



Form I-20 Process for International Students

*****Please Submit All Documents in One Setting to isa@beulah.edu*****

If admitted by the Admission Committee, the following documents are required for admitted international students to receive the Form I-20:

1.) I-20 Request Form

2.) Documents of Financial Support

***** All supporting financial documents must be in English or accompanied by a notarized English translation showing available funds. The financial documents cannot be older than three months at the time of submission to Beulah Heights University in order to be considered valid. *****

➤ Affidavit of Financial Support Form

This form is to be completed by the person or organization that will be responsible for paying the educational expenses of the students.

- This form **must be** notarized.
- Please note, if the student is their own sponsor the form does not need to be notarized.
- If student has more than one sponsor, each sponsor must submit a separate, signed Affidavit of Support in addition to proof of funding.

➤ 3 months Bank Statements

Bank statements must be of the student's sponsor. Statements must show that the sponsor has the ability to provide a yearly income of \$24,100 funds (converted in U.S. dollars) to pay the cost to the student's educational and living expenses.

- Please include an additional 5,000.00 U.S. dollars per family member to be listed on the I-20.

3.) Health Evaluation

➤ Health Record Form

This form must be filled out carefully and accurately. **(2 pages)**

- The material on page one is to be completed by the student
- The information on the reverse side is to be filled in by a medical doctor of your choice (preferably your family doctor or local health clinic).
- If this information is provided in a language other than English, then translation is needed.

4.) Passport/ Visa

➤ Valid passport (Photo Page)

- If you are adding dependents to your Form I-20, please provide a clear copy of each dependent's valid passport.

➤ Visa

- All **transfer** and **change of status** students must provide a clear copy of their current visa.
- We will also need a clear copy of the current visa for each additional dependent (*if applicable*).

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5.) Additional Documents (If applicable)

➤ F-1 Transfer Students:

- All transfer students are required to submit an original copy of their Form I-20 from the current SEVP approved institution and I-94 card or record.
- **If you are transferring from a school or university in the U.S.**, you must inform the proper admission office so that BHU may facilitate an official SEVIS transfer as mandated by the Department of Homeland Security. Please note, you must have submitted the **BHU Transfer Clearance Form** prior to receiving the official BHU Transfer Release Form.

Please Note: If you are applying for the F-1 visa from your home country, you are not required to submit a visa until you have been approved for the F1 visa.

Remember, email ALL required forms and documents to the International Students Affairs at isa@beulah.edu.

Following verification off all documents by the International Student Affairs Office, the student will receive instructions to complete the final step for the Form I-20 Issuances:

6.) International Tuition Deposit

All international students will be required to pay an initial tuition deposit which will be credited to the first semester of enrollment. **Deposit: \$4,000.00 (Undergraduate, Graduate)**

\$4,500.00 (Doctor of Ministry, Doctor of Philosophy)

- There is also a **\$75** Form I-20 processing fee, and **\$150** flat free rate for all postage/ international shipping of your Form I-20 (if applicable).
- How to Make Your Payment**

Payment and fees must be submitted to the Business Office through either of the following options:

- Online - Through BHU portal link
- Check or Money Order
- Over the phone using a debit/credit card
- In person
- International or Domestic Wire Transfer

For further assistance on completing your payment or to complete your payment over the phone, please reach out to the Business Office at 404.627.2681 or via email at businessoffice@beulah.edu.

7.) Form I-20 Issuance

Once payment is completed for the initial deposit, the student must submit the receipt to isa@beulah.edu.

- Please allow 3-5 business days for the processing of your Form I-20 following receipt of the tuition deposit.
- The International Student Affairs Office will send email communication with further instructions for the Form I-20 Issuance and F-1 visa process.

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