

# GUILFORD COLLEGE

## CERTIFICATE OF FINANCES (COF)

### WHAT IS THE COF?

The Certificate of Finances is a document that assists us in determining the student's ability to cover the cost of studying at Guilford College. We are required by the U.S. government to collect this information before issuing the I-20, which is needed to request a student visa from the U.S. embassy. In order to avoid any delays in issuing the I-20, please provide all the information and documentation requested as outlined in the instructions below.

### INSTRUCTIONS FOR COMPLETING THE COF

These instructions will guide students and their families in completing the Certificate of Finances (COF). They are not intended to give instructions on every section of the COF, but only on those sections that may need more explanation.

1. Please print your full name as it appears in your passport.

Please tell us the different sources of funding you are using to finance your education.

2. If you have some personal funds, please tell us the name of the bank and the amount you will have the first year and how much you project to have in the remaining years. Make sure to also attach any bank statements that confirm the availability of funds.
3. If your parents are providing you with financial support, please indicate the amount they will provide in the first year and the remaining years.  
They will also need to provide any documentation (bank statements, letter from employer confirming salary, etc.) that confirms the availability of funds. If possible, a bank official should sign the COF.
4. If you are receiving financial support from other sources (relatives, friends, organizations, etc.), please indicate the amount of support they will provide the first year as well as the remaining years. Please have them sign the form.
5. Don't forget to sign the form acknowledging that the information you have provided is accurate and complete, and that you understand that any misrepresentation may be cause for denying or revoking admission.

### \*IMPORTANT NOTE ABOUT FINANCIAL SUPPORT

Please understand that the amount of financial support you will receive from parents and other sources must cover the difference between the scholarships you receive from Guilford College and the total cost of attending the College.

Example: The total cost of attending Guilford College in the academic year 2014-2015 is approximately US \$51,707. Student X is receiving scholarships totaling US \$20,000 a year. Student X must prove that he/she is able to cover the difference of US \$31,707.

We hope that these instructions have been helpful in answering any questions you may have about completing this form. However, if after reviewing the instructions you have additional questions; please don't hesitate to contact the international student adviser, Daniel Diaz, at [diazdf@guilford.edu](mailto:diazdf@guilford.edu) or 336.316.2125.