

# STATEMENT OF FINANCIAL RESPONSIBILITY

Summer 2017

All students participating in the Overseas Immersion Program (OIP) must provide evidence of financial support before being issued a Form I-20 (the form necessary for applying for an F-1 student visa). Please print this form and complete it carefully. **A copy of all documents submitted to DigiPen should be kept with the applicant as they may need to be presented at the U.S. Consulate and/or U.S. Port of Entry.**

## REQUIRED DOCUMENTATION:

- Completed Statement of Financial Responsibility (pg. 4 as appropriate)
- Supporting documentation (see pg. 3 for acceptable documentation)
- Copy of passport

## PLEASE SUBMIT YOUR DOCUMENTS TO:

Front Desk Officer  
DigiPen Institute of Technology Singapore

## QUESTIONS?

Students who are unsure about the necessary requirements should contact Admissions **before** submitting documentation.

### » SKYPE

Admissions representatives will be available to chat on Skype under the username **digipen.admissions**. Times are listed as Pacific Time.  
Mondays, Wednesdays, and Fridays from 10 a.m. - 12 p.m.  
Tuesdays and Thursdays from 4:30 p.m. - 6:30 p.m.

### » DIRECT LINE AND E-MAIL

If you are unable to reach the Office of Admissions via Skype, feel free to call **+1-425-629-5001** or e-mail at **admissions@digipen.edu**.

# ESTIMATED STUDENT BUDGET

Summer 2017

Estimated expenses for a single student during the OIP semester are listed below. These charges are subject to change without notice, and students should be prepared for any adjustments in expenses. Explanations of charges are listed on each line.

<i>All funds listed in USD.</i>	<b>UNDERGRADUATE</b> All Programs
<b>Undergraduate Full Time Tuition and Fees</b> » Undergraduate budget based on 16–22 credits for one semester.	\$0
<b>Room and Board</b> » This amount assumes the student is living in DigiPen Housing LLC.	\$3,300
<b>Books and Supplies</b> » Textbooks, art supplies, computer disks, etc. for one semester.	\$394
<b>Local Transportation</b> » This amount assumes the average transportation for off-campus for three months.	\$381
<b>Personal Expenses</b> » Clothing, entertainment, toiletries, etc. for three months.	\$750
<b>TOTAL</b>	<b>\$4,824</b>

## ADDITIONAL COSTS:

All international students are required to enroll in a health and accident insurance policy before starting classes. This applies to all students attending the Institute under an F-1. The policy must provide continuous coverage from the first day of enrollment through graduation. Students who need to purchase insurance should visit [internationalstudentinsurance.com](http://internationalstudentinsurance.com) and choose a plan that meets their needs. This resource is provided as a convenience for students and is not an endorsement of any program.

Proof of such insurance must be furnished to the Student Affairs Office once a year, prior to the first day of class. The Proof of Insurance form should be submitted with a copy of a card or certificate that indicates the dates of coverage, the terms of coverage (in English) and coverage amounts listed in U.S. dollars.

Students who fail to provide proof of insurance by the first day of class risk their enrollment and F-1 status.

### The Institute suggests minimum policy coverage including:

- Medical Expenses coverage:
  - » Lifetime Maximum Benefit—minimum \$1,000,000
  - » Policy Year Maximum Benefit—minimum \$250,000
  - » Maximum Benefit per Injury or Sicknesses—minimum \$250,000
- Repatriation of Remains coverage
- Medical Evacuation coverage

## SUPPORTING DOCUMENTATION

*Depending on your source(s) of funding and whether or not you have a dependent accompanying you to the US, different documents are required to support your Statement of Financial Responsibility. It is important to note that international student employment is heavily restricted by U.S. law and that employment opportunities while studying are limited. Therefore, it is not advisable to rely on employment while studying as a source of income. DigiPen reserves the right to request additional documentation from students who will be transferring funds from countries that impose restrictions on such transfers.*

### ACCEPTED DOCUMENTATION:

#### A. Bank Statement

The bank statement needs to be typed on bank letterhead and signed by a bank official. Self-service printouts are not acceptable. Statements need to be dated within one year of the student's intended enrollment date. The account balance, currency (preferably in USD), and name of the account holder must be included in the statement. If more than one statement from a single bank will be submitted then the account number must also be included. All assets must be liquid or available for immediate withdraw and the bank statement must confirm this explicitly. DigiPen will **not** accept investments or physical assets that must be sold to obtain funding (such as jewelry, real estate, automobiles, etc.). Tax returns, retirement funds, insurance policies, salary/payroll statements, and loans have not been approved or finalized are also not acceptable.

Statements for students applying to any undergraduate program need to have a minimum balance of US\$4,824.

All statements must be issued in English. In the event that a bank statement cannot be issued in English, an original-language copy that complies with the above requirements and a certified third-party translation must be submitted. Please find more details regarding translation requirements at [digipen.edu](http://digipen.edu).

#### B. Affidavit of Support

Individuals providing financial support to students must complete the paragraph under the Family/ Sponsor Funds section on page 4 and submit a bank statement(s) to confirm financial capability. Please provide one affidavit and bank statement per sponsor. Sponsors may submit multiple bank statements if necessary (see guideline A).

#### C. Award Letter

Students receiving financial support from an institution (such as an employer, government, or scholarship-awarding institution) must include an official award letter typed on official institution letterhead. This letter must be signed and dated by an institute official and should include the following: the name of the student, the amount of the award, when funds will be disseminated and in what quantities, and duration of the award. The letter should explicitly confirm that the funds granted can be used in pursuit of the student's program of choice at DigiPen.

#### D. Loan Approval Letter

Students who secure a loan to fund their studies must provide an official letter from the financial institution granting the funds. This must be signed and dated by a credit institution official. This letter must confirm that the loan has been approved, the total amount approved, the purposes for which the loan can be used, and when the loan will be dispersed.

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## Summer 2017

Student's Last (Family) Name \_\_\_\_\_

First (Given) Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Student's Date of Birth (mm/dd/yyyy) \_\_\_\_\_

Please indicate what type of funding you will receive and the amount in U.S. dollars (check all that apply):

**Personal Savings** \$ \_\_\_\_\_  
*Supporting documentation required: (A) Bank Statement*

**Family/Sponsor Funds** \$ \_\_\_\_\_  
*Supporting documentation required: (A) Bank Statement (one or more per sponsor)*

I, \_\_\_\_\_ [print sponsor's full name], affirm that I am willing and able to support \_\_\_\_\_ [print student's name], who is my \_\_\_\_\_ [relationship], by providing US\$ \_\_\_\_\_ per year for the duration of his/her studies at DigiPen. I affirm that the information provided in the supporting documentation is accurate. I understand that any misinformation could result in the above student being denied admission to or withdrawn from DigiPen Institute of Technology, and that failing to meet tuition deadlines could result in the student's dismissal.

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Student should **not** sign for sponsor)*

**Government or Institutional Scholarship** \$ \_\_\_\_\_  
*Supporting documentation required: (C) Award Letter (one per institution)*

Name of scholarship and scholarship provider: \_\_\_\_\_

**Loans** \$ \_\_\_\_\_  
*Supporting documentation required: (D) Loan Approval Letter (one or more per creditor)*

Name of creditor: \_\_\_\_\_

**TOTAL \*Per Year (in USD):** \$ \_\_\_\_\_

*\*Minimum amounts: Undergraduate Students \$4,824.*

I hereby certify that the information I have provided is accurate and complete to the best of my knowledge, and that I will have available for my personal and academic expenses the full amount reported above. I also certify that I have read and understand the information provided to me in this document regarding financial documentation and health insurance costs.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_