

DUKE UNIVERSITY AND HEALTH SYSTEM

Duke Visa Services
Box 90970
Location: 114 S. Buchanan Blvd.
Smith Warehouse 1st Floor, Bay 7
Durham, NC 27708

Telephone: 919-681-8472
919-681-VISA
Facsimile: 919-681-8492
Email: visahelp@mc.duke.edu
Website: <http://www.visaservices.duke.edu>

Funding Guidelines for F-1 and J-1 Students

Duke Visa Services (DVS) issues visa documents for F-1 and J-1 students attending Duke. **Please complete the Webform and submit the signed signature page along with other required documents directly to the program or school to which you have been admitted.** The documents should not be sent to DVS. Your program or school will forward your completed application to DVS for your I-20 or DS-2019 to be issued. Our office requires **2 weeks** from the time DVS receives your application to issue the visa documents.

DVS is required to verify that you have the ability to pay for the first full year of your academic program including tuition, fees, and living expenses, etc. The minimum funding requirements are established by the program or school you will attend at Duke. Obtain the student budget from your program or school to determine the amount of funding you must prove for visa documents to be issued. You also must prove you have the additional funds required for family members to be issued dependent visa documents.

Proof of Funding:

- Must be in English or with an official translation (cannot be self-translated)
- Must reflect liquid assets - no real estate, stocks/bonds, or salary to be earned
- Must identify the source, funding amount, type of currency, and dates of coverage
- Must be current (4 months old or less)
- Must be original (Refer to Additional Suggestions below)

Examples of Acceptable Proof of Funds:

- Personal (checking/savings account statements)
- Family funds (checking/savings account statements)
- Scholarship award letters from home university
- Scholarship/Fellowship/Assistantship letters from Duke University
- Government grant/award letters
- Employer sponsorship letter

Notes about Funding sources:

If sponsored by **personal or family funds**, you will need to provide bank statements or bank letters showing personal or family member checking/saving funds. Be sure the family member's name is on the bank statement or letter. Please complete the *Official Certification of Sources of Funds and Amounts* form if bank statements or letters cannot be obtained.

If a family member is sponsoring you, then you **also** need to provide a sponsorship letter from the member confirming:

- Their RELATION to you
- Their INTENT to sponsor your stay in the U.S. specifying the AMOUNT and DURATION of their support

Example: "I (name of sponsor) will financially support the educational program of (name of student and relation to sponsor) in the amount of \$_____ per year for his/her four year program at Duke University."

The name(s) on the support letter must match the name(s) on the bank statement. If there is more than one name on the bank statement, every person listed on the bank statement must sign the support letter.

If sponsored by **other sources**, you will need to present an official letter on letterhead from the funding source confirming:

- TOTAL AMOUNT being provided to you (specify the amount and currency)
- DATES during which funding will be provided
- NAME of the school where you will be attending, so it must say *Duke University*
- SIGNATURE of the person in the organization who is authorized to guarantee those funds

ADDITIONAL SUGGESTIONS: You should obtain at least 2 original copies of your proof of funding. You will need to show original proof of funding at the U.S. Embassy or Consulate when applying for the visa stamp. You may also be asked to show original proof of funding when you enter the U.S. (at the port of entry).

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Official Certification of Personal and Family Funds

This form must be completed only if support letters and bank statements/letters are not submitted.
Visa documents cannot be issued without proof of funding.

Part I: To be completed by student

Family name of student: _____
(as appears in your passport)

Given Name of student: _____
(as appears in your passport)

Specify your sources of funding and the amounts to be provided to you by each funding source. The total amount of funding support must meet the minimum funding required by your degree program.

| Funding Source | Amount | Funding Source | Amount |
|----------------|--------|----------------|--------|
| Personal funds | \$ | Family Funds | \$ |

Part II: To be completed by your parent/relative (if they are funding you)

This is to certify that the funds listed above are available and will be provided as specified.

Parent or Sponsor's Signature: _____ Parent or Sponsor's Name (printed): _____

Relationship of Sponsor to Applicant: _____ Date: _____

Address (if different from student): _____

Part III. To be completed by the bank officer

This is to certify that I have read the information given by the applicant on this form, that it is true and accurate, and that the funds are available in liquid assets.

Bank Officer's Signature: _____ Bank Officer's Name (printed): _____

Title: _____ Name of Bank: _____

Date: _____

Address of Bank: _____

(Bank stamp)

WHICH VISA CLASSIFICATION SHOULD YOU CHOOSE?

A DETAILED COMPARISON OF THE F-1 AND J-1 VISA CLASSIFICATIONS FOR STUDENTS CAN BE FOUND AT:

https://visaservices.duke.edu/category/F1_J1_Visa_Comparison.php

Please read the information at the above website and below before choosing your visa classification. Your academic program has the right to override your Visa Classification request if this classification will not allow you to meet the academic requirements of your program.

IMPORTANT INFORMATION ABOUT THE J-1 EXCHANGE VISITOR VISA

If you are eligible to come to the U.S. on a J-1 visa, please read the following important information about this visa category.

• **Home Residence Requirement**

The J-1 Exchange Visitor Program is designed to facilitate international educational exchange between the U.S. and citizens of other countries. Because our government and foreign governments have a shared interest in having the exchange visitor (J-1 visa holder) return home at the end of his/her program, the J-1 should be used only for temporary activities and not as a bridge to permanent resident status. To ensure that exchange visitors do return home, the J-1 may carry with it a requirement that the alien, after completion of his/her program here, be physically present in the home country for (2) years before returning to or remaining in the U.S. in a visa class that permits employment. This "home residence requirement" applies to the following four groups of people: 1) those who receive U.S. government funding for exchange such as Fulbright scholars or National Institutes of Health fellows; 2) those who receive foreign government funding for exchange such as AMIDEAST-Peace Fellows; 3) those whose skills or training are on a "skills list" filed by the home government with the U.S. government; and 4) foreign physicians, regardless of funding or skills list, who receive clinical graduate medical training in the U.S.

• **Prohibition against Category Change**

All J-1 Exchange Visitors are in one of various categories: college and university student; trainee; teacher; professor; research scholar; short-term scholar; specialist; intern; alien physician; international visitor; or secondary school student. Generally, an Exchange Visitor may not change from one category to another; however, under exceptional and unusual circumstances, it may be possible to apply to the Department of State (DOS) for permission. A request for a change of category usually takes several months to be processed and is usually denied.

• **Health Insurance Requirement**

All J-1 Exchange Visitors must carry health insurance that meets the Department of State (DOS) minimum criteria for themselves and their J-2 dependents for the full duration of their stay in the U.S. on J visas. Government regulations stipulate that if the J visa holder willfully fails to carry the minimum coverage of health insurance, the J-1 sponsor must terminate the program and report the termination to the Exchange Visitor Program, the government agency that controls this visa program.

All students issued a Duke Form DS-2019 and enrolled in an academic program that requires the payment of a health fee will automatically be enrolled in the [Student Health Insurance Plan](#) (SMIP) and the premium amount will be added to their Bursar's accounts. The SMIP coverage meets the DOS criteria. Students should enroll their dependents into the [Student Health Insurance Plan](#). Note that students must bear the cost of their dependents' insurance premiums.

The DOS J-1 insurance criteria can be found at: <https://www.ecfr.gov/cgi-bin/text-idx?rgn=div8&node=22:1.0.1.7.35.1.1.14>

Additional information on the J-1 Insurance requirements for all Duke Sponsored J-1 categories can be found at: https://visaservices.duke.edu/category/j1/j_health_insurance/j_health_insurance_eligibility.php