



## Financial Documentation Requirements

### Examples of Acceptable Financial Documents:

- Bank statement
  - Bond statement
  - Certificate of deposit
  - Government sponsorship letter
  - Loan confirmation letter
  - Mutual funds
  - Scholarship letter
- Unacceptable:**
- Credit card statement
  - Life insurance statement
  - Pension fund statement
  - Real estate documents
  - Tax return documents
  - Wage/salary statement

### Financial documents must meet **all** of the requirements listed below:

- Be an official bank document (signed and stamped, or an official electronic monthly statement) and show professional letterhead stationery or the bank's official stamp or seal
- Be written in English or officially translated into English
- Contain an issuance date within the last 6 months
- List the account holder's full name
- List the account type
- Indicate the current balance and currency
- All funds must be liquid and immediately available for withdrawal

**If personal/family funds are insufficient and business funds must be documented, the business must provide a letter** stating that the business funds will be used to provide support for the student's educational and living expenses in addition to the guarantor affidavit of support being signed. The letter must include:

- the student's name
- organization's address and telephone and fax numbers
- original signature and title of the responsible official
- specific dollar amount and duration of the scholarship

**Students may have more than one guarantor/source of funding.** Guarantors may be parents, grandparents, other relatives, or friends. All guarantors must fill out a guarantor affidavit of support.

**If two or more students are using the same financial documents,** there must be funds available to cover the estimated educational and living expenses of each individual. For example, twice the minimum amount required must be shown if using the same documents for two students.

**If you have a scholarship/tuition waiver, subtract that amount from the total amount required to determine the amount you must document.**