



## Instructions for Completing the International Student Certification of Financial Support Form

*The International Certification of Finances Form is mandatory for all international applicants. You must submit documentation verifying the information you provide in this form.*

### How to Fill out the International Student Certification of Financial Support Form

#### *Section I: International Student Applicant Information*

- Fill out this section according to your personal information.
  - Make sure to indicate the visa you expect to receive in order to matriculate at Baldwin Wallace University. In almost all cases, this will be the F-1 student visa.

#### *Section II: International Student Financial Information*

- Fill out questions 1-5 to the best of your knowledge.
  - *Note:* Question #4 asks that you indicate how you will pay for your transportation to the United States. In most cases, students will be getting the funds from parents or savings.
- Question #6 (*Student's Sources of Funds*) is divided into four parts: Personal or Family Savings, Parents, Sponsors, or your Government. You will need to fill out the section(s) that apply to your specific case, based on the sources that will be providing the annual monetary support. **Enter amounts in U.S. dollars.**
  - The total sources of funds required depends on your degree program. The program amounts can be found here: <https://www.bw.edu/tuition/>. The total sources of funds must be **equal to or more than** the total residential yearly amounts for each program.

#### *Section III: Official Certification of Sources of Funds and Amounts*

- If applicable, a signature from the bank official, parent, and/or sponsor are **REQUIRED** in the appropriate place on the form.

#### *Section IV: Certification and Authorization*

- Fill out your signature and the date you filled out the form. Your signature is **REQUIRED** in the appropriate place on the form.

#### *Attach Supporting Documentation*

Evidence of financial ability includes:

- Personal or family certified bank statements
  - Must be no more than 6 months old
  - Must be translated into English
    - *If your bank will not translate and certify a copy in English, then the statements should first be certified by the bank in the country's native language. Next, those statements should be taken to an interpreter, who can translate the document(s) into English. The interpreter should certify*



*the translated document(s), verifying that it is a true and accurate translation.*

- Documentation from a sponsor (if applicable)
- Financial aid letters (if applicable)
- Scholarship letters (if applicable)

**NOTE:** Incomplete or inaccurate documents will not be accepted. It is the responsibility of the applicant to provide the requested information.

If you have questions regarding documentation for sources of funds, please contact your Admissions Counselor.



To properly complete the International Student Certification of Financial Support Form, please follow the directions below, according to the case(s)\* that best fits your personal situation.

***\*You may “mix & match” the various cases as long as the TOTAL amount adds up to the amount of assured support.***

**Case 1: My annual support will be coming from a personal or family savings account:**

1. Fill out your bank’s name under 6a.
2. Fill out each corresponding box with the appropriate amount for each year.
3. Fill out *Section III*, including a bank official’s signature, title of the bank official, name of the bank, the bank’s address, and date.
4. Provide supporting documentation (outlined above).

**Case 2: My parents will provide the annual support:**

1. Fill out your father’s and/or mother’s name under 6b.
2. Fill out each corresponding box with the appropriate amount for each year. *Note: the amount you provide is not your parent’s salary; rather, it is the amount of the salary that is going to be contributed towards the annual cost of attendance.*
3. Fill out *Section III* including:
  - A bank official’s signature, title of the bank official, name of the bank, the bank’s address, and date.
  - Parent’s signature, address, and date.
4. Provide supporting documentation (outlined above).

**Case 3: A sponsor will provide the annual support:** *[The funds will be coming from a private sponsor, family member, or private scholarship.]*

1. Fill out the sponsor’s name under 6c.
2. Fill out each corresponding box with the appropriate amount for each year.
3. Fill out *Section III* including:
  - Sponsor’s signature, address, relationship of sponsor to student, and date.
  - Parent’s signature, address, and date.
4. Attach supporting documentation, including a signed copy of a letter from your sponsor stating the amount and duration for which you will be receiving this money, with the form. [A sample sponsorship letter template can be found here.](#)

**Case 4 (usually J-1 visa): My government will provide the annual support:** *[The funds will be coming from a government-sponsored scholarship.]*

1. Fill out the name of the government agency awarding you the funds under 6d.
2. Fill out each corresponding box with the appropriate amount for each year.
3. Fill out *Section III* including parent’s signature, address, and date.
4. Attach supporting documentation, including a signed copy of your official letter stating the amount and duration for which you will be receiving this money, with the form.



## Frequently Asked Questions

**1. Why do I have to complete this form and provide supporting documentation?**

Prospective F-1 students must have the financial resources to live and study in the United States. This includes being able to cover the cost of tuition, books, living expenses and travel. DSOs must collect evidence of the student's financial ability before issuing a Form I-20. Additionally, prospective students must bring their evidence of financial ability when applying for their student visa with the U.S. Department of State. It is also advised to have the evidence on-hand when entering the country at a U.S. port of entry, in the event a U.S. Customs and Border Protection officer asks to review it.

**2. What do I do if I cannot get the bank signature from an official?**

Preferably, we would like a bank signature from a bank official. However, in the rare case that the bank official will not sign the form, you can write "See Attached Form" on the line that asks for the signature and attach the required bank statement with the official seal and signature on the bank statement.

**3. Which box do I fill out if I don't have enough money in my savings accounts to cover all four years?**

If you or your family are unable to contribute the full cost of a Baldwin Wallace University education, you must complete Question 6a through 6c, as appropriate (see instructions for completing these sections above). Baldwin Wallace University requires actual documentation that funds exist at least for the student's first year of study and that, barring unforeseen circumstances, adequate funding will be available from the same or equally dependable sources for subsequent years. This is the same standard that consular and DHS officers will use to determine a student's financial ability.

**4. Can I provide investment or bond account statements?**

Baldwin Wallace University accepts account statements for available (liquid) funds only, such as a checking or savings account.

**5. What's an appropriate amount of money to have when I arrive at the institution?**

You can determine yourself what is the appropriate amount for personal expenses, including "indirect costs" such as books and other expenses a student may end up spending during the academic year. A rough estimate will suffice; there is no exact "answer."

**6. When submitting the International Student Certification of Finances, do I submit it online by scanning it, or do I mail it?**

- You can scan a copy and email it to your Admissions Counselor.
- You can mail a copy to:  
Baldwin Wallace University  
Admission Office  
275 Eastland Road Berea, OH 44017-2088



**7. Who can I email with questions?**

Please email your Admissions Counselor or BW's Designated School Official (ISS@bw.edu) with any questions regarding the International Student Certification of Financial Support form.