

FORM I-134 (pdf version) INSTRUCTIONS

1. The full Government Instructions for Form I-134 are available at: <https://www.uscis.gov/i-134>.
2. The I-134 form is used for many purposes. Not all of the questions apply to students or their sponsors. We will refer to the Parts and item Numbers that you need to complete or understand. You may leave blank any area that does not apply to you.
3. Prepare support documents needed (Bank Letter AND Proof of Income) as you will need them to fill out Form I-134.

REMEMBER: THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED TO THE OFFICE OF THE INTERNATIONAL COORDINATOR. Do NOT use the "File OnLine" version of the I-134, use only the pdf.

Part 1: Sponsor must select "Another individual who is the beneficiary". For this form, the term "Beneficiary" is the student being sponsored.

Part 2: Refers to the Student being sponsored. It has several parts.

- **Number 12:** Although a F-1 student will be allowed to stay in the United States for "Duration of Status" (as long as they are legally studying), it may help to pick a date you expect the student to complete their studies. You will note later how long you promise to support the student.
- **Number 13:** F-1 students are not expected to earn income during their studies. If they would have income, please contact the International Student Office for clarification.
- **Number 16:** Complete only if a student wishes to add any personal financial information – List only assets that can be converted into cash within 12 months and that will be used to support the student while they are in the United States. Provide the value of all assets listed in U.S. dollars, regardless of whether the assets are held inside or outside of the United States.

Part 3: Refers to the **Sponsor (individual person) completing this form**. It has several parts.

- **Number 8:** Alien Registration Number (A-Number) can be found in correspondence the Sponsor received from the Department of Homeland Security (DHS) or USCIS.
- **Number 14: REQUIRED** Dependents and Annual Income – Income is for 12 months and must match the salary letter or IRS 1040 (pages 1 and 2) submitted. This is where the number of the Sponsor's dependents (children and/or spouse and/or other students) would be listed.
- **Number 20: REQUIRED** List individual (not company) assets – Most important to show are Liquid Assets like total funds in banks (savings and checking) to match at least ONE FULL YEAR of the Estimated Costs the sponsor intends to support. The balances must match that shown in supporting documents. Any cash kept in Stocks and Bonds funds (not the stocks' cash value) could be combined with bank balances. Real Estate may be helpful to show home ownership, especially if providing room and board to students. No mortgage documents are needed. Personal property is not necessary to include and is not taken into account.
- **Number 24:** is the **MOST IMPORTANT** question. **Check the "Intend" box.** Enter the details ON PAGE 13 in the **space provided in Part 8 - not the box below**. Please see "Part 8" instructions.

Part 4: Does not apply.

Part 5: Sponsor must fill and sign this part

Part 6: Fill and sign if you used an interpreter when filling out the form.

Part 7: Fill and sign if you are the person preparing the affidavit, other than the Sponsor.

Part 8: Additional space as needed. REQUIRED TO BE COMPLETED BY THE SPONSOR

- **Number 1 (and 2 if appropriate)** Fill in the Sponsor's Information
- **Number 3. A, B, C:** Fill out Page Number = 8, Part Number = 3, Item Number = 24.
- **Number 3.D: Write exactly what you intend to pay for and the estimated length of sponsorship** (see the list of Estimated Costs list for category names and 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.

**If the student needs more time for study than sponsors have listed, the College may require updated financial support documents to extend the student's I-20.

Please Note: You may need to provide documentation for any information referred to on this I-134. In addition, the US Consulate or USCIS may request additional or updated documents. We try to be as thorough as possible while conserving individuals' privacy.