Submitting Proof of Identity and Financials for the Issuance of Form I-20s and DS-2019s

Overview

The page explains how to submit the required documentation in order to be issued a form DS-2019 or form I-20 from the University of West Florida. For help with this process, please contact International Programs at international@uwf.edu.

Instructions

After being admitted into a degree program or being accepted into a student exchange, there are several documents required before the university can issue immigration documents. The documents required are a copy of a valid passport and a certification of your financial support.

Activate MyUWF

In order to submit this documentation, you must have access to MyUWF. If you have not already activated your account, you can do so following the instructions at Activating your MyUWF/ArgoNet Account.

Use the MyUWF App

Search for "Proof of Identity and Financial Support for Immigration" in MyUWF. Then, click on the app.

Complete the Form

Once you have clicked the app, a page opens asking you to complete the form. Click "Complete Form."
Select Your Student Type

After clicking "Complete Form," you are taken to the start of the form. Your name, date of birth, student email, and UWF ID should automatically load. If it does not, please contact international@uwf.edu for help.

Select your student type using the guidelines below:

- **Exchange Student** (this is for students participating in a partner exchange with the University of West Florida)
- **Graduate Students** (this is for degree and non-degree seeking students who have been admitted to a Masters, Specialist, or Doctoral program)
- **Intensive English Program Student** (this is for students who are study English at the Intensive English Program including students who have Undergraduate Conditional Admission)
- **Transatlantik Institut Student** (this is for cohort students participating in the Transatlantik Institut MBA cohort)
- **Undergraduate Student** (this is for degree and non-degree seeking students who have been admitted to an Undergraduate program)

Review the Required Financial Support and Select Dependents

After you select your student type, you will see the required proof of financial support. The amount is different depending on the type of student you are.

Next, you select if you have any dependents. Adding dependents increases the amount of financial support required.

Dependents only need to be added if they are going to be attached to your visa status.
Choose the Type of Financial Support

To show proof of support, you first select the type of support you have using the guidelines below:

**Athletic Scholarship** (use this for scholarships from UWF athletics teams)

**Friends/Family** (use this for support that is from friends or family; this support required a completed Certification of Financial Resources)

**Scholarship** (use this for support that is from a scholarship outside UWF)

**Self** (use this for support you are providing; this support required a completed Certification of Financial Resources)

**University of West Florida** (use this for scholarships and support from UWF that is not related to athletics)

**Instructions:** Please enter the sources and amount of your financial support. You must have enough financial support to cover the minimum required by immigration. For support from yourself, friends, and family, you will need to upload a completed Certification of Financial Resources available at http://uwm.edu/medialibrary/university-of-west-florida/applications/financial-aid/financial-aid-policy.pdf For other types of support, you will need to upload proof of that support. This includes athletic award letters, scholarship award letters, and graduate assistantship letters.

**Primary Source of Support**

**Amount of Support:**

**Choose the Type of Support**

- Please Select
  - Athletic Scholarship
  - Friends/Family
  - Scholarship
  - Self
  - University of West Florida

Enter Financial Support Information

After choosing the type of support, enter the requested information.
Certification of Financial Resources

Support that is from friends, family, or yourself requires a Certification of Financial Resources. The form can be downloaded below or downloaded from the app.

The Certification of Financial Resources is completed and signed by the sponsor (or yourself if it is self support), and then, taken to your bank for approval. The bank should sign and stamp the form.

Below is an example of a correctly completed Certification of Financial Resources.
After the form has been signed by all parties and stamped by the bank, upload the completed form.

Multiple Sources of Support

It is very common to have multiple sources of support. If you need another source of support, click the check box label "I have another source of support" and additional sources will appear. Each additional source of support must have its own Certification of Financial Resources.

Completing the Form

Once you have added all of your sources of financial support, click “next.” This will take you to the passport upload page.
Instructions: Please upload a copy of your current passport. This is required in order for the University of West Florida to issue an I-20 or Form DS-2019.

FAQs

✓ What if my bank will not complete the Certification of Financial Resources?
   Most financial institutions will complete the form. However, if your institution will not, please contact international@uwf.edu. It is possible to accept certain types of bank letters in place of the signature or stamp.

✓ What if my bank will sign but not stamp, or stamp but not sign?
   If your financial institution will only do one or the other, we will accept a signature without a stamp or a stamp without a signature. Everything else on the form must be correct.

Upload a scanned copy of your passport, and click “next.” This will take you to the signature page. After you sign, the form will automatically be sent to International Programs for approval.