



**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](http://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 (Attached)
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 Notary Public.
  - *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 can 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 (processing fee) made out to “Department of Catholic Schools”

**Form 1-20 B**  
**School's Submission of Paperwork**

Mail all items listed on FORM – I-20 A and I-20 D to:

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:

|                     |                |  |
|---------------------|----------------|--|
| Dr. Jonathan Schild | (415) 614-5667 | <a href="mailto:schildj@sfarch.org">schildj@sfarch.org</a>   |
| Diamond Ford        | (415) 614-5660 | <a href="mailto:fordd@sfarch.org">fordd@sfarch.org</a>       |
| Alicia Weinman      | (415) 614-5666 | <a href="mailto:weinmana@sfarch.org">weinmana@sfarch.org</a> |

All necessary I-20 Forms are available to principals in the secure Login area at [www.sfarch.org/catholicschools](http://www.sfarch.org/catholicschools)

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## Form I-20 C School Application for 1-20

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

All fields in the table must be completed. Failure to provide information will delay processing this request for an I-20

Please print or type clearly

|  |    |
|--|----|
| Name of School   |    |
| City   |    |
| Program/School Start Date                              |    |
| Program/School End Date                                |    |
| Grade student will enter school                        |    |
| Total Tuition, Fees                                    | \$ |
| Estimated Books, Misc.                                 | \$ |
| Living Expenses  | \$ |
| Expected Date of Graduation                            |    |
| Is student proficient in English?                      |    |
| If not, how do you intend to justify this requirement? |    |

\_\_\_\_\_  
Signature of Head of School

\_\_\_\_\_  
Date

The Principal or designated signing officer (DSO) must sign this 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 in the table. Failure to provide all information will delay processing of your I-20.

Please print or type clearly

|  |  |
|--|--|
| 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 Mailing Address<br>(I-20 will be mailed to this address) |  |
| City   |  |
| Province/Territory   |  |
| Postal Code  |  |
| Country  |  |
| <b>United States Street Address</b><br><b>**required**</b>       |  |
| City   |  |
| State  |  |
| Zip Code   |  |

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

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 be sent via FedEx to the student's foreign address upon request.

**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  
\_\_\_\_\_ and / or \_\_\_\_\_  
Custodial Adult 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/financial institution verifying 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 or a copy of the parent's current Bank Statement. 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.