Carnegie Mellon University
Tepper School of Business MBA

GRADUATE STUDENT FINANCIAL STATEMENT 2013

Dear Prospective Student,

In order to process a Certificate of Eligibility (Form I-20 or DS-2019) which you will use to apply for an F-1 or J-1 student visa or for transfer of schools while in the United States, you must provide documentary evidence that sufficient funds are, or will be, available to defray all expenses during the entire period of anticipated study.

The Master of Business Administration at Tepper School of Business requires that you provide financial evidence for the entire 2 years of the program.
You will also need to provide proof of funds to cover the expenses of any accompanying dependents (spouse & children). These financial documents become a permanent part of your student record. **All financial documents must be originals; photocopies, scans and faxes will not be accepted**. Refer to page 2 for "Acceptable sources of financial documentation".

INSTRUCTIONS:

1) **READ** all forms carefully. When **all** forms and documents are received, the Certificate of Eligibility (Form I-20 or DS-2019) will be reviewed and processed and sent promptly to the address you indicate on the International Student Information Form. **The Certificate of Eligibility will not be processed until we receive these forms and all original supporting financial documents.**

2) **TYPE** all data on (a) page 3 of this *Graduate Student Financial Statement*, (b) the *International Student Information Form*, pages 1 & 2, (c) *Affidavit of Support Form* for each individual who will contribute money to finance your education. **PRINT** the forms.
(Students who are being financially sponsored by their home government, employer, or international organization must submit an original letter detailing the financial award in place of the affidavit.)

3) **MAIL** the completed forms along with all supporting documents in one package to:

Carnegie Mellon University
Tepper School of Business
Room 231-Admissions
5000 Forbes Avenue
Pittsburgh, PA 15213, U.S.A.

Checklist

Before submitting these forms you should review all details carefully and make a copy of all for your records. Be sure to include all of the following in one package:

- □ Completed Graduate Student Financial Statement (page 3 only)
- □ Completed International Student Information Form (pages 1 & 2)
- □ Completed Affidavit of Support (if required)
- □ Original financial documentation
- □ Copy of the picture page of the passport (for student and dependent(s)

<u>Acceptable sources of financial documentation</u>

1) *Personal Funds*
Submit an **original** bank statement or **original** bank letter on official letterhead showing available funds in your name. Loans in your name are considered 'Personal Funds'.

2) *Family or Individual Sponsor*
Submit an **original** bank statement or **original** bank letter on official letterhead <u>PLUS</u> the completed Affidavit of Support Form.

3) *Employer or Private Organization*
Submit an **original** letter from sponsoring organization on official letterhead, addressed to Carnegie Mellon University, detailing the exact amount to be provided & period of funding.

4) *Home Government Funding*
Submit an **original** letter from the sponsoring organization on official letterhead, addressed to Carnegie Mellon University, detailing the exact amount to be provided & period of funding.

5) *Carnegie Mellon Support*
Submit a **photocopy** of your Carnegie Mellon admission letter and/or award letter.

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- <u>All</u> financial documents must be:
  - in English (or an official translation)
  - original documents (no copies, faxes or scans)
  - dated less than 6 months from the date of submission
  - clearly state the name of the account holder and the available balance in the account

- Life insurance policies, retirement accounts, Chartered Accountant statements, real estate (either the rental of or the intended sale of) and personal property are **<u>NOT</u>** acceptable.
- All investment accounts (stocks, bond, mutual funds, etc) will be accepted at 50% of the current value. Submit an original investment statement, in English, clearly indicating all of the requirements noted above.
- You should obtain 3 sets of original financial documents. Submit one set with this application, keep one set for your visa application and carry one set with you to present to the immigration officials upon entry to the US.
- Notarized statements are not required.
- If necessary, foreign currency will be converted upon review of the file.
- An online bank statement is acceptable only if it meets the above requirements.

It is in your best interest to submit clear and concise documentation to help the process go smoothly.

NOTE: Due to the high volume of packages received in OIE we are unable to confirm the receipt of your forms. Phone and email inquiries will <u>not</u> be acknowledged. OIE will contact you via email if additional information is needed.
The Certificate of Eligibility will be sent to you within 3 weeks of receipt of all necessary documents <u>plus</u> verification of admission to the academic department.
Packages containing incomplete information or insufficient funding will <u>not</u> be processed.

You will receive arrival and orientation information with your I-20 or DS-2019.
Questions? Visit our web site at **http://www.cmu.edu/oie**; **FAQ's for new international students** or email the Office of International Education at **oie@andrew.cmu.edu**.
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TEPPER SCHOOL OF BUSINESS MBA

1. Students' Name _____ _____ _____
   FAMILY NAME First Name Middle Name

2. The **estimated** cost for the 2013 academic year including summer (12 months) is:

Tuition and fees (includes activity fee ($198), technology fee ($367), Port Authority (bus) fee ($112))	$56,916
Living expenses (includes room, board, books, supplies, Notebook computer,	$21,919
Health Insurance (required)	$ 1,100
Total (less dependent expenses)	$79,935
Dependent expenses	
Total plus dependent expenses	

Estimated second year budget should be approximately $78,735**.** Total budget is approximately $158,670 for two (2) years - not including expenses for dependent family members.
If applicable, include $7,648 for spouse, $4,512 for first child and $3,960 for each additional child per year.
Please note: All figures are estimates and are subject to change.
You are not permitted to borrow student loans for dependent expenses.

3. Total cost per year (add amounts in item 2): _____

4. **Using U.S. dollar amounts** fill in the chart below for each year* that you will attend CMU.
   **The total for the first year must equal the amount in item 3.*

Source of Financial Support for Student	**1st Year**	**2nd Year**
a. Amount from personal funds		
b. Amount from sponsor (including family)		
c. Amount from employer, private organization, or home government		
d. Amount from Tepper School of Business		
TOTAL		

You must provide current, original financial documents (e.g., official bank statements) for all of the amounts listed above. Supporting financial documents must be: **1)** in English (or an official translation), **2)** original documentation (no copies, faxes, or scans), **3)** dated less than 6 months old, and **4)** clearly state the name of the account holder and the amount of funding available, preferably in U.S. dollar equivalent. Foreign currency will be converted upon review of this file.
If you are being sponsored by your home government, employer, or international organization, include the original letter from the agency awarding the scholarship, addressed to CMU, indicating your name and the exact amount awarded, the duration of the award and other terms of the award, dated no more than 6 months from the date of submission.
NOTE: Life insurance policies, retirement accounts, Chartered Accountant statements, real estate and personal property are NOT acceptable. Stocks, bonds and mutual funds will be accepted at 50% of the current value.

By signing my name to this form, I agree that the information above is a correct statement of the arrangement for financing my studies at Carnegie Mellon University.

APPLICANT'S SIGNATURE _____ DATE _____