

Illinois Institute of Technology

International Center
3300 S. Federal Street
Main Building, Room 405
Chicago, IL 60616
Phone: (312) 567-3680
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Financial Document Guidelines - Scholars

01/08

You have been asked to provide a financial document so that the International Center can process your request.

Acceptable Financial Documents – One or a combination of the following may be used (A-F).

- A.** An original bank statement in the scholar's name.
- B.** An original bank statement in the sponsor's name and:
 - 1.** An original letter of support from the person named on the bank statement, or
 - 2.** An original/certified certificate showing the relationship between the scholar and the person named on the bank statement.
- C.** An original letter from your department if they are funding your stay – must state the amount of funding (tuition hours covered plus stipend amount) for length of stay in the US.
- D.** Letters from government/organizations must be original and state the exact amount covered for tuition and cost of living for one academic year or length of extension.
- E.** Original Financial Affidavit (next page) – completely filled out.

Requirements for acceptable financial documents – all requirements must be met:

- Original – stamped/signed
 - Printouts from the Internet must be stamped, signed, and dated by a bank official.
- Dated less than 6 months old
- In US currency or a conversion must also be included by a website and attached (using the date of the financial document) www.oanda.com or www.xe.com are two currency conversion websites.
- In English

**Illinois Institute of Technology
Financial Affidavit of Support for J-1 Researchers**

U.S. visa regulations require that J visa holders provide certified evidence of adequate funds to meet tuition and living expenses for a proposed program of research. The affidavit of support for the duration of research must have the sponsor's guarantee of support. Section 3 must bear the seal and signature of a bank official. Alternately, a letter bearing the bank's seal and signature stating that the funds can be transferred may be attached to the affidavit. A DS-2019 cannot be issued until an acceptable financial affidavit of support and certification of finances has been received by IIT.

If you plan to bring dependents to the U.S., you must provide evidence of additional financial support for each dependent. The minimum amount of support per year will increase by \$4,000 for your spouse, and \$2,000 for each child.

IIT bears no financial responsibility should the sponsor withdraw or fail to provide funding.

**Section 1: Certification by J1 Researcher
(Complete Sections 1 & 3 if you will be self-supporting)**

I understand that as a J-1 researcher I am required to engage in research at IIT and am required to register for 2 credits of research each semester (1 credit in Summer) unless I am doing research for less than 3 months.

I certify, as indicated below, that I have arranged for financial support equivalent to the number of months that my research requires. In addition, I have arranged for all travel expenses and for support of my dependents (if applicable) while they are in the United States.

Signature of Researcher Date

Printed Name (underline last or family name)

Social Security or IIT Identifying Number, if known

Department of Research at IIT

Dates of intended research

**Section 2: Certification by Sponsor
(Complete Sections 1, 2 & 3 if you will receive support from a sponsor)**

This is to certify that I (or my agency or firm) hereby assume full financial responsibility for the researcher during his/her period of intended research

I further certify by the attached bank statement or certification that necessary arrangements can be made to have the specified U.S. dollar amount listed below transferred to the United states during the researchers period of intended research.

Signature of Sponsor Date

Print Name of Sponsor or Agency

Relationship to Researcher

Address of Sponsor

Phone Number of Sponsor Fax Number E-mail

**Section 3: Certification by Bank, Government,
or U.S. Official**

This is to certify that the above named researcher (or sponsor) has, or is expected to have, the U.S. dollar amount specified on this affidavit available, free from government restrictions, for a minimum of \$9696 (6 month program) or \$1300/month (if 3 months or less) exclusive of travel expenses to support the researcher during the period of intended research.

Signature of Official Date

Print Name of Official

Title of Official

Name of Institution or Agency

Address of Institution or Agency

Phone Number of Institution or Agency/Fax Number

An Institution Seal is required, or attach a letter on bank letterhead specifying availability of required funds of sponsor, in English and in U.S. dollar amount. ***We do not accept photocopies, original documents must be submitted.***