

DCF INSTRUCTIONS



Northeastern

U N I V E R S I T Y

International Student & Scholar Institute
405 Ell Hall - www.issi.neu.edu
617-373-2310 (office), 617-373-8788 (fax)

International Student & Scholar Institute (ISSI) DCF Form Instruction Sheet: ISSI Form 600/C

Read the instructions below as you complete sections **I-VIII**. The numbers on this **DCF Form Instruction Sheet: ISSI Form 600/C** corresponds to the numbered items on the **DCF Form**. All admitted students who are not citizens of the U.S. or U.S. Permanent Residents must complete this form. Without complete information and appropriate certification, the Certificate of Eligibility (I-20 or DS-2019), cannot be issued. This form must be completed in English, typed or printed clearly in **blue ink**. *Illegible forms will not be processed.*

I. PERSONAL INFORMATION

1. **Gender:** Check the appropriate box.
2. **Marital Status:** Check the appropriate box. If the student is married and/or has dependents and wishes to apply for an F-2 or J-2 visa stamp, please complete Section II – Dependents' Information.
3. **Family or Last Name:** The name entered on this form must match the name in the passport submitted to a U.S. consulate for a visa application. If the family or last name consists of two or more separate names, please enter the names as they appear in the passport to enable correct processing. If a hyphen or space appears between the names, please make sure that the hyphen or space is included. Also use capitalization when needed.
4. **First or Given Name:** Enter the student's given name (as opposed to the family name) as it appears on the student's passport. If the first or given name consists of two or more separate names, please enter the names as they appear in the passport to enable correct processing. If a hyphen or space appears between the names, please make sure that the hyphen or space is included.
5. **Middle Name(s):** List the student's middle name(s) (if any) as they appear in the student's passport.
6. **Date of Birth:** Enter the numerical month, day and full 4-digit year of the student's birth, *in that order*. For example 12 June or June 12, 1970 should be entered as 06/12/1970.
7. **Social Security Number:** If applicable, enter your 9-digit U.S. Social Security Number. If none, leave blank.
8. **a, b: City and Country of Birth:** Enter the (a) city and (b) country where the student was born.
9. **Country of Citizenship:** Enter the country in which the student holds citizenship. If the student has more than one passport, please choose *one passport* and *one passport only for all visa applications* to Northeastern.
10. **Country of Permanent Residence:** If the student has permanent resident status in a country other than his/her country of citizenship, please enter the name of that country, otherwise leave blank.
11. **a, b: Occupation and Institutional Affiliation:** If applicable, list (a) current occupation and (b) institutional affiliation, specifying government or private affiliation. If a student, specify graduate or undergraduate level.
12. **Permanent International Home Address and Telephone Number:** List the student's permanent address outside the U.S. The DCF Form cannot be processed without this information. Please include street name and number and apartment number (if applicable), city, state or province, country and postal code (if available). The student's foreign telephone number should also be listed with the country code and city code in dialing order.
13. **U.S. Address:** If the student is presently in the U.S. or has an address in the U.S., please list the street address, apartment number, city, state and telephone number with the area code.
14. **E-mail and Fax (a, b):** List the student's (a) e-mail address and (b) fax number, if any.
15. **Previous (or current) Enrollment at Northeastern (a, b, c):** If the student has ever been enrolled in any capacity at Northeastern, please check "yes" and list the dates of enrollment. The (a) dates of enrollment should be entered as well as the (b) degree earned /expected, if applicable, and (c) Northeastern identification Number. If none, leave blank.

II. DEPENDENTS' INFORMATION (if applicable)

If the student requires F-2 or J-2 visa stamps for accompanying dependents, first list the total number of dependents. If more than two dependents will be accompanying the student, please copy page 2 of the DCF form,

complete the information for the additional dependents, re-numbering 'Dependent 1 and 2', to read 3 and 4, 5 and 6 etc., and attach it to the DCF Form.

16. **Dependent 1:** List the (a, b) name, (c) date and (d) place of birth, (e) country or countries of citizenship, (f) relationship to the student (e.g., spouse, son, daughter) and (h) if the dependent is already in the U.S., please list his/her immigration status (e.g., B-1, F-1, F-2, J-2 etc.).
17. **Dependent 2:** Follow instructions for Dependent 1.

III. IMMIGRATION STATUS INFORMATION

18. If the student is currently in the U.S. or is currently or recently has been enrolled in a U.S. educational institution under an F-1/J-1 student visa classification, then he/she must complete items 19-27 in Section III. If no, please proceed to Section IV. All students must submit a copy of the required supporting documents listed under Section VIII.
19. Check F-1 or J-1, or list current immigration visa classification.
20. **Change in Visa Classification (a, b, c):** (a) Select whether the student wishes to begin his/her program under current visa classification. (b) If the student is in the U.S. and would like to change his/her current visa classification, by traveling overseas and applying for a student visa at the US Embassy/Consulate. (c) If student is staying in the US and is planning to change her/his current nonimmigrant status to a student status(F-1/J-1).
21. **Requesting Transfer:** If the student is requesting a transfer from one U.S. school to Northeastern, the student must indicate the semester he/she will begin studying at Northeastern. The student must also obtain and complete the **Transfer-In Notification & Confirmation Form: ISSI Form 121**, available from the Northeastern graduate school to which the student is applying or on the ISSI website: www.issi.neu.edu.
22. **Certificate of Eligibility:** If transferring, please indicate the institution which issued your last I-20 or DS-2019 and the SEVIS ID number listed on that document.
23. **Employment Authorization Card (EAD):** If you have or have had an EAD, please list the expiration date on the card.
24. **J-1 Status:** If you are in J-1 status, please check the category of J-1.
25. **J-1/Home Residency Requirement:** Please indicate whether or not you are subject to the home country physical presence requirement.
26. **Sponsor:** If you are a J-1 visa holder, please list the name and address of the institution which sponsored your DS-2019.
27. **Permanent Resident Status:** If the student is in the process of filing for permanent resident status in the U.S., please indicate 'yes' or 'no'.

IV. ESTIMATE OF EXPENSES FOR THE ACADEMIC YEAR

Northeastern University tuition, fees and living expenses could increase approximately 5% annually. Tuition rates and fees are subject to revision by the Board of Trustees at any time. Costs may vary according to individual needs, program length, and semester hours of credit enrolled per semester. Tuition costs are calculated for a minimum full-time course load that is based on per semester hour credit rates. You must sum all costs when completing this form. Please include the additional costs incurred by dependents, e.g. for a spouse add \$6,500 and for each child add \$3,500. Please be aware that if a student is planning to stay in the U.S., but not register for courses, during the summer vacation period, estimated living expenses for this period will range from \$5,000 to \$6,000.

V. FINANCIAL DECLARATION

This section must be completed by F-1 and J-1 students sponsored by Northeastern University. All attached documents must be submitted **IN ENGLISH AND BE ORIGINALS. PHOTOCOPIES WILL NOT BE ACCEPTED.** The exception is the Northeastern award letter (item 32) which must be a copy of the original. Please list all sources of funds below to indicate the amount of support for your first year of study. The totals given must equal or exceed the estimate of expenses stated on the DCF form. Amounts must be in U.S. dollars. In the case of Personal (V, 30), Family (V, 31) and Other Sources of Funding (V, 33), no bank documents need be attached if an official representative of the bank signs, dates and places a bank seal on the DCF form. Please make sure that all appropriate signatures are provided. Certifications and attached documents cannot be more than 12 months old.

28. **Current Exchange Rate:** To ascertain that sufficient funds exist in the foreign currency, please list the current rate of exchange in your funding sources' currency to the U.S. dollar.

29. **Governmental Restrictions:** If applicable, describe the ways in which the government of the country in which the source(s) of funding are deposited, may temporarily prohibit the transfer of funds to Northeastern (e.g., financial crises or political unrest)
30. **Personal Funds:** Personal funds must be in the student's name. An official bank letter **OR** the completion of items 35-37 in Section VI (signature, printed name of bank representative; address, telephone number and bank seal or stamp on the DCF form) is required.
31. **Family Funds:** These funds are defined as funds from a relative of the student. An affidavit of support **OR** completion of all items (35-39) in Section VI (signature, printed name of bank representative; address, telephone number and bank seal or stamp on the DCF form; printed name, signature and address of sponsor, as well as relationship to student) is required.
32. **Northeastern University Support:** Please attach a copy of the signed award letter on Northeastern stationery indicating the type of support the student will be receiving (e.g., teaching assistantship (TA), research assistantship (RA), or NU tuition assistantship (NUTA).
33. **Other Sources of Funding:** List the amount and type of funding and the name(s) of the individual(s) responsible for the student's support. An affidavit of support **OR** completion of all items in Section VI (signature, printed name of bank representative; address, telephone number and bank seal or stamp on the DCF form; printed name, signature and address of sponsor, as well as relationship to student) is required.
34. **Government Funds (a, b, c, d):** This source of funding may be from the U.S. or home (foreign) government. Please list (a) the governmental source or sponsoring agency and attach a copy of the award letter which must be on official stationery. Indicate (b) the amount of support in U.S. dollars and (c) duration of the support, i.e. for how long the support is awarded. Please (d) check whether or not the sponsoring government agency requires a J-1 visa.

VI. OFFICIAL CERTIFICATION OF FUNDING SOURCES

Financial documentation is not valid if older than twelve months from the date of the bank representative's or sponsor's signature on the DCF form.

35. **Certification by Bank:** The bank official must list the amount--based on the estimate of expenses in Section IV--that the student has available to cover the first academic year at Northeastern.
36. **Bank Official (a, b):** An official representative of the bank or financial institution must sign and print his/her name, title of the position held and name, (a) address and (b) telephone number of the bank or financial institution. The bank seal must then be applied on the DCF form in the space indicated. If a bank representative signs and seals the DCF form, then an official bank letter is not required.
37. **Bank Seal or Stamp:** The bank must place the bank's official seal or stamp in the space indicated.
38. **Name of Guarantor/Sponsor(s) (a, b, c, d):** Sponsors include the individual(s) responsible for the student's Northeastern expenses listed above in Family Funds (V, 31) and/or Other Sources of Funding (V, 33). The (a) guarantor/sponsor must print his/her name, (b) list his/her relationship to the student, and (c) list his/her complete address. **Certification by Sponsor:** (d) The guarantor/sponsor must certify that the amounts listed in Section V, 31 or V, 33 are available and will be provided to meet the student's tuition and expenses. (d) The guarantor/sponsor sign and date in **blue ink**.
39. **Student's Signature:** By the signing here, the student certifies that he/she had provided accurate and truthful information for Sections I-VIII. Sign and date the document in **blue ink**.

VII. DELIVERY INSTRUCTIONS

40. **A, B. Delivery of Visa Eligibility Documents:** Mark the appropriate box to request either a pick-up arrangement at the ISSI or mail delivery of the student's I-20 or DS-2019. For (A) pick-up, please list the contact person's complete name and U.S. telephone number. For (B) mail delivery, list the address to which the documents should be sent. Please include street name and number and apartment number (if applicable), city, state, country, and postal or ZIP code (if available). Please note that express mail service may not deliver to a post office box address.

VIII. REQUIRED SUPPORTING DOCUMENTS FOR DCF/APPLICATION FOR A CERTIFICATE OF ELIGIBILITY:

The DCF Form will not be processed nor can an I-20 or DS-2019 be issued without the submission of the required supporting documents. Mail the DCF Form and all applicable documents to the Graduate School at Northeastern to which the student is applying.

International Student & Scholar Institute

Please visit the ISSI website at www.issi.neu.edu for more information on Northeastern's academic support services and orientation programs for international students. This instruction form (ISSI Form 600C) is also available online at the ISSI website at www.issi.neu.edu/forms.htm