

# Checklist New and Transfer Students

## DEL-MEM Program

We would *prefer* to receive the documents together as one PDF. However, if uploading documents together as one PDF is not possible, then separate PDF files are allowable.

Document type for the upload: **Please submit only PDF files.** Word, Excel and other document types are not recommended.

## NEW STUDENTS:

Students arriving directly from outside of the United States. New students should [submit](#) the following documents to the program or school at Duke where admitted. **Then, the Nicholas School's Student Services department will forward the completed materials to Duke Visa Services.**

F1 Visa Holders MUST submit the following documents:

- Part II Section Signature page from the online web form (signature is required)
- Proof of Funding information
  - Please read and review the [funding guidelines](#) carefully
  - Students must provide proof of funding for up to one academic year. For the 2022-2023 academic year, students must provide proof of funding for this amount \$65,946.00, which is the estimated cost of tuition and fees.
  - If you received a scholarship from the Nicholas School, we will add a copy of your scholarship letter to your PDF packet. Also, you should subtract the Nicholas School scholarship amount from the *estimated* cost of tuition and fees (for 2022-2023) and provide proof of funding for the balance.
  - **For example:**
  - \$65,946.00 (*estimated* cost of tuition and fees for the 2022-2023 academic year)  
- minus \$2,000.00 (Nicholas School scholarship, if applicable)  
= equals \$63,946.00 (proof of funding amount the student must provide)
- A photocopy of passport biographic and expiration page(s)
- Copies of previous visa categories/documents (I-20, DS-2019, I-797, EAD or other)
- Copy of visa stamp
- F-1 students have the opportunity to bring their spouses and children as F-2 dependents to the United States during their academic programs, however, F-2 regulations will not allow F-2 dependents to work.
  - Marriage license for spouse, if applicable
    - Copies of passport biographic and expiration pages(s) for spouse
  - Birth Certificate (s) for dependent(s), if applicable
    - Copies of passport biographic and expiration pages(s) for dependent(s)

## TRANSER STUDENTS:

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. **Then, the Nicholas School's Student Services department will forward the completed materials to Duke Visa Services.**

F1 Visa Holders MUST submit the following documents:

- Part II Section Signature page from the online web form (signature is required)
- Proof of Funding information
  - Please read and review the [funding guidelines](#) carefully
  - Students must provide proof of funding for up to one academic year. For the 2022-2023 academic year, students must provide proof of funding for this amount \$65,946.00, which is the estimated cost of tuition and fees.
  - If you received a scholarship from the Nicholas School, we will add a copy of your scholarship letter to your PDF packet. Also, you should subtract the Nicholas School scholarship amount from the *estimated* cost of tuition and fees (for 2022-2023) and provide proof of funding for the balance.
  - **For example:**
  - \$65,946.00 (*estimated* cost of tuition and fees for the 2022-2023 academic year)  
- minus \$2,000.00 (Nicholas School scholarship, if applicable)  
= equals \$63,946.00 (proof of funding amount the student must provide)
- Copy of I-94 if currently in the United States
- A photocopy of passport biographic and expiration page(s)
- Copies of previous visa categories/documents (I-20, DS-2019, I-797, EAD or other)
- 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 Duke Visa Services of the SEVIS release date](#).
  - Be aware that F students, J students, and J scholars must pay a SEVIS fee in addition to any other required administrative consular fees.
- F-1 students have the opportunity to bring their spouses and children as F-2 dependents to the United States during their academic programs, however, F-2 regulations will not allow F-2 dependents to work.
  - Marriage license for spouse, if applicable
    - Copies of passport biographic and expiration pages(s) for spouse
  - Birth Certificate (s) for dependent(s), if applicable
    - Copies of passport biographic and expiration pages(s) for dependent(s)