GUIDELINES
for Certification of Finances
2008-2009

Please read this information prior to completing the Certification of Finances form

The completed Certification of Finances form, as well as the supporting document(s), must be returned to the appropriate address below:

Attention: Ms. LaTonya Robinson or Mrs. Marie Lee
Office of International Admissions
Shelton State Community College
9500 Old Greensboro Road
Tuscaloosa, AL 35405
Tel: 205.391.2342  Tel: 205.391.2976  Fax: 205.391.3946

PURPOSE OF FINANCIAL REQUIREMENTS
Educational institutions are required by the US Department of Homeland Security to have documentary proof of adequate financial support prior to issuing immigration forms I-20 or DS-2019. Failure to fully and properly follow the instructions on this information sheet will result in non-issuance of the I-20 or DS-2019 form which is required (1) to obtain a visa and enter the U.S. or (2) to transfer from another U.S. school to Shelton State Community College.

Special Financial Requirements. The information below describes usual financial requirements. Shelton State Community College reserves the right to require additional or different financial documentation. You will be notified if special documentation is required.

Government Funding, Scholarships, Grants, and Loans. A letter of award confirming a scholarship or loan must be submitted in place of the “Certification of Finances” and the accompanying bank letter. The award letter must meet the following requirements:
(1) must be an original document or certified true copy;
(2) must be on official letterhead stationery of the scholarship or loan organization;
(3) must be addressed to Shelton State Community College;
(4) must be dated within twelve months of the intended date of enrollment;
(5) must specify the amount, terms, and duration of the award or loan, including specific beginning and ending dates; and
(6) must contain billing instructions specifying how the scholarship or loan organization intends to pay your tuition and fees bills.

Privately Sponsored Students. Proper completion and submission of (1) the “Certification of Finances” and (2) a supporting bank letter (see “Instruction for Supporting Bank Letter” below).

Self-Sponsored Students. An original bank letter must be submitted indicating sufficient funds in an account in your name (see “Instructions for Supporting Bank Letter” below).

INSTRUCTIONS FOR SUPPORTING BANK LETTER
1. An original letter on official stationery, or a certified true copy of such letter, must be submitted from a bank or other financial institution where the prospective student, parent, or sponsor has savings deposits, certificates of deposit, money market certificates, or other types of accounts containing readily available funds.
2. If deposits are in more than one financial institution, a separate letter must be submitted from each bank.
3. The letter(s) must provide a specific amount of funds.
4. The specific amount of funds verified must total at least $19,000.00 (U.S.) for the 2008-2009 academic year. Add $3600.00 (U.S.) per dependent (spouse/child accompanying you to SSCC). These figures are subject to change without prior notice.
5. The letter(s) must be signed and dated less than one year from when the student plans to enroll.
6. No changes, alterations, or modifications may be made to any information appearing on the letter(s).
7. A letter stating that the student or the sponsor possesses “sufficient financial resources” or earns enough is not acceptable as evidence of readily available funds.

The letter must be in English; otherwise, attach an official translation into English.

EMPLOYMENT IN THE U.S.
On-Campus Employment. On-Campus jobs are few in number and difficult to obtain. Therefore, you are advised not to plan on supplementing your financial support with on-campus employment.

Off Campus Employment. It is a violation of U.S. Department of Homeland Security regulations for international students to be employed off campus without first obtaining written work authorization. Unauthorized employment will result in loss of valid nonimmigrant status and its benefits. DO NOT expect to supplement your financial support by working off campus.