

## **FORM I-134 INSTRUCTIONS**

---

1. The full Government Instructions for Form I-134 are available at: <https://www.uscis.gov/i-134>.
2. Prepare support documents needed (Bank letter AND Proof of Income) as you will need them to fill out Form I-134.

**REMEMBER: YOU CANNOT SUBMIT THIS FORM ONLINE  
SIGN AND DATE THE FORM**

**Part 1:** Refers to the Sponsor. Married couples submitting joint support documentation showing BOTH names may complete one form.

**Part 2:** Refers to the Student being sponsored and any of the student's dependents (sponsor dependents are listed in Part 3).

**Part 3:** Refers to other information related to the Sponsor.

**Part 3:** Has several parts. (Number 3 and 4 **MUST** be completed).

- **Number 3: REQUIRED** Annual Income – this is for 12 months and must match the salary letter or IRS 1040 (pages 1 and 2) submitted.
- **Number 4: REQUIRED** Total funds in banks (savings and checking) – must match that shown in support documents.
- **Number 5:** Personal Property – not necessary to complete, is not taken into account
- **Number 6:** Stocks and Bonds – Cash kept in these funds (not the stock 'cash value') may be submitted or listed under "total funds in banks"
- **Number 7:** Life Insurance and Surrender value – not required
- **Number 8:** Real Estate – may be helpful to show home ownership, especially if providing room and board to student. No mortgage documents needed.
- **Number 10 – 21:** are about your immediate family members and dependents. If there are more than 3, add that information on Page 7.
- **Number 22 – 37:** are about the people the sponsor supports or submitted support documents to USCIS or the State Department for.
- **Number 38:** is the **MOST IMPORTANT** question. **This must be completed in Part 7, page 8 of 8.** Check the "Intend" box.

**Page 8 of 8,** Number 1 & 2 are to be filled by the sponsor.

- **Number 3.a:** Fill out Page Number 4, Part Number 3, Item Number 38.

Write in **section 3.d exactly what you intend to pay for** (see the list of Estimated Costs list for category names and to be sure to account for all costs.) Include the maximum length of time you will sponsor the student for this degree program – Estimate three (3) years, or longer if English study is required. The minimum is one year and the maximum is "until the student completes the Associate degree". Sponsors who plan to cover all tuition and fees, and books and supplies may write "All Educational Expenses". Sponsors who plan to cover Medical Insurance, Transportation, Personal Expenses, and room and board, may write "All Living Expenses". Sponsors planning to cover all the student's expenses should write "All educational and all living expenses" and the period of time. What you write indicates that you understand what is included in these estimated costs.