

# Instructions for completing the Confirmation of Funds form

## PURPOSE OF THE DOCUMENT:

The Confirmation of Funds form is used to show the amount of funds available to the account holder at a specific bank. The document is used to complete the admissions process at the University of Delaware English Language Institute (ELI).

## INSTRUCTIONS AND CHECKLIST:

It is very important to **follow all instructions** listed here in order for the Confirmation of Funds form to be accepted by the ELI. Use the checkboxes below to verify that all requirements are met before you submit the document to the ELI.

- The Confirmation of Funds form must be submitted to the ELI on the bank's **letterhead** (*i.e.*, it must show the bank's official logo on the document). This is extremely important. The document will **not** be accepted if it is not on letterhead.
- The document must be completed and **signed by a bank representative**.
- The document must include the **date** that it was prepared.
- All of the information requested on this form must be completed**, including date and currency type. Do not skip any section (the document will be rejected if any information is missing).
- The bank representative may type the information on the form, or he/she may handwrite the information. All information must be clear and legible (*i.e.*, readable).
- All information must be entered in English and using the **English alphabet**.

## ADDITIONAL INFORMATION:

1. The bank representative completing the form can include the total amount of funds available to you in **all** of your accounts at that specific bank.
  - We do not need one form for each account. It is acceptable to give us **one form** that includes the information for ALL accounts at that specific bank.
  - If you have **accounts at several different banks**, then you must provide us with one Confirmation of Funds form for EACH separate bank.
2. **Optional:** If the bank wishes to add any additional information (*e.g.*, any disclaimers or legal notices), there is space on the bottom of the form that can be used for this purpose. Anything added to this document must be written in English. NOTE: This is not required by the ELI; however, we recognize that some banks may need to include extra information in documents like this.

## HOW TO SUBMIT THE DOCUMENT:

You may upload the document directly to the application form for the ELI program, or you may send it by email to [ud-eli@udel.edu](mailto:ud-eli@udel.edu) or by fax to +1-302-831-6765. Be sure to include the student's full name (as it appears on the student's passport) in the body of the email (or in the fax cover letter) so that we know who the form belongs to.

## CONFIRMATION OF FUNDS

### BANK INFORMATION

Name of bank:

Address of bank:

Name of authorized person completing this form:

Job title of authorized person completing this form:

Signature of authorized person completing this form:

### DOCUMENT PREPARED FOR

University of Delaware English Language Institute  
189 West Main Street, Newark, Delaware 19716, USA  
+1-302-831-2674 | ud-eli@udel.edu

Date prepared (format: MM/DD/YYYY):

### FUND DETAILS

Name of accountholder:

Account number:

Total amount of funds available to accountholder:

Currency type (e.g., USD, EUR, CNY, XOF, etc.):

Account type (e.g., checking, savings, etc.):