Checklist New and Transfer Students

Student Checklists
New Students Arriving Directly from Overseas

1. New students should submit the following documents to the program or school at Duke where admitted. The department will forward the completed materials to DVS.

2. Print and sign the last page of the web form.

3. Submit the original signed form.

4. Electronically submit the web form.

5. Proof of funding.


Students Transferring from a United States Institution to Duke. Transfer students should submit the following documents to the program or school at Duke where admitted. The department will forward the completed materials to DVS.

1. Print and sign the last page of the webform.

2. Submit the original signed form

3. Electronically submit the web form.

4. Proof of funding

5. Copy of passport biographic and expiration page(s).

6. Copy of I-94 record, if currently in the United States.

7. Copy of all prior visa documents (I-20, DS-2019, I-797, EAD or other).

8. Copy of visa stamp.
Students must request the transfer of their SEVIS record from current school to Duke. Contact the international office at current school to request a SEVIS transfer and inform DVS of the SEVIS release date.