How to Request your I-20 from DePaul University

1) Login to Blue Demon Domain and scroll to Next Steps

2) Click on “Complete I-20 Request Process”
3) Once you are in the I-20 Request Portal, start by clicking on the first checklist item “I-20 Biographic Information Review.”

![I-20 REQUEST PORTAL](image)

Welcome, Kermit!

I-20 Checklist

Below you will find detailed requirements to complete your I-20 Request. As you progress through different steps additional documentation may be required and appear on your checklist.

<table>
<thead>
<tr>
<th>Status</th>
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<tbody>
<tr>
<td>✗ Awaited</td>
<td>I-20 Biographic Information Review</td>
<td></td>
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<td>I-20 Financial/Sponsorship Information</td>
<td></td>
</tr>
<tr>
<td>✗ Awaited</td>
<td>I-20 Legal Disclosures and Conditions Form</td>
<td></td>
</tr>
<tr>
<td>✗ Awaited</td>
<td>Dependent’s Passport Copy 1</td>
<td></td>
</tr>
<tr>
<td>✗ Awaited</td>
<td>Dependent Proof of Relationship 1</td>
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4) Click the box to acknowledge the terms and conditions.

![I-20 Student Request Form: Page 1 of 3](image)

Students planning to apply for F-1 student visa status are required by U.S. immigration law to submit evidence of adequate funding to meet estimated tuition and living & health insurance expenses for themselves and their dependents (if applicable) for their first year of study. Complete the online form. All documents issued in a language other than English must be accompanied by an official translation. If you have any questions, please visit Request I-20 for additional information.

☐ I acknowledge the above terms and conditions

Warning: Once you submit and continue you will NOT be able to return to this page to modify your selections. Please make sure all your selections are correct before continuing.
5) Your biographic and demographic information is pre-filled from what you entered in your application. You cannot edit the biographic information. If any of the details are different from what is in your passport, our team will correct this before issuing your I-20. Continue to the next section.
6) Select the statement that best describes your current US visa status.

Visa Section

Please select your current US Visa status: *
○ I do not have any valid US Visas
○ I have a current valid F1 visa
○ I have a US visa other than an F1

7) Your total expenses for your first year of study have been calculated based on your tuition (before scholarship) at DePaul. Estimated living expenses and required dependent expenses (if applicable) have been added. Review this information and click Submit.

Funding and Expenses Section

DePaul needs to gather information regarding your first year of funding while in the United States. Please read the questions carefully and check all that apply.

What amount of money will you have to show?

The amount of money you will have to show depends on the cost of the program of study you are going to attend, the living expenses associated with the program, and whether you will bring any dependents with you.

If you need assistance with converting the amount to US Dollar, please visit http://www.xe.com.

College: [ ] College of Computing and Digital Media
Estimated tuition for first year of study: [ ] 41361
Living expenses: [ ] 8290
Dependent Expenses: [ ]

Dependent expenses: $5,000 USD for the first dependent, $4,000 for each additional dependent.

Total Student Expenses: [ ] 58361
Are you going to be accompanied by one or more dependents? *
○ Yes
○ No
8) The Sponsorship Section is where you will tell us how you plan to pay for your first year of study. Use the form to indicate which method(s) of sponsorship apply to you.

Sponsorship Section

Who is sponsoring you for your studies at DePaul?
You can sponsor yourself, have one or several different sponsors other than yourself, receive a scholarship award from DePaul University, or receive sponsorship from your government, your current employer, or another agency. Any combination is allowed as long as you meet the minimum required amount listed below.

Calculated
Student Total
Expenses

What amount of money will you have to show?

The amount of money you will have to show depends on the cost of the program of study you are going to attend, the living expenses associated with the program, and whether you will bring any dependents with you.

If you need assistance with converting the amount to US Dollar, please visit http://www.xe.com.

<table>
<thead>
<tr>
<th>Funds From Yourself (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount (USD)</td>
</tr>
<tr>
<td>Numbers only. No special characters</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funds From Sponsor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many individuals are you receiving funds from? (Do not include government sponsorship here).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funds From Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you receiving funds from an employer?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DePaul University Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Government/Agency Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you receiving funds from a government agency?</td>
</tr>
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<table>
<thead>
<tr>
<th>Funding Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>You do not have enough funding listed to cover your estimated expenses!</td>
</tr>
</tbody>
</table>

| Total Funds Available from all Sources | |
|----------------------------------------|
| Remaining Funds Needed | |
9) **Guide to types of sponsorship:**

a. **Funds From Yourself** – this is money you have in your personal accounts in your own name.

   ![Funds From Yourself (USD)]

   **Amount (USD):**

   Numbers only. No special characters

b. **Funds From Sponsor** – this is money from an individual (or individuals) such as parents, relatives, or friends.

   ![Funds From Sponsor(s)]

   How many individuals are you receiving funds from? (Do not include government sponsorship here).

Choose the number of sponsors you will have from the drop-down menu. Enter their information in the boxes provided. NOTE: each sponsor will receive a form to complete at the email address you provide for them. **Do NOT enter your own email address here.**

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**ATTENTION:** Your individual sponsor(s) will receive the affidavit of support by email.
c. **Funds From Employer** – if your employer is sponsoring your study, enter their information here.

![Funds From Employer](image)

Are you receiving funds from an employer?

**No**

**Yes**

Name of Employer

Amount (USD)

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d. **DePaul University Support** – this is where you may enter your scholarship name and amount, if applicable. NOTE: you must type the name of the scholarship in order for the amount box to appear.

![DePaul University Support](image)

Type

Global DePaul Scholarship

Amount (USD)

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e. **Government/Agency Support** – enter information here if you are being sponsored by an organization.

![Government/Agency Support](image)

Are you receiving funds from a government agency?

**No**

**Yes**

Name of Organization

Saudi Arabian Cultural Mission

Amount (USD)

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10) **Funding Check:** Once you have entered a total amount equal to or greater than the cost of your first year of study, you will be able to click “Submit and Continue”.

![Funding Check](image)

Total Funds Available from all Sources

**55051**

You have enough funding listed to cover your estimated expenses

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**Warning:** Once you submit and continue you will NOT be able to return to this page to modify your selections. Please make sure all your selections are correct before continuing.

Submit and Continue  
Save For Later  
Cancel
11) Tick the box to agree to the terms, type your name to sign, and click Submit.

I-20 Student Request Form: Page 3 of 3

Student Signature

To the best of my knowledge, the information given above is true. I understand that as a non-immigrant F1 visa student, I am expected to engage in full-time study at DePaul University. I have arranged for financial support for the duration of my studies at DePaul and have truthfully stated the financial arrangements above. I understand that by law, I cannot work in the US without legal authorization and cannot expect to work to support my studies. I also understand that I cannot depend on future financial aid as a basis of my financial support. I understand that all documents submitted with this certification become the property of DePaul University and will not be returned. I understand and agree that DePaul University reserves the right to verify the information contained in this financial affidavit of support by, among other things, contacting other educational institutions. I understand that I am subject to the penalties for falsifying information outlined in the DePaul University Code of Student Responsibility. I also understand that clicking the "Yes" button below and typing my legal name is equivalent to signing DePaul's financial affidavit of support.

- Yes, I agree to the terms and conditions above

Student Signature: __________________________

12) After submitting your request form, your checklist will update with new items to submit. *The items may vary depending on your specific situation. The below image is a sample only.*

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<td>Passport Copy for I-20</td>
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<tr>
<td>✗ Awaiting</td>
<td>Current US Visa Copy</td>
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<tr>
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<td>Current I-20 Copy</td>
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<tr>
<td>✗ Awaiting</td>
<td>Transfer Release Form</td>
</tr>
<tr>
<td>✗ Awaiting</td>
<td>Current Bank Statement Copy</td>
</tr>
<tr>
<td>✗ Awaiting</td>
<td>Sponsor 1 Affidavit of Support (to be submitted by sponsor)</td>
</tr>
<tr>
<td>✗ Awaiting</td>
<td>Sponsor 1 Bank Statement Copy</td>
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13) Click on each pending item in your checklist to submit the required
documents.

   NOTE: IF YOU HAVE A SPONSOR OR SPONSORS, THEY MUST SUBMIT THE AFFIDAVIT OF
   SUPPORT VIA THE EMAIL THEY RECEIVE. YOU CANNOT SUBMIT THE AFFIDAVIT OF SUPPORT
   YOURSELF.

14) If you realize after submitting your request that you have made any
   mistakes, please contact us at ugi20@depaul.edu for assistance.