



For the Church in the World

## I-20 Request Form

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UPSem is certified by the United States government to issue a Form I-20 to students who have been admitted to one of our degree programs. This form is required in order to apply for a student visa (F-1) through the American embassy in your country.

All admitted students should complete the following information to request the Form I-20 be issued. Completed forms, in addition to all required documents, should be submitted to the International Student Advisor, Elisabeth Elliott, at [eelliott@upsem.edu](mailto:eelliott@upsem.edu) or 3401 Brook Road, Richmond, Virginia, 23227.

Questions about this form and documentation should be directed to Elisabeth Elliott ([eelliott@upsem.edu](mailto:eelliott@upsem.edu); 804-278-4231).

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### Personal Information

Student's Name

*Please write your name exactly as it appears on your passport.*    *Last (Family/Surname)*    *First (Primary)*    *Middle*

Date of Birth (Month/day/year)

Country of citizenship

Country of birth

Country of legal residence

E-mail

Telephone

Address of foreign residence

U.S. address (if applicable)

Please include a reliable address to which you would like your I-20 mailed via FedEx.

Street Address

City

State/Region/County

Country

Postal Code



## Funding

Please make note below of any additional information concerning your financial circumstances that should be taken into consideration by the International Student Advisor when preparing your living expenses budget (for example, plans to live rent-free with a family member, plans to work part-time on campus, etc.)

In order to issue an I-20, the United States government requires that UPSem certify that you already have sufficient funds to cover academic and living expenses for yourself and any dependents traveling with you. The above information will be used to prepare an estimated budget for academic and living expenses for yourself and any dependents, based on the updated estimated cost of attendance available at <https://www.upsem.edu/admissions-aid/costs-of-attendance/>.

An official budget and the corresponding amount required for the living expenses deposit will be sent to you via email within one week of receipt of your I-20 request form. Once you have received this budget, you must provide proof of sufficient funds by completing the following two requirements:

(1) Complete the certificate of funding and return it along with documentation of financial support sufficient to meet estimated academic and living expenses for one year. This may include official scholarship letters, original letters from sponsors outlining the nature of the sponsorship agreement, and official bank statements. All official documents should be dated within 3 months.

(2) Pay a Living Expenses Deposit equal to five months of estimated academic and living expenses for yourself and all dependents, less any scholarship granted by UPSem, **by May 1**. This is a deposit, and you will have full access to these funds for any academic or living expenses once you arrive at UPSem. If for some reason you are unable to attend, this deposit is fully refundable, less any bank charges.

To send the required deposit as a wire transfer from your bank, please give your bank the following information:

Bank: SunTrust Bank, Richmond, VA  
APA #: 061000104  
Credit Account: 13-06-065  
Account Name: Union Presbyterian Seminary

Upon satisfactory completion of these two requirements, your I-20 will be mailed to the address provided above.

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I certify that the information provided is correct and complete.

Student Signature

Date