



Phone: 001.219.464.5333  
 Fax: 001.219.464.6868  
 international@valpo.edu  
 www.valpo.edu/international

Office of International Programs  
 209 Harre Union, 1509 Chapel Drive  
 Valparaiso, IN 46383  
 United States of America

### CERTIFICATION OF FINANCES

**Important:** US immigration regulations require that students provide evidence of financial resources to be used to cover all expenses during the student's proposed course of study. Please submit documentation of liquid funds for the **first year** of study. An I-20 or DS-2019 will not be issued without complete and official financial documentation.

Estimated Average Cost (9 Months) as of 1/10/19					
Expense (In \$)	Tuition and general fees		Living Expense (tentative)	Total	Add \$5000 Per Spouse ----- Add \$4000 Per Child
	Per Year	Per Semester			
<b>Undergraduate</b>	41,820	20,910	14,000	55,820	
<b>Graduate</b>	16,120	8,060	14,000	30,120	
<b>MBA **</b>	23,020	10,260	14,000	37,020	
<b>MSN/MHA/DNP</b>	17,680	8,840	14,000	31,680	

\*Fees subject to change and will be adjusted annually.

\*\*Students participating in year-around (12 month) programs will need to allow additional cost. Please contact your department for details.

\*\*\*Additional fees may apply based on your individual program, please contact your department for details.

**Student's Full Name:** \_\_\_\_\_

*Family Name*

*First Name*

*Middle Name*

<b>Financial Information</b>		
<u>Source of Funding</u>	<u>Required Documentation</u>	<u>Amount (in USD)</u>
Personal	Personal bank statement (liquid funding)	\$ _____
Family _____ <i>Relationship to Student</i>	Personal bank statement (liquid funding) & signed affidavit (below)*	\$ _____
Family _____ <i>Relationship to Student</i>	Personal bank statement (liquid funding) & signed affidavit (below)*	\$ _____
Other _____ <i>Relationship to Student</i>	Personal bank statement (liquid funding) & signed affidavit (below)*	\$ _____
Company or Government Sponsor <i>Name of Company/Government Sponsor</i>	Sponsorship letter (template below) &/or company bank statement (liquid funding)	\$ _____
VU Scholarship Award	<i>(anticipated amount of funding)</i>	\$ _____
<b>Total Funding from All Sources</b>		\$ _____

I certify that the financial information provided is true & accurate to the best of my knowledge.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\*Form I-134, "Affidavit of Support," can be used to document support being provided by a U.S. citizen or U.S. legal permanent resident. You may locate the form at [www.uscis.gov](http://www.uscis.gov).



**Valparaiso**  
University

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Each family sponsor should complete this affidavit.

**Affidavit of Financial Support**

I, \_\_\_\_\_, certify that I will provide financial support each year in the amount of  
*Sponsor's Name*

\$ \_\_\_\_\_ for the educational & living expenses of \_\_\_\_\_ who is  
*Amount in USD* *Student's Name*

my \_\_\_\_\_. Attached, please find documentation of my available liquid finances.  
*Sponsor's Relationship to Student*

\_\_\_\_\_  
*Printed Name of Sponsor*

\_\_\_\_\_  
*Signature of Sponsor*

\_\_\_\_\_  
*Date*

Address of Sponsor:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number of Sponsor: \_\_\_\_\_  
Email Address of Sponsor:  
\_\_\_\_\_

## Sponsorship Letter Template

The below template can be used by a company/business sponsor to draft a sponsorship letter. **Your sponsor should copy this template onto official company/business letterhead and replace the blue text with their information.**

(Today's Date)

To: Valparaiso University

From: (Name of Company/Business)

Re: Financial Sponsorship of (Name of Student)

(Name of Company/Business) will financially support (Name of Student) during (his/her) course of study at Valparaiso University for a period of up to (number of years) years in the amount of \$ (USD) per year. Our financial support will cover the cost of (tuition, fees, and living expenses OR please list the expenses to be covered) for (Name of Student).

If (Name of Student) chooses to bring (his/her) spouse &/or children to the U.S. as dependents, (Name of Company/Business) (will/will not) cover the cost of their living expenses.

(Name of Company/Business) is financially supporting (Name of Student) because (list reason(s) for sponsoring the student). We have included a copy of the financial statement for our organization for your review.

Sincerely,

*[signature required]*

(Name of Company/Business Representative – preferably the CEO/owner or CFO)  
(Job Title)

## Tips on Preparing Your Financial Guarantee for Valparaiso University

### Things we look for:

1. **The date** - Your financial guarantee must be dated within the last year
2. **Type of account** - We prefer checking & savings accounts but will also accept fixed deposits
  - a. The financial guarantee you provide must be a liquid account (funds immediately withdrawable without time delay/monetary penalty). If you are **not** providing one of the above types of accounts, we must have a statement from your bank that explains that the funds are liquid and any terms associated with withdrawing money before the maturity date, etc.
  - b. We do not accept
    - i. Fixed accounts or assets like stocks, insurance policies, investments, property owned, etc.
    - ii. Letters from family/friends stating they will sponsor you unless the actual details from their accounts are provided from the bank
    - iii. Letters stating that you have been awarded an educational loan (the loan funds must be reflected in your personal accounts)
    - iv. Tax returns, payroll reports, expected salary
3. **Legitimacy** - Is your financial guarantee on bank letterhead, stamped, signed, etc. Does it appear to be a legitimate, official statement of your account(s)?
4. **Currency** - Can be in USD or foreign currency as long as we are able to convert the foreign currency amount to USD
5. **Name of the account holder** - Tells us whether we need to list your funding as personal funds, family funds, or a sponsorship
6. **Source of funding** - Example: If you say your uncle is going to sponsor you, we need to see the personal account details of your uncle rather than of your uncle's business. If the company your uncle works for is going to sponsor you, you must include a sponsorship letter as detailed below
7. **Amount** - Does your financial guarantee show sufficient funds to meet our minimum admission requirements for your program of study?

### Sponsorship Letters:

If you are going to be sponsored by your country's government or a company/business, we look for the following:

1. **The date** - Your financial sponsorship letter must be dated within the last year
2. **Institution** - Your financial sponsorship letter must specify your intent to gain admission to Valparaiso University
3. **Details of the sponsorship** - how long will the government/company sponsor you, why are they sponsoring you, what will they pay for (travel, tuition, living expenses, etc.), will they cover your dependents, how much in total (USD or foreign currency) will they provide, etc.
4. **Legitimacy** - Is your financial sponsorship letter on company/government letterhead, stamped, signed, etc. Does it appear to be a legitimate, official statement of sponsorship?
5. **Amount** - Does your financial sponsorship letter show sufficient funds to meet our minimum admission requirements for your program of study?

### Acceptable Evidence of Financial Support

- Financial guarantee dated within the last year
- Liquid funding: checking/savings/fixed deposit accounts
- Financial guarantee on bank/company letterhead
- Financial guarantee including the name of the account holder
- Source of funding matches what is reported
- Sufficient funding to meet minimum requirement

### Unacceptable Financial Documents

- Financial guarantee with no date or expired
- Non-liquid funding: stocks/insurance policies/investments/property owned/etc.
- Letters from family/friends stating they will sponsor you
- Award letter for an educational loan
- Financial guarantee on regular paper with no letterhead/stamp/signature
- Tax returns/payroll reports/expected salary
- Financial guarantee with no name
- Source of funding that does not match what is reported
- Insufficient funding that does not meet minimum requirement