

## **Completing the Certificate of Finances and Affidavit of Sponsorship**

### **General Guidelines**

- Please complete all forms using BLUE INK.
- Funds must be listed in U.S. dollars.
- Certificates without student signature and date in the lower right-hand box are not valid.
- In addition to the Certificate of Finances, certified true and/or notarized supporting financial documentation is required.
- Federal regulations require that the College review all original documents before issuing the Form I-20. We strongly recommend using a courier service to send documents to Hiram.
- Partially completed or facsimile copies cannot be used in place of original documents.
- After receipt of required documents, the College will issue the Form I-20 and send it to the student by courier along with all original financial documents. Students present the I-20 and financial documents to the U.S. Embassy/Consulate as a part of the visa application.

### **Completing the Forms and Providing Documentation**

➤ **Section:** Parents

Do not include personal savings/bank account information in this section

Amounts in this section should be completed if support is coming from funds OTHER THAN personal savings accounts. The amount listed may include funds from parental employment.

➤ **Section:** Personal or Family Savings

Complete this section if support is coming from funds in a personal or family savings/ bank account(s).

An official bank statement or letter including the bank account balance and three months of account history must accompany the Certificate. Each page of the bank statement must be stamped and signed by a bank official.

➤ **Section:** Sponsor

This section should be completed only if support is coming from a sponsor (someone other than your parents or yourself).

➤ **Section:** Government

If you will receive government funding for your education, the amount to be received should be listed here and this section signed and notarized by the appropriate government official.

If you have questions regarding any aspect of this process, please contact us by email at [interal@hiram.edu](mailto:interal@hiram.edu).

