



Archdiocese of San Francisco
Department of Catholic Schools

Student and Exchange Visitor
Program
I-20 Application Process

Prospective nonimmigrant students must apply to each SEVP-Certified school they wish to attend, by submitting an application for admission. A list of SEVP-certified schools is available on the SEVP Website at www.ice.gov/sevis. Prospective students must pay the \$200.00 SEVIS I-901 fee prior to applying for a student visa. There is a \$100.00 (DCS) local processing fee for I-20.

Form I-20 A
Instructions how to Apply

Student must be accepted for admission to a parish or archdiocesan school before submitting any paperwork to the Department of Catholic Schools.

The following items must be submitted to the Department of Catholic Schools:

1. Signed Form I-20 C: School Application for I-20
2. Form I-20 D (*Please note that a foreign address and a local address are required fields on this form. If parents of student will not reside in the country of citizenship at the time of application, please include the address of another relative living in the country of origin*).
3. If student will reside in the United States with someone other than his/her parents, the “Authorization for Adult to Act as Custodial Parent” (Form I-20 E) must be filled out and signed by an authorized Public Notary.
 - *Note: The custodian is responsible for the Department of Justice (DOJ) Document-Affidavit of Support, available from the DOJ’s Office.*
4. Proof of Financial Responsibility (Form I-20 F).
 - If parents will be financially responsible for the student’s tuition and living expenses, a certified letter from a bank or financial institution verifying that parents have the total amount of one year’s tuition plus an additional \$1000.00 for living expenses on deposit with the financial institution. Currency must be converted into American dollars.
 - OR if a guardian will be responsible for the student’s tuition and living expenses, a copy of the guardian’s most recent 1040 income tax form must be submitted.
5. A copy of the students previous school(s) transcripts translated into English.
6. A copy of student’s passport.
7. A cashier’s check or money order for \$100.00 made out to “Department of Catholic Schools” to cover processing fees.

Form 1-20 B
School's Submission of Paperwork

Mail all items listed on FORM – I-20A and I-20 D to the Department of Catholic Schools

Department of Catholic Schools
Attn: Designated Signing Officer
One Peter Yorke Way
San Francisco, CA 94109

If you have any questions call the Department of Catholic Schools or email your inquiries to:

Alicia Weinman (415) 614-5666 weinmana@sfarch.org

OR

Enedina Saucedo (415) 614-5667 saucedoe@sfarch.org

All necessary I-20 Forms are available to principals in the secure
Login area at www.sfarch.org/catholicschools

Form I-20 C School Application for 1-20

Student must be accepted by school of choice prior to submitting the Application for I-20, to the Department of Catholic Schools.

All fields must be completed. Failure to provide information will delay your request for I-20

Please type or print clearly

Name of School	
City	
Total Tuition, Fees	
Estimated Books, Misc.	
Date student will enter school	
Grade student will enter school	
Expected Date of Graduation	

Signature of Head of School

Date

The Principal or designated signing officer (DSO) must sign the application. By signing, you are verifying that the student has been accepted for school. This means the transcripts have been examined and any necessary testing is completed to ensure the student has the skills to function in the school's environment.

Form 1-20 D

Student's Personal Information

Accurately complete every field on the table. Failure to provide critical information will delay in processing your I-20.

Please legibly print or type

Student's Family Name	
Student's First Name	
Middle Name (optional)	
Suffix (Jr., etc.)	
Month of Birth	
Day of birth	
Year of Birth	
Gender	
Country of Birth	
Country of Citizenship	
Foreign Address	
City	
Province/Territory	
Postal Code	
Country	
United States Street Address	
City	
State	
Zip Code	

Return this completed form to your school of choice along with copies of the following documents:

1. Copy of student's passport
2. Custodial Parent Consent Form (if necessary)
3. Copy of Student's transcript(s)
4. Proof of financial responsibility
5. Cashier's check or money order for \$100.00 made out to the Department of Catholic Schools.

Your school of choice will submit the documents to DCS for final signature and processing. Copies of the signed I-20 will Fedex to the student's foreign address, will be mailed to the school of choice, and to the future student's address in the United States.

Form I-20 E
AUTHORIZATION FOR ADULT TO ACT
AS CUSTODIAL PARENT

*To be used when student will reside with
someone other than parents*

I, (we) _____ and _____
Name of Father Name of Mother

Hereby state that I am (we are) the natural parents of _____
Name of Child

A minor, age _____, born on _____ (we) authorize

Custodial Adult and / or _____
Spouse of Custodial Adult

To act on my (our) behalf in all school matters, such as, but not limited to, signing absence verifications, approving field trips, acknowledging notifications, and signing other authorizations, including, but not limited to, medical decisions and or treatment in accordance with provisions of Education Code 49407 and/or 49409.

Dated this _____ day of _____ 20 _____

Signature of Parent

Signature of Parent

Witnessed by: _____
(Signature of Notary Public or American Consulate) Date

Form I-20 F
Proof of Financial Responsibility

If parents will be financially responsible for the student's tuition and living expenses, a certified letter from the bank or financial institution verifying that parents have the total amount of one year's tuition plus an additional \$1000 for living expenses on deposit with the financial institution is required. Currency must be converted into American dollars.

OR

If a guardian will be responsible for the student's tuition and living expenses, a copy of the guardian's most recent 1040 Income Tax Form must be submitted.

