

Duke Environmental Leadership (DEL-MEM) Program

Place-based Session **Requirements**

The DEL-MEM program requires students to participate in five **(5) place-based sessions in person**.

Four of these sessions take place at Duke University in Durham, NC and one place-based session is held in Washington, D.C. Duke University, and the U.S. Department of Homeland Security now requires non-U.S. citizens entering the United States to participate in the DEL-MEM program's place-based sessions to enter the United States on an F-1 student visa (business or tourist visas are **NOT** sufficient).

An F-1 student visa **MUST** be acquired to participate in the program, earn credit for classes taken, and graduate. This process (completion of Part II of the web form) must be completed for EACH place-based session **(5 times)** as the I-20 will cover only the time you are in the U.S. for each place-based session **(a new I-20 will be required for each place-based session)**.

>>IMPORTANT! Students **WILL** incur additional expenses associated with obtaining a new I-20 and visa stamp for **EACH PLACE-BASED SESSION**; this includes paying the **SEVIS fee** for each place-based session.

All Place-based Sessions **require** the following:

PRIOR TO YOUR TRIP

1. Complete Part II of the web form. Login instructions provided to the student
2. Send a copy of the last page of Part II of the web form that includes your signature
3. Be sure to update your mailing address in the web form
4. Submit bank statements; Proof of funding is based on the estimated cost of each place-based session (the estimated cost will be provided by the DEL Program)
5. Pay the SEVIS fee
6. [Upload documents](#)

ONCE YOU ARRIVE

Before the place-based session begins...

1. Complete the [registration form](#).
2. Complete the [acknowledgement of responsibility form](#).
3. Make a photocopy of your passport biographical page; if you do not have access to a photocopier, a Student Services staff member can assist you.
 - a. If necessary, you may take photos using a mobile device
4. Make a photocopy of your F-1 visa stamp in your passport; if you do not have access to a photocopier, a Student Services staff member can assist you.
 - a. If necessary, you may take photos using a mobile device
5. Make a photocopy of your first page of the I-20; if you do not have access to a photocopier, a Student Services staff member can assist you.
 - a. If necessary, you may take photos using a mobile device
6. **Steps 1 through 5** should be completed as soon as you **arrive in the U.S.** and sent to the Nicholas School's registrar (nsoe-registrar@duke.edu) **before** the place-based session begins (this is **required** even if the place-based session begins on the weekend)
 - a. If the place-based session is occurring in Durham, please stop by the Student Services office to check-in **before** the place-based session begins.
7. **IMPORTANT:** Once the Student Services office receives your documents, we will access your I-94 to verify your entry status.
 - a. Remember, your I-94 must indicate that you entered the U.S. under the **F-1 student visa status**. If you do not arrive in the U.S. under the F-1 student visa status, you will **not** be allowed to participate in the place-based session. **NO EXCEPTIONS**