of Finances  
2009-2010**

Please read this information prior to completing the *Certification of Finances* form

The completed *Certification of Finances* form, as well as the supporting document(s), must be returned to the appropriate address below:

Undergraduate	Graduate	Law
Attention: Ms. Edwina C. Crawford <i>Assistant Director of Admissions for International Admissions and Recruitment</i> Office of Undergraduate Admissions The University of Alabama, Box 870132 Tuscaloosa, AL 35487-0132 Tel: (205) 348-5924, Fax: (205) 354-9046	Attention Ms. Libby Williams <i>International Graduate Admissions Officer</i> The Graduate School Box 870118 The University of Alabama Tuscaloosa, AL 35487-0118 Tel: (205) 348-8278, Fax: (205) 348-0400	Attention: Claude Reeves <i>Dean of Admissions</i> School of Law The University of Alabama Box 870382 Tuscaloosa, AL 35487-0382 Tel: (205) 348-2728, Fax: (205) 348-3917

**PURPOSE OF FINANCIAL REQUIREMENTS**

Educational institutions are required by the US Department of Homeland Security to have documentary proof of adequate financial support prior to issuing immigration forms I-20 or DS-2019. Failure to fully and properly follow the instructions on this information sheet will result in non-issuance of the I-20 or DS-2019 form which is required (1) to obtain a visa and enter the U.S. or (2) to transfer from another U.S. school to The University of Alabama.

**Special Financial Requirements.** The information below describes usual financial requirements. The University reserves the right to require additional or different financial documentation, including an advance deposit. You will be notified if special documentation is required.

**Government Funding, Scholarships, Grants, and Loans.** A letter of award confirming a scholarship or loan must be submitted in place of the "Certification of Finances" and the accompanying bank letter. The award letter must meet the following requirements:

- (1) must be an original document or certified true copy;
- (2) must be on official letterhead stationery of the scholarship or loan organization;
- (3) must be addressed to The University of Alabama;
- (4) must be dated within twelve months of the intended date of enrollment;
- (5) must specify the amount, terms, and duration of the award or loan, including specific beginning and ending dates; and
- (6) must contain billing instructions specifying how the scholarship or loan organization intends to pay your tuition and fee bills.

**Privately Sponsored Students.** Proper completion and submission of (1) the "Certification of Finances" and (2) a supporting bank letter are (see "Instruction for Supporting Bank Letter" below).

**Self-Sponsored Students.** An original bank letter must be submitted indicating sufficient funds in an account in your name (see "Instructions for Supporting Bank Letter" below).

**INSTRUCTIONS FOR SUPPORTING BANK LETTER**

1. An original letter on official stationery, or a certified true copy of such letter, must be submitted from a bank or other financial institution where the prospective student, parent, or sponsor has savings deposits, certificates of deposit, money market certificates, or other types of accounts containing readily available funds.
2. If deposits are in more than one financial institution, a separate letter must be submitted from each bank.
3. The letter(s) must provide a specific amount of funds.
4. The specific amount of funds verified must total at least U.S. \$37,760.00 (U.S. \$45,120.00 for law students) for the 2009-2010 academic year. Add U.S. \$3600.00 per dependent (spouse/child accompanying you to UA). These figures are subject to change without prior notice.
5. The letter(s) must be signed and dated less than one year from when the student plans to enroll.
6. No changes, alterations, or modifications may be made to any information appearing on the letter(s).
7. Income tax statements or returns, proof of property ownership, and letters stating that the student or the sponsor possesses "sufficient financial resources" or earns enough are **not** acceptable as evidence of readily available funds.

The letter must be in English; otherwise, attach an official translation into English.

**EMPLOYMENT IN THE U.S. AND UA SCHOLARSHIPS AND FINANCIAL ASSISTANCE**

- A. Graduate Assistantships.** Awards are based upon merit, not need. Graduate assistantships and other awards may not cover all estimated expenses.
- Athletic Scholarships.** Scholarships may not cover all estimated expenses. The student must comply with the financial requirements that apply to all students, including those not receiving athletic scholarships. Therefore, the student will be responsible for providing proof of funds for the remaining amount.
- Capstone International Academic Programs Grants.** Exchange students generally receive grants from Capstone International. However, grants may not cover all estimated expenses.
- Please Note:** Graduate assistantships, athletic scholarships, Capstone International grants, and other awards may not meet the Estimated Cost of Attendance. However, all students must comply with the financial requirements. Therefore, the student will be responsible for providing proof of funds for the remaining amount.
- B. On-Campus Employment.** On-Campus jobs are few in number and difficult to obtain. Therefore, you are advised **not** to plan on supplementing your financial support with on-campus employment.
- Off-Campus Employment.** It is a violation of U.S. Department of Homeland Security regulations for international students to be employed off campus without first obtaining written work authorization. Unauthorized employment will result in loss of valid nonimmigrant status and its benefits. Do **NOT** expect to supplement your financial support by working off campus.