

ASU I-20 process and requirements

All applicants with non-US citizenship, with a few exceptions, need an I-20 document to apply for an F-1 student visa to study in the USA.

Last updated: April 1, 2025

I-20 and F-1 visa workflow



4 key areas to remember

Unacceptable documents

- If a student submits unacceptable documents, ASU notifies them by email with instructions for providing the required docs.
- Students cannot see this update nor upload revised docs in their MyASU I-20 tracker; they must follow ASU's email instructions.

I-20 amount

- When completing the FG form, students must select the correct I-20 funding amount based on their program; even a \$5 shortfall can result in an I-20 rejection.
- They shouldn't rely on the tuition estimator: I-20 amounts also include living expenses and health insurance for the first 9 months.

Keep reading for more details and tips...

Passport

- Students should not change their name and apply for a new passport after the I-20 is issued.
- ASU requires dependent passports if dependents need an F-2 visa.

Financial Guarantee (FG) form

- Students should consolidate financial documents instead of submitting multiple individual files for review.
- Those already studying in the USA must agree a transfer date with their previous institution's DSO before submitting their ASU FG.

Document submission requirements

To request an I-20, students must upload these documents via the I-20 tracker on their MyASU portal:

- ASU Financial Guarantee (FG) form
- Proof of funds documents dated no earlier than one year before the first day of the semester of admission – that show:
 - o Date of issuance
 - Funds available
 - Account holder name
 - Currency of the account
 - o Issuing institution name
- Passport, with at least 6 months validity after the date of entry into the USA
- English proficiency must be met and be valid for the semester of admission

Important points:

- If a student cannot upload their documents, they should email them to <u>gradi20@asu.edu</u> (grad programs) or <u>fg@asu.edu</u> (u/g programs).
- If a student's I-20 request documents are not acceptable, ASU Admissions will put the I-20 application back to "in progress" status and notify the student via email asking for pending/revised documents.
- A student won't be able to see in their I-20 tracker on MyASU that they are required to submit revised documents **the notification is only by email**.
- Students won't be able to upload revised documents via the I-20 tracker; instead, they must follow the instructions received by email from ASU Admissions on how to send those documents.

I-20 processing and issuance

Request deadlines for the issuance of I-20 documents each semester can be viewed at: International student visa Admission | ASU

Important points:

- Students must have an active admission to ASU to be issued an I-20 document.
- The I-20 document is sent to the student via the MyISSC portal.
- Issuing of the I-20 is **not** conditional on a student paying the enrollment deposit.
- ASU requires passports of all dependents if they will be accompanying the student and need an I-20 to apply for an F-2 visa.
- Students should not change their name and apply for a new passport once the I-20 has been issued.

Financial Guarantee form

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Find the FG form on Kaplan's Agent Download Area

Tips for completing the FG form

- All sections must be completed by the student.
- Section 2 contains the financial requirements for the issuance of the I-20 document appropriate for their program.
- They must show at least the appropriate amount of funds via their financial documents.
- The required funds are an **estimate** of costs for tuition/fees, living expenses, and health insurance for the first 9 months of their program only
- **Section 3** is where the student indicates the type of funding demonstrated via their financial documents; more than one type of funds is acceptable.
- Loans featuring family as co-borrowers should be listed as family funding.
- Section 4 is where students with active SEVIS records confirm their SEVIS ID and related information for the purposes of transferring their record to ASU.
- Students with no active SEVIS record should check the 'No' box.
- Section 5 should be completed by any student whose dependents will be accompanying them by applying for an F-2 visa.

Important points:

- Students are strongly advised to pay close attention to section 2 when selecting the I-20 amount for their program. These are the minimum amounts required to get an I-20 approval; even \$5 lower funds will not be approved for I-20 issuance.
- Often the reason for a very small shortfall amount is that students try to show the exact I-20 amount down to the dollar. Even a tiny exchange rate shift over the few days it takes to process the I-20 request might be enough to take the funds below the required amount just a couple dollars by the time it is reviewed. Therefore, we recommend students show evidence of a little more funds than is required.

- Students should not use ASU's tuition estimator to plan funds for requesting an I-20. The tuition estimator only calculates tuition and other program costs, whereas the I-20 amount is an estimate of **total** cost of attendance for tuition/fees, living expenses, and health insurance for the first 9 months of their program.
- Students transferring their SEVIS record from another institution to ASU must agree a suitable transfer date with a DSO at the previous institution, before submitting their FG form to ASU.

Acceptable financial documents

| Type of document | What should be included | Other notes |
|--|--|--|
| Bank statements with liquid assets | Only the bank summary; bank transaction detail is not needed | A screengrab of account details will not be accepted. |
| Bank certification | Bank name and address Bank official's printed name and title Bank official's original signature Bank seal Account holder's name Type of account Current amount in the account Currency type Date of issuance | Must be on original bank letterhead. |
| Investment statements showing liquid assets | | Must be an account with a cash balance. |
| Business bank accounts | Accompanied by a letter stating financial guarantor has signatory authority on the account | Letter must be on company letterhead. |
| Scholarship letters | name of the student amount of money being awarded duration of the award confirmation that the award may be used for study at ASU degree and major of study for which the award is approved | Letters should include ALL of the information listed. |
| Governmental funding | applicant's full name academic program at ASU for which the funding is approved term of the sponsorship amount of sponsorship what items it covers | Sponsorship letter must be produced by a sponsoring agency recognized by ASU. |
| Loan letter | Accompanied by the terms and conditions of the loan | Both in-principle and sanctioned loan letters accepted. |
| Provident fund statement | Accompanied by written confirmation confirming withdrawable funds for educational purposes | Must be issued by the financial institution. A "provident" fund is a retirement investment account. |
| Department assistantship at ASU | Copy of your assistantship offer letter | Amounts are not negotiable, and funds may only be applied as designated. |

Important point:

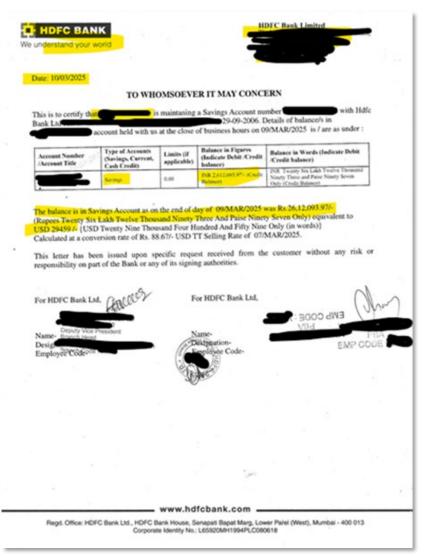
• Students should consolidate their financial documents as much as possible and avoid sending a large number of individual documents for review.

Unacceptable financial documents

This is a list of documents/financial proof that are not valid for I-20 issuance purposes:

- Expected income
- Tax statements
- Property assessments
- Bank statements lacking currency amounts or other omitted information (account holder name, issuance date, etc)
- Screenshots of bank accounts
- Insurance policies
- Business named bank account without signatory verification
- Statements showing non-liquid assets (jewelry, buildings, land, automobiles, etc)
- Credit cards
- Solvency or Capability Certificates
- Statements issued by accountants or accountancy firms
- Investment statement showing stocks, bonds or cryptocurrencies

Example acceptable document



Highlighted text indicates important information for processing:

- Issue date
- Name of account holder
- Type of account
- Balance of account
- Currency of the account
- Stamped and signed by bank officials

Important points:

- It's helpful if USD balance is provided, but this is not essential information.
- All acceptable accounts held by the account holder at the bank may be listed on one letter.