

# Office of International Services

2111 Holzapfel Hall, College Park, MD 20742  
www.international.umd.edu/ies



## Instructions for the University of Maryland Certification of Finances Form

(For International Graduate Applicants Only)

All F1 or J1 international applicants who are applying for graduate admission to the University of Maryland must certify sufficient funds for university expenses including tuition, books, fees, supplies, insurance, and living expenses (travel is not included). To certify finances, the applicant must submit the Certificate of Finances Form with the original copies of requested documentation. If this form is not completed and received by the University of Maryland, you will not receive the Certificate of Eligibility (I-20 for F1 or DS-2019 for J1). Even if you will be dependent solely on an assistantship, you must submit this form.

### ESTIMATED EXPENSES TO BE CERTIFIED FOR 1 YEAR

	MOST UMD PROGRAMS	MAPO/ MAMG	ENTS	ENPM	MEPP	EXPM	MBA	MS IN BUSINESS (Washington DC, Shady Grove)	MS IN BUSINESS (College Park)
Tuition & Fees	\$21,741	\$34,911	\$18,483	\$14,271	\$22,623	\$17,500	\$47,447	\$43,014	\$52,232
Living Expenses- 12 Months	\$16,500	\$16,500	\$16,500	\$16,500	\$16,500	\$16,500	\$16,500	\$16,500	\$16,500
Books, Supplies, Medi- cal Insurance	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
<b>TOTAL</b>	<b>\$41,241</b>	<b>\$54,411</b>	<b>\$37,983</b>	<b>\$33,771</b>	<b>\$42,123</b>	<b>\$37,000</b>	<b>\$66,947</b>	<b>\$62,514</b>	<b>\$71,732</b>

### TYPES OF CERTIFICATION

Please note that the Certificate of Finances must show funding that is accessible to the student immediately. You may not show property, pension, trust funds, etc. In addition, you may not use loans as proof of funding. The Certificate of Finances is valid for six months only.

#### Personal Savings

Personal savings may be used for all or part of your financial support. Please indicate the name of your bank in the space provided on the Certificate of Finances Form. An official of the bank must attach a current bank balance statement to verify the cash amount you have indicated. If you are relying solely on personal savings, you must show funding for the entire duration of your studies.

#### Parents and/or Sponsor

If your parents or another sponsor are willing to sponsor all or part of your studies, they must indicate the amount of funds on the Certificate of Finances Form. Your sponsors must have an official of their bank attach a current bank statement to verify the cash amount indicated. This amount must cover a minimum of one year of your estimated program expenses. They must also sign the bottom of the below form.

#### Home Government or an International Organization

If you will be sponsored by your home government or an international organization/foundation, indicate the name of the agency and include a letter, signed by an authorized representative detailing the terms of your award. The letter of award should answer the following questions:

1. Will the sponsoring agency pay your tuition and fee expenses?
2. Will the agency provide you with living expenses? If yes, how much?
3. For how long is the sponsorship valid: one year, two years, or renewable until the degree is awarded?
4. Will the sponsors provide you with extra support should your spouse or children accompany you? If yes, how much?

#### University of Maryland Graduate Assistantship

In some cases, students are awarded graduate assistantship to cover their expenses. These awards are usually awarded before the applicant is fully admitted and may be used to certify support. In this case, the academic department will send a copy of your award letter to the Office of International Services. It is the applicant's responsibility to notify the academic department of the need for an assistantship. If you will be solely dependent upon an assistantship to support your studies please write this on the form below. Please be aware that if you are not awarded an assistantship, you will not be admitted to the program until you show other sources of funding.

#### Other

You may have other sources of income. Please note that these sources must be cash sources and accompanied by a certified letter and bank statement indicating the amount to be supplied. If funding will come from a citizen or permanent resident of the U.S., that sponsor must complete an Affidavit of Support I-134 from which can be found at [www.international.umd.edu/ies](http://www.international.umd.edu/ies) or at [www.uscis.gov](http://www.uscis.gov).

### ADDITIONAL DOCUMENTATION FOR DEPENDENTS

If your spouse and/or children plan to accompany you during your studies, you must provide evidence on the Certificate of Finances Form of \$4,500 additional funds for each dependent before they can be included on your immigration documents. Please complete the dependent information form below.

### SIGNATURES

The Certificate of Finances Form must be signed by both the student and any sponsors listed. Failure to do so will delay processing your application.

# Instructions for the University of Maryland Certification of Finances Form

(For International Graduate Applicants Only)

Before completing this form, please read the attached instructions carefully. Additional information can be found at [www.international.umd.edu/ies](http://www.international.umd.edu/ies). If this form is not completed and received by the University of Maryland, you will not receive the Certificate of Eligibility (I-20 for F1 or DS-2019 for J1). Even if you will be dependent solely on an assistantship, you must submit this form.

SOURCE OF FUNDS	ASSURED SUPPORT	PROJECTED SUPPORT (include 15-17% cost increase per year)		
	FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR
<b>SELF SUPPORT</b> A bank official must attach a statement on the bank's stationery verifying the total amount available to you.				
<b>PARENT/SPONSOR</b> Attach a bank statement verifying eligibility to provide you with funds indicated here. He/she must also sign below.				
<b>GOVERNMENT OR SPONSORING AGENCY</b> Enclose a signed copy of award letter.				
<b>UNIVERSITY OF MARYLAND ASSISTANTSHIP</b> Indicate if you will be solely dependent on this award.				
<b>OTHER</b> Specify _____ Enclose appropriate signed official documentation				
<b>TOTAL</b> The total should reach program expenses listed on instruction sheet attached.				

## Student Signature:

I certify that the information provided above is correct and complete.

STUDENT NAME	STUDENT SIGNATURE		
DATE (MM/DD/YY)	UNIVERSITY ID (UID)	DATE OF BIRTH (MM/DD/YY)	

## Sponsor Signature:

My signature below certifies that I have read the information furnished by the applicant on this form, that it is a true and accurate statement and that the funds are available and will be provided to the applicant as required. (Note: If you are a citizen or permanent resident of the United States, you must supply the University with the Affidavit of Support I-134 Form available at [www.international.umd.edu/ies](http://www.international.umd.edu/ies) or at [www.uscis.gov](http://www.uscis.gov)).

NAME OF SPONSOR	SPONSOR SIGNATURE	DATE (MM/DD/YY)
ADDRESS OF SPONSOR		RELATIONSHIP OF SPONSOR TO STUDENT

## Send to:

Enrollment Services Office-Graduate Admissions  
 0130 Mitchell Building  
 University of Maryland, College Park  
 College Park, MD 20742

## Dependent Information

(For International Graduate Applicants Only)

*If your spouse and/or children plan to accompany you during your studies, you must provide evidence on the Certificate of Finances Form of \$4,500 additional funds for each dependent before they can be included on your immigration documents. Please note that these additional funds must be liquid finances and not part of an assistantship stipend. Dependents may only include the spouse and children of the applicant.*

*Please list your dependents' names the way they are written on their passports.*

Family Name	First (given) and Middle (if applicable)	Date of Birth (month, day, year)
Relation to applicant: <input type="checkbox"/> Husband	<input type="checkbox"/> Wife	<input type="checkbox"/> Son <input type="checkbox"/> Daughter
City and Country of Birth	Country of Citizenship	Country of Permanent Residence

Family Name	First (given) and Middle (if applicable)	Date of Birth (month, day, year)
Relation to applicant: <input type="checkbox"/> Husband	<input type="checkbox"/> Wife	<input type="checkbox"/> Son <input type="checkbox"/> Daughter
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Relation to applicant: <input type="checkbox"/> Husband	<input type="checkbox"/> Wife	<input type="checkbox"/> Son <input type="checkbox"/> Daughter
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