

## How to fill in the Financial Statement Form – Step by step guide

The financial statement form is a document used by students to prove that they are able to finance a study abroad term at National University.

This is how you enter the information in **Section A**:

### A. PERSONAL INFORMATION (STUDENT)

Full Name (exactly as it appears on passport):

Mustermann Maximilian

Family Name

First Name

Middle Name

Country of Citizenship: Germany

Country of Birth: Germany

Date of Birth (mm/dd/yyyy): 10/20/1998

Contact Phone: +49 123 456789

Email: maximilian.mustermann@mail.de

My level of study is: ☐ English Language Program ☐ Academic Program ☒ Non-Degree (Short-Term Academic)

## Section A - Personal Information (Student):

Please enter all your personal data here and indicate which study program you are applying for. If you are planning to study for a semester at National University, you are a “Non-Degree” student – if you are planning to earn a full degree, please check “Academic Program”. Please remember to enter your birth date in the American style (month / day / year).

## Section B - Source of Financial Support:

There are two options to fill in this section.

### Option 1: Personal funds (your own funds)

**B. SOURCE OF FINANCIAL SUPPORT:** SELECT THE BOX OR BOXES BELOW TO INDICATE ALL SOURCES OF FINANCIAL SUPPORT.

☒ Applicant's Personal Funds/Loan.

☐ Funding from Parent, Relative, or Other Sponsor.

Name of Sponsor (Please print full name):

Relationship to Applicant:

Name of Sponsor (Please print full name):

Relationship to Applicant:

PLEASE SUBMIT ONE OF THE FOLLOWING:

☐ Submit two consecutive monthly bank statements from a bank within the U.S.A. with a beginning and ending balance that meet the Financial Document Requirements and Cost Estimate Chart (see below)

☒ Submit bank letter or funding letter with the applicant's name and current balance of funds that meet the Financial Document Requirements and Cost Estimate Chart (see below).

If you are providing your own funds, please tick the first box and submit a bank letter, which shows that you have enough money on your own bank account. Detailed information on the form of a bank letter can be found at the end of this guide.

### Option 2: Funds from a sponsor (relative, parents, friends etc.)

In case you will be sponsored by your parents, relatives, etc. please enter the data as shown in the following example:

**B. SOURCE OF FINANCIAL SUPPORT:** SELECT THE BOX OR BOXES BELOW TO INDICATE ALL SOURCES OF FINANCIAL SUPPORT.

☐ Applicant's Personal Funds/Loan.

☒ Funding from Parent, Relative, or Other Sponsor.

Name of Sponsor (Please print full name): Maria Mustermann

Relationship to Applicant: Mother

Name of Sponsor (Please print full name):

Relationship to Applicant:

You can also split the total amount of money to two different bank accounts if you have more than one sponsor or if the money is not on the same account. If you do this, **please note that you need to hand in two separate financial statements from the bank.**

## Section C – Financial Certification of Student / Sponsor:

If you chose option 1 and are providing your own funds, please fill in section C as follows:

### C. STUDENT/SPONSOR(S) SIGNATURES

I/ We understand the minimum amount of money necessary for tuition and fees, and other expenses at National University. I/ We verify that the minimum amount will be available for the student and any dependents for the first year of study. I/ We understand that providing false or misleading information can result in the student's admission to the university being withdrawn.

<i>M. Mustermann</i>	03/25/2020
Signature of Applicant	Date
Signature of Sponsor(s)	Date
Signature of Sponsor(s)	Date

In case you use funds from one (or more) sponsors, please complete section C like this (if you have more than one sponsor, please make sure all sponsors sign here):

### C. STUDENT/SPONSOR(S) SIGNATURES

I/ We understand the minimum amount of money necessary for tuition and fees, and other expenses at National University. I/ We verify that the minimum amount will be available for the student and any dependents for the first year of study. I/ We understand that providing false or misleading information can result in the student's admission to the university being withdrawn.

<i>M. Mustermann</i>	03/25/2020
Signature of Applicant	Date
<i>Maria Mustermann</i>	03/25/2020
Signature of Sponsor(s)	Date
Signature of Sponsor(s)	Date

## Section D – Dependent Information

The **dependent information** only needs to be filled in if you are planning to take your spouse and / or children with you to the US.

When you are done and have entered all the necessary information please upload this document in the online portal in the section "Affidavit of Support".

## Information and guidelines for a financial letter by the bank

Proof of financial funds is necessary for a successful application at National University. The guarantee of the sufficient funds is needed for the application of an American visa.

**Please make sure to follow these guidelines for the template:**

1. Official bank **letter paper**
2. Letter issued in **English**
3. Official **signature** of bank employee **AND** official **stamp** of bank
4. Letter head includes name of **account holder OR National University**

5. **Date** when funds will be accessible
6. **Account type** and **account number**
7. **Amount: 3,865 USD per month / class** → min. 11,595 USD for 3 months or 15,460 USD for 4 months
8. **Date of issue** (not older than 6 months)
9. Name of account holder/sponsor has to be **identical** with the name given on application form (*Section A/B of Affidavit of Support*)