



**Financial Calculation Worksheet (To be completed by the student):**

<b>STEP ONE:</b> Calculate any additional expenses you may have to your program (Check all boxes that apply to your situation):	
I. <input type="checkbox"/> Summer living expenses for student: Calculate \$1,450.00 per month X _____ # of months (1-3)	\$ _____
II. <input type="checkbox"/> Spouse's living expenses: \$8700.00	\$ _____
III. <input type="checkbox"/> Children's living expenses: \$4350.00 X _____ (number of children)	\$ _____
IV. Additional expenses total: add lines I + II + III	\$ _____
<b>V. TOTAL ESTIMATED EXPENSES: (Add line IV + \$39,075)</b>	<b>\$ _____</b>

<b>STEP TWO:</b> Enter the amount and source of the funds you expect to have for your first year. <i>You may enter any combination of the sources below to cover the cost of your program.</i>	<b>Amount Available in US Dollars</b>
<p><b>Personal Funds</b> Name of Bank: _____ A current original bank certification in English that is signed and dated within the last six months by a bank official is required to be submitted with this financial certificate if the student is supported in part or totally by personal funds. Electronic bank statements will <b>not</b> be accepted. The bank certification must demonstrate that the account holder has funds immediately available on deposit for a specific dollar amount.</p>	
<p><b>Parents or Other Personal Sponsors</b> Print name of each parent/sponsor: _____ _____ _____ A current original bank certification in English that is signed and dated within the last six months by a bank official is required to be submitted with this financial certificate if the student is supported in part or totally by parent, family or other personal sponsor funds. Electronic bank statements will <b>not</b> be accepted. The bank certification must demonstrate that the account holder has funds immediately available on deposit for a specific dollar amount. Parent or other personal sponsors providing funds for this student's program of study at UNC-CH must provide a separate signed and dated letter verifying the amount of funds that the sponsor is willing to provide and the number of years those funds will be available to the student.  <i>Example of a sponsor's letter:</i> I, (enter full name of sponsor), will support (enter name of student) my (enter relationship to student: son, daughter, friend, employee, etc.), in the amount of (enter total U.S. dollar amount of support available for his/her first year) for his/her first year of study at the University of North Carolina at Chapel Hill and have provided documentation that these funds are available. As well, I understand that the estimated costs of attendance for this student's program at UNC Chapel Hill are expected to increase by approximately 10% each year. I pledge that funds in the amount of (enter U.S. dollar amount available per year) will be available to this student per year for a period of (enter number of years sponsor is willing to support student). <i>(Print full name of sponsor, Signature of sponsor and Date)</i></p>	
<p><b>Your Government</b> Print name of government agency: _____ Attach original, official documentation in English of your award.</p>	
<p><b>University Funding</b> If you have applied for funding from the University (teaching/ research assistantship or fellowship) and you receive such an award, your department will indicate the details of the award to ISSS when completing their section of the form. Please be aware that if you do not receive an award or your award does not cover the total estimated expenses from line V (see above) then you will be contacted to show additional financial support which may cause a delay in the issuance of your visa document.</p>	
<p><b>Other (private scholarship, home university, employer, etc.)</b> Please specify: _____ Attach original financial documentation from the "Other" source with an English translation from authorized person to certify accuracy.</p>	
<p><b>TOTAL ALL SOURCES OF SUPPORT FOR FIRST YEAR OF YOUR PROGRAM.</b> Total for the year should be equal to or greater than the cost estimate calculated in "STEP ONE: V." (Please expect approximately a 10% increase each year in the stated amount). All sources of support (or combination thereof) should guarantee support for the entire length of the student's academic program.</p>	

\*NOTE: Failure to provide financial documents that do not meet the criteria in the table above **will delay the receipt of your visa document**. If you have questions, please visit the website for International Student and Scholar Services (ISSS) at <http://oisss.unc.edu/>. There is a Frequently Asked Questions (FAQ) section <http://oisss.unc.edu/students/newstudents/faq.html> which may help you to complete this form.

**STEP THREE:** Obtain 2 original copies of your financial documents. Send one set of originals with your financial certificate (photocopies and electronic versions of an original will not be accepted). Keep one set of originals to use during your visa interview at the U.S. Embassy or Consulate and for entry to the U.S. during Immigration inspection.

APPLICANT'S NAME: \_\_\_\_\_ PROGRAM or DEPARTMENT: \_\_\_\_\_

**STEP FOUR:** *In order to receive a visa document the prospective student must demonstrate a guaranteed source of financial support for the entire academic program. Please explain how you expect to fund the subsequent years of your program by completing the following statement. In addition to completing the statement below, students who plan to use funds other than their own personal funds must attach a letter of financial support (See "STEP TWO: Parents or Other Personal Sponsors" for details) from the sponsor(s) that certifies how long the sponsor(s) will support your academic program. In order to receive a visa document that covers the entire length of the academic program, the sponsor must guarantee support for at least that period of time.*

I, \_\_\_\_\_, (STUDENT'S NAME) understand that the academic program costs are expected to increase at least 10% each year. I expect to fund the remainder of my academic program through: (check all that apply):  
 personal  family or private sponsor  government  university  or other source(s) (explain) \_\_\_\_\_  
\_\_\_\_\_  
STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**STEP FIVE:** *Please read and sign the following pledge.*

I, \_\_\_\_\_, (STUDENT'S NAME) certify that the information on this Financial Certificate and any supporting documentation is true and accurate. I have read the information here provided and understand and agree to my financial obligation to UNC-Chapel Hill, including the requirement that I shall maintain the required health insurance for myself and all accompanying family members for the duration of my studies. I understand that by signing this document I am bound to uphold the rights and responsibilities as defined under the University Honor Code and that providing false information is considered a violation of this code. (<http://honor.unc.edu/>)  
APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**STEP SIX:** *Please return this form to the Graduate School. This document will be forwarded to ISSS after processing. Do not forward this document to ISSS. If you have questions regarding the progress of your immigration document, first check with your academic department to verify if they have completed and forwarded the financial certificate to ISSS. Before emailing ISSS regarding the status of your immigration document or expediting your immigration document, please consult our Frequently Asked Questions at: <http://oiss.unc.edu/students/newstudents/index.html>. ISSS kindly requests that students limit their email inquiries to us, as responding to emails delays our ability to process your immigration documents. Thank you! We look forward to welcoming you to UNC!*

**THIS SECTION TO BE COMPLETED BY UNC-CHAPEL HILL PROGRAM OR STUDENT SERVICES MANAGER ONLY**

1. What type of financial support will this student receive from the Dept or Grad School in the 1st year?  RA ( 9 months or  12 months)  
 TA ( 9 months or  12 months)  
 Other (please list: \_\_\_\_\_)  
 None (please skip to #4)
  2. Is there strong likelihood of program funding in similar amounts for remainder of applicant's program?  Yes  No
  3. Please review the information provided by the applicant in "STEP ONE" and "STEP TWO"; then complete the following:
    - i. Total expenses noted by applicant in "STEP ONE: V" \$ \_\_\_\_\_
    - ii. Amount of 1st year's program cash award/ stipend to applicant excluding tuition, insurance, etc. \$ \_\_\_\_\_
    - iii. Value of 1st year's full tuition to be provided to the student by UNC (estimated at \$23,202) \$ \_\_\_\_\_
    - iv. Value of 1st year's fees to be provided to the student by UNC (estimated at \$2,023) \$ \_\_\_\_\_
    - v. Value of health insurance provided to the student by UNC (estimated at \$800) \$ \_\_\_\_\_
    - vi. Amount available to applicant from other sources (see "STEP TWO: Total All Sources of Support") \$ \_\_\_\_\_
    - vii. TOTAL SUPPORT FOR FIRST YEAR (add ii + iii + iv + v + vi) \$ \_\_\_\_\_
- \*\*In order for this certificate to be approved, the **support** for the first year (vii) must be at least as much as the **expenses** (i).\*\*
4. Date student is required to begin classes at UNC Chapel Hill (not including orientations, etc.): \_\_\_\_\_
  5. Expected degree/program completion date for this student: \_\_\_\_\_
  6. Is the department willing to express mail this student's documents?  Yes, bill charges to FedEx Acct #: \_\_\_\_\_  
 Yes, please contact me when documents are ready for pickup from ISSS  
 No, please send documents directly to the student using regular U.S. airmail

PROGRAM REPRESENTATIVE'S SIGNATURE \_\_\_\_\_ REPRESENTATIVE'S NAME & TITLE \_\_\_\_\_ DATE \_\_\_\_\_  
EMAIL \_\_\_\_\_ CAMPUS BOX NUMBER \_\_\_\_\_ PHONE \_\_\_\_\_

*Academic Department: please return the Financial Certificate to International Student and Scholar Services CB #5240.*