



## HOW TO COMPLETE THE GRADUATE INTERNATIONAL STUDENT SUPPLEMENT FORM

WHAT IS THE INTERNATIONAL STUDENT SUPPLEMENT FORM, WHO NEEDS TO COMPLETE IT AND WHEN DO I SUBMIT IT?

**What is this form?** The International Student Supplement Form provides Chapman University with information about your country or countries of citizenship, current and anticipated visa status, as well as passport information. For students expecting to hold an F-1/J-1 Student Visa, the International Student Supplement Form also provides Chapman University with required sponsorship information and financial verification.

**Who needs to complete this form?** All international students, regardless of visa type must submit a completed International Student Supplement Form. US Citizens, Permanent Residents (Green Card holders), those who have been granted refugee or asylee status, and DACA students do not need to submit this form.

**When do I need to submit this form?** This form will be required once you have been admitted and submitted your enrollment deposit to the university. The International Student Supplement Form is available on your Chapman portal once your acceptance has been posted.

IF YOU ARE PLANNING TO ENROLL AT CHAPMAN UNIVERSITY ON AN F-1 OR J-1 STUDENT VISA,  
PLEASE SEE THE INFORMATION BELOW

WHAT IS AN I-20/DS-2019 FORM (CERTIFICATE OF ELIGIBILITY FOR F-1/J-1 STUDENTS)  
AND WHY DO I NEED ONE?

**An I-20/DS-2019 form is a government certificate of eligibility that allows you to apply for an F-1 or J-1 Student Visa on behalf of Chapman University.** It certifies that 1) you have met all admissions requirements for your degree program, including English proficiency; 2) you will be a full-time student; and 3) you and your sponsors have provided proof of funding for your educational expenses including:

- Full-time tuition
- All mandatory fees
- Estimated living expenses
- Estimated books and supplies
- Health Insurance

HOW DO I GET MY I-20/DS-2019 FORM?

1. You must have been admitted into a full-time degree program and have shown your intention to attend Chapman by submitting an enrollment deposit. See your letter of admission for additional deposit information.
2. You must prove that you have sufficient financial support to cover the total cost for one academic year, with the assumption that the same funding will be available for each year

of your degree program. ; the combined total of tuition and standard fees for your academic program.

(See pages 3 and 4 for cost of attendance).

3. You must have submitted the following required documents:

- A completed International Student Supplement Form
- Photocopy of passport data and signature page
- Evidence of funds available

## REQUIRED FUNDING DOCUMENTATION

International Student and Scholar Services (ISSS) issues I-20 and DS-2019 Certificates of Eligibility to students who have committed to attending Chapman University by submitting an enrollment deposit and scholars. ISSS is required by law to verify that each person has sufficient funds to cover their stay in the United States. In most cases, the documentation the university requires will also be required at the U.S. Embassy or Consulate when applying for the F-1 or J-1 visa (keep a copy for that purpose).

### ACCEPTABLE PROOF OF FUNDS

To obtain your I-20 or DS-2019 in a timely manner, follow the guidelines below:

#### Acceptable Proof of Funds

**1. Chapman Awards (*scholarships, fellowships*)**

- Students should report anticipated funds from Chapman University.
- This amount will be verified with the University Financial Aid Office

**2. Personal funds**

**Submit one of the following:**

- Have your bank fill out and certify the [Financial Institution Verification Form](#)
- Bank/Financial Statement statements in your name showing your account balance

**\*\*Bank/Financial Statement Criteria:**

A single page document showing the criteria below. DO NOT submit long statements that include transaction history.

- Showing bank/financial statements from multiple accounts is acceptable
- Indicate the financial institution's name
- Indicate the account holder's name
- Clearly show the account balance
- Be dated within the past 6 months (older statements will not be accepted for I-20 purposes),
- Be translated into English (especially names)
- Clearly show the type of currency
- Be from statements that show liquid assets that can be converted to cash

**3. Private sponsors: including parents**

(must include both of the following):

- The sponsor's bank/financial statements (follow the same criteria as above)
- Letter(s) indicating the relationship between you and the sponsor(s), the amount of support and the length of support

- As an alternative to the sponsor letter, you may submit the [Financial Sponsor Information](#) form along with the sponsor's bank/financial statements.

**4. Other Institutional Support/Award Letters:**

- A letter from an employer or another institution on official business letterhead, including a signature, showing amount and length of financial support
- Salary statements are not accepted

**5. Loan Certificates/Letters:**

- Must indicate your name and the amount of approved loan on official letterhead
- Conditional loan approvals may be accepted *only* if the condition is the receipt of your I-20 or DS-2019.
- Loan applications are **not** accepted as proof of funding

**IMPORTANT: THE FOLLOWING DOCUMENTS ARE NOT ACCEPTED**

- |   |  |
|---|--|
| • Documents older than 6 months             | • Assets that are not in liquid form (house, car, etc) |
| • Income or salary statements               | • Life insurance policy statements                     |
| • Funds that are not immediately accessible | • Pension funds  |
|   | • Tax return forms or document                         |

**SUBMITTING / RESUBMITTING DOCUMENTS**

Your I-20/DS-2019 cannot be issued until appropriate proof of funding is received by ISSS. Keep in mind that if financial documents were submitted for an admission decision, updated documents may be required. Missing or separate documents will slow down the process.



# CHAPMAN UNIVERSITY

## Estimated Expenses for 2017-2018

The following costs are estimations for the total cost of your first year of educational study at Chapman University, and are subject to change at any time without notice. The total I-20 cost listed is the combined total of tuition and standard fees (see chart below). All costs are in U.S. Dollars.

Graduate Program	Total tuition for one year	Standard Fees [see chart below]	Total Cost of Attendance for 1 year
<b>Argyros School of Business &amp; Economics</b>			
MBA*	\$42,930.00	\$26,632.00	\$69,562.00
MBA/MFA Film and Television Producing	\$50,210.00	\$20,176.00	\$70,386.00
MBA/MS Food Science	\$24,750.00	\$20,176.00	\$44,926.00
Executive MBA*	\$65,250.00	\$26,632.00	\$91,882.00
MS Behavioral and Computational Economics	\$28,620.00	\$20,176.00	\$48,796.00
MS Accounting*	\$40,500.00	\$26,632.00	\$67,132.00
<b>Crean College of Health &amp; Behavioral Sciences</b>			
MS Communication Sciences and Disorders*	\$30,240.00	\$26,632.00	\$56,872.00
MS Athletic Training*	\$28,350.00	\$26,632.00	\$54,982.00
DPT (Doctor of Physical Therapy)	\$42,516.00	\$20,176.00	\$62,692.00
MA Marriage and Family Therapy	\$19,800.00	\$20,176.00	\$39,976.00
<b>College of Educational Studies</b>			
PhD Education	\$24,120.00	\$20,176.00	\$44,296.00
MA School Counseling	\$16,380.00	\$20,176.00	\$36,556.00
MA Educational Psychology	\$16,380.00	\$20,176.00	\$36,556.00
MA Leadership Development	\$16,380.00	\$20,176.00	\$36,556.00
MA Special Education	\$16,380.00	\$20,176.00	\$36,556.00
MA Teaching	\$16,380.00	\$20,176.00	\$36,556.00
<b>College of Performing Arts</b>			
MM Keyboard Collaborative Arts	\$15,660.00	\$20,176.00	\$35,836.00
<b>Dodge College of Film and Media Arts</b>			
MA Film Studies	\$22,950.00	\$20,176.00	\$43,126.00
MFA Film Production	\$39,330.00	\$20,176.00	\$59,506.00
MFA Film and Television Producing	\$41,720.00	\$20,176.00	\$61,896.00
MFA Screenwriting	\$41,720.00	\$20,176.00	\$61,896.00
MFA Production Design	\$41,720.00	\$20,176.00	\$61,896.00
MBA/MFA Film and Television Producing	\$50,210.00	\$20,176.00	\$70,386.00
JD/MFA Film and Television Producing	\$47,876.00	\$20,176.00	\$68,052.00
MFA Documentary Filmmaking	\$41,720.00	\$20,176.00	\$61,896.00
*12 month program			
Graduate Program	Total tuition for year	Standard Fees [see chart below]	Total Cost of Attendance

<b>Schmid College of Science and Technology</b>			
MS Food Science	\$17,550.00	\$20,176.00	\$37,726.00
MS Food Science/MBA	\$24,750.00	\$20,176.00	\$44,926.00
MS Computational and Data Sciences	\$27,090.00	\$20,176.00	\$47,266.00
PhD Computational and Data Sciences	\$27,090.00	\$20,176.00	\$47,266.00

<b>Wilkinson College of Humanities and Social Sciences</b>			
MA English	\$16,560.00	\$20,176.00	\$36,736.00
MFA Creative Writing	\$16,560.00	\$20,176.00	\$36,736.00
MA International Studies	\$21,510.00	\$20,176.00	\$41,686.00
MS Health and Strategic Communication	\$31,650.00	\$26,632.00	\$58,282.00
MA War and Society	\$16,560.00	\$20,176.00	\$36,736.00

<b>School of Pharmacy</b>			
MS Pharmaceutical Sciences*	\$50,622.00	\$26,632.00	\$77,254.00
PhD Pharmaceutical Sciences*	\$50,622.00	\$26,632.00	\$77,254.00
Doctor of Pharmacy*	\$69,750.00	\$26,632.00	\$96,382.00

\*12 month program

### STANDARD FEES:

<b>Budget Grad (9 months)</b>	
Tuition	Variable by Program
Room/Board	\$16,846.00
Required Fees	\$614.00*
Health Insurance	\$1,456.00
Books/other	\$1,260.00
<b>Total</b>	<b>\$20,176.00</b>

<b>Budget Grad (12 months)</b>	
Tuition	Variable by Program
Room/Board	\$22,462.00
Required Fees	\$614.00*
Health Insurance	\$1,456.00
Books/other	\$2,100.00
<b>Total</b>	<b>\$26,631.33</b>

\*Health Center Services annual fee & Parking Permit Annual Fee

### COST OF ATTENDANCE FOR DEPENDENTS:

If you plan to bring your family members, you will be required to verify additional funds for their living expenses. The estimated expenses **for each accompanying dependent** are as follows:

First Dependent	\$5,000.00
Each Additional Dependent	\$2,000.00