



## **STEP By Step Guide to Securing your F1/I-20 from Howard University**

To proceed with your I-20 issuance, please carefully review the following instructions and submit the required documents via email to:

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Catherine Saeki (DSO/ARO): [catherine.saeki@howard.edu](mailto:catherine.saeki@howard.edu)

1. **Statement of Financial Responsibility (SOFR) Form** – Complete the form, ensuring both you and your sponsor sign it.
2. **Financial Documentation\*\*** – The amount listed on the SOFR form must be supported by an official bank statement, scholarship letter, or other relevant financial documents.
3. **Admission Letter** – Submit a copy of your admission letter.
4. **Passport Information Page** – Provide a copy of the biographical page of your passport.

**\*\*Acceptable sources of funding include** checking and savings account bank statements with a current balance, approved loan documents, scholarships and Graduate Assistantship awards. Please note, documents cannot be more than 6 months old. **Unacceptable sources include** real estate holdings, stocks, bonds, salary verification letters, retirement funds, property, life insurance policies and unapproved loan documents. These are not accepted because they are not readily available to you, or because the value can change.

If the source of these funds belongs to anyone other than you, a signed letter of support on SOFR form must accompany the bank documents. \*\*

### **IMPORTANT: Deferring Admission**

Please, email our office, your department and [admissions office](#) if you do not believe you will receive your visa in time to start classes at Howard University. Students will be able to defer their admission and start the process of receiving a new I-20 in preparation for a future term.