

International Graduate Student  
Supplemental Forms for the  
Katz Graduate School of Business  
Ph.D. Program  
2008-2009



*University of Pittsburgh  
Office of International Services*



## **GREETINGS!**

The Office of International Services (OIS) has prepared this packet of information to facilitate the preparation and issuance of the required visa documents to enable international graduate students to engage in programs of study at Pitt.

In order to ensure the process goes smoothly and is completed within a timely manner, it is extremely important that you read the materials in this packet very carefully and follow the instructions. This will avoid delays in the processing of your visa documents.

If you have any questions or need additional information, please visit <http://www.ois.pitt.edu>.

### **The Process for Issuing Visa Documents for International Students**

1. Upon receiving an offer of admission, you will be requested to notify the school or department that you accept the offer of admission. You must also complete and submit the International Graduate Student Supplemental Forms, which includes a Certification of Financial Responsibility, and a copy of the identification page from your passport.
2. The school or department then sends a copy of your admission letter, the identification page from the passport, and the completed International Graduate Student Forms to the Office of International Services for processing.
3. Your financial support information will be reviewed in the Office of International Services.
4. If the financial support information submitted is acceptable, a visa document is then prepared and sent to you.



The University of Pittsburgh  
Office of International Services \_\_\_\_\_

## International Graduate Student Supplemental Form

### Biographical Information

---

Name: \_\_\_\_\_

*Family Name*

*Given Name*

*Middle Name*

Gender: Male  Female       Marital Status: Married  Single       Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*mm      dd      yyyy*

U.S. Social Security Number (if applicable): \_\_\_\_\_

City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Legal Permanent Residence: \_\_\_\_\_

Position/Occupation in Home Country: \_\_\_\_\_  
*(e.g., student, professor, etc.)*

Current Mailing Address:

Street Address \_\_\_\_\_

City, State/Province \_\_\_\_\_

Country and Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Address in Home Country (if different from above):

Street Address \_\_\_\_\_

City, State/Province \_\_\_\_\_

Country and Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Address to Which Visa Documents Should be Sent:

Street Address \_\_\_\_\_

City, State/Province \_\_\_\_\_

Country and Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Immigration Information**

---

If you are **currently INSIDE the United States**, please complete the following:

1. Current Visa Classification: \_\_\_\_\_ Current Sponsor/School: \_\_\_\_\_
2. Date of Initial Entry into United States (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
3. I-94 Admission Number \_\_\_\_\_ I-94 Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ (If D/S, check here: )
4. You must attach supporting documentation verifying current visa classification, e.g., Form I-20, Form DS-2019, etc.)

If you are **currently OUTSIDE the United States**, please complete the following:

City/Country where you will apply for the required visa: \_\_\_\_\_

**Dependent Information**

---

*For each dependent who will accompany you to the U.S., please provide the following information. Use additional sheet if necessary. Please note that a dependent is defined as your spouse and/or any unmarried children under 21 years of age.*

#1 - Gender:  Male  Female Relationship: \_\_\_\_\_  
Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Date of Birth (mm/dd/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ City & Country of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

#2 - Gender:  Male  Female Relationship: \_\_\_\_\_  
Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Date of Birth (mm/dd/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ City & Country of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

#3 - Gender:  Male  Female Relationship: \_\_\_\_\_  
Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Date of Birth (mm/dd/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ City & Country of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

**“The statements and information provided on this application are true and accurate to the best of my knowledge.”**

Signature \_\_\_\_\_

Date \_\_\_\_\_



The University of Pittsburgh  
Office of International Services

---

## Katz Graduate School of Business Ph.D. Program Certification of Financial Responsibility 2008-2009

**You MUST review the following instructions before completing and signing this form. Failure to read the instructions and complete the form correctly will result in delays in the processing of your application and issuance of your visa document.**

---

1. Review the cost estimates and the estimated length of the degree program to which you are applying.
  2. Complete the certification indicating the amount of support that will be provided from each source for each year of the program. You MUST show *immediately available liquid assets* for the first year only. (NOTE: Liquid assets include money in a banking account, stocks, bonds, or other investments with cash value. Retirement accounts cannot be used as a source of financial support unless the sponsor can provide evidence that he/she is, in fact, retired and able to access those funds without penalty for early withdrawal. Real estate or other non-liquid asset such as automobiles, jewelry, or other personal property cannot be used as a source of financial support under any circumstances). For the following years beyond year one, you must document the availability of finances as well, but they do not have to be in immediately available liquid assets. Financing for the subsequent years can be demonstrated by providing letters or other documentation verifying ongoing *anticipated* earnings such as salary or investment income, or other assets that will demonstrate your ability to fund your program for the entire duration of the program.
  3. All proof of financial support must be submitted in English.
  4. All proof of financial support must be stated in U.S. dollars and clearly state the date that the documentation was written or printed.
  5. All proof of financial support must be an original document.
  6. Please be aware that evidence of financial support must also be shown to the U.S. Embassy or Consulate when applying for a visa. Therefore, you will need to have two sets of financial support documents—one to submit to the University of Pittsburgh and one for the U.S. Embassy or Consulate.
  7. More than one sponsor may be used. More than one sponsor may copy this form for use.
- 

### ESTIMATED LENGTH & COST OF STUDIES<sup>1</sup>

	Ph.D. Program – Four Years			
	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>
Tuition and Fees:	\$45,180.00	\$45,180.00	\$30,945.00	\$ 2,475.00[FTDS]
Living Expenses:	\$13,200.00	\$13,200.00	\$13,200.00	\$13,200.00
<b>Total:</b>	<b>\$58,380.00</b>	<b>\$58,380.00</b>	<b>\$44,145.00</b>	<b>\$15,675.00</b>

**Dependents:** For each dependent, add an additional \$3,400.00 per year.

---

<sup>1</sup> All costs are estimates and are subject to change without notice.



# Certification of Financial Responsibility \_\_\_\_\_

Student's Name \_\_\_\_\_  
*Family Name* *Given Name* *Middle Name*

Department/School \_\_\_\_\_

Sponsor's Name \_\_\_\_\_  
*Family Name* *Given Name* *Middle Name*

Sponsor's Address (Number and Street): \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ / \_\_\_\_\_ E-Mail: \_\_\_\_\_

Relationship of Sponsor to Student: \_\_\_\_\_

## Certification of Financial Responsibility

I/we hereby certify that I/we will provide financial support for \_\_\_\_\_ to engage in a program of study at the University of Pittsburgh. I/we will provide funds from the following sources:

	Year One <sup>2</sup>	Year Two	Year Three	Year Four
1. Provided each year from annual salary/income. Total annual salary in \$US _____ You <b>MUST</b> attach documentation annual salary/income.	_____	_____	_____	_____
2. Provided from bank account with a total in \$US _____. You <b>MUST</b> attach an Official Bank Statement.	_____	_____	_____	_____
3. Provided from other sources. You <b>MUST</b> identify source(s) and attach documentation.	_____	_____	_____	_____
4. Total Available from All Sources:	_____	_____	_____	_____

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date Signed

<sup>2</sup> Support for the first year must be in immediately available liquid assets. Subsequent years can be demonstrated by providing letters or other documentation verifying ongoing *anticipated* earnings such as salary or investment income, or other assets that will demonstrate your ability to fund your program for the entire duration of the program.