



Valparaiso
University

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Each family (or other) sponsor should complete this affidavit.

Affidavit of Financial Support

I, _____, certify that I will provide financial support each year in the amount of
Sponsor's Name

\$ _____ for the educational & living expenses of _____ who is
Amount in USD *Student's Name*

my _____. Attached, please find documentation of my available liquid finances.
Sponsor's Relationship to Student

Printed Name of Sponsor

Signature of Sponsor

Date

Address of Sponsor:

Phone Number of Sponsor: _____
 Email Address of Sponsor: _____

Sponsorship Letter Template

The below template can be used by a company/business sponsor to draft a sponsorship letter. **Your sponsor should copy this template onto official company/business letterhead and replace the blue text with their information.**

(Today's Date)

To: Valparaiso University

From: (Name of Company/Business)

Re: Financial Sponsorship of (Name of Student)

(Name of Company/Business) will financially support (Name of Student) during (his/her) course of study at Valparaiso University for a period of up to (number of years) years in the amount of \$ (USD) per year. Our financial support will cover the cost of (tuition, fees, and living expenses OR please list the expenses to be covered) for (Name of Student).

If (Name of Student) chooses to bring (his/her) spouse &/or children to the U.S. as dependents, (Name of Company/Business) (will/will not) cover the cost of their living expenses.

(Name of Company/Business) is financially supporting (Name of Student) because (list reason(s) for sponsoring the student). We have included a copy of the financial statement for our organization for your review.

Sincerely,

[signature required]

(Name of Company/Business Representative – preferably the CEO/owner or CFO)
(Job Title)

Tips on Preparing Your Financial Guarantee for Valparaiso University

Things we look for:

1. **The date** - Your financial guarantee must be dated within the last year
2. **Type of account** - We prefer checking & savings accounts but will also accept fixed deposits
 - a. The financial guarantee you provide must be a liquid account (funds immediately withdrawable without time delay/monetary penalty). If you are **not** providing one of the above types of accounts, we must have a statement from your bank that explains that the funds are liquid and any terms associated with withdrawing money before the maturity date, etc.
 - b. We do not accept
 - i. Fixed accounts or assets like stocks, insurance policies, investments, property owned, etc.
 - ii. Letters from family/friends stating they will sponsor you unless the actual details from their accounts are provided from the bank
 - iii. Letters stating that you have been awarded an educational loan (the loan funds must be reflected in your personal accounts)
 - iv. Tax returns, payroll reports, expected salary
3. **Legitimacy** - Is your financial guarantee on bank letterhead, stamped, signed, etc. Does it appear to be a legitimate, official statement of your account(s)?
4. **Currency** - Can be in USD or foreign currency as long as we are able to convert the foreign currency amount to USD
5. **Name of the account holder** - Tells us whether we need to list your funding as personal funds, family funds, or a sponsorship
6. **Source of funding** - Example: If you say your uncle is going to sponsor you, we need to see the personal account details of your uncle rather than of your uncle's business. If the company your uncle works for is going to sponsor you, you must include a sponsorship letter as detailed below
7. **Amount** - Does your financial guarantee show sufficient funds to meet our minimum admission requirements for your program of study?

Sponsorship Letters:

If you are going to be sponsored by your country's government or a company/business, we look for the following:

1. **The date** - Your financial sponsorship letter must be dated within the last year
2. **Institution** - Your financial sponsorship letter must specify your intent to gain admission to Valparaiso University
3. **Details of the sponsorship** - how long will the government/company sponsor you, why are they sponsoring you, what will they pay for (travel, tuition, living expenses, etc.), will they cover your dependents, how much in total (USD or foreign currency) will they provide, etc.
4. **Legitimacy** - Is your financial sponsorship letter on company/government letterhead, stamped, signed, etc. Does it appear to be a legitimate, official statement of sponsorship?
5. **Amount** - Does your financial sponsorship letter show sufficient funds to meet our minimum admission requirements for your program of study?

Acceptable Evidence of Financial Support

- Financial guarantee dated within the last year
- Liquid funding: checking/savings/fixed deposit accounts
- Financial guarantee on bank/company letterhead
- Financial guarantee including the name of the account holder
- Source of funding matches what is reported
- Sufficient funding to meet minimum requirement

Unacceptable Financial Documents

- Financial guarantee with no date or expired
- Non-liquid funding: stocks/insurance policies/investments/property owned/etc.
- Letters from family/friends stating they will sponsor you
- Award letter for an educational loan
- Financial guarantee on regular paper with no letterhead/stamp/signature
- Tax returns/payroll reports/expected salary
- Financial guarantee with no name
- Source of funding that does not match what is reported
- Insufficient funding that does not meet minimum requirement