

# Checklist New and Transfer Students

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.

F1 Visa Holders MUST submit the following (requirements at a glance):

1. Complete and submit the Academic Objective online in [Terra Dotta](#)

New students should submit the following information to the Nicholas School's Student Services office. **Then, the Nicholas School's Student Services office will forward the completed materials to Duke Visa Services.**

[Submit the following online:](#)

2. Proof of funding
3. Photocopy of passport biographic and expiration page
4. Previous visa categories/documents (if applicable)
5. Supporting documents for spouse/dependents (if applicable)

All I-20 application documents should be uploaded in the [secure StrongBox folder](#).

In the **Description field**, please use the following naming convention for the file upload:

- Last/FamilyName\_FirstName\_TypeofDocument
- **Example:** Smith\_Joe\_BankStatement

**Additional details below.**

### Proof of Funding.

- Read and review the [funding guidelines](#) carefully.
- Students must provide proof of funding for up to **one academic year**. For the 2023-2024 academic year, students must provide proof of funding for this amount \$73,242.50, which is the **estimated** cost of tuition, fees, health insurance, and personal expenses. International students at Duke University on the F-1 or J-1 Visa are required to purchase \*Duke's Student Medical Insurance Plan. For the student, the **estimated** amount for health insurance for the first academic year, \$3,476.00, is already folded into the amount above.
  - **Scholarship Letter (if applicable).** 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, fees, health insurance, and personal expenses for the 2023-2024 academic year and provide proof of funding for the balance.

- **For example:**

- \$73,242.50 (**estimated** cost of tuition, fees, health insurance, and personal expenses for the 2023-2024 academic year)
- - minus \$2,000.00 (Nicholas School scholarship, if applicable)
- = equals \$71,242.50 (**in this example, the student must submit proof of funding in this amount**)

#### Passport.

- Submit a photocopy of passport biographic and expiration page(s)

#### Visa Categories.

- Submit copies of previous visa categories/documents (I-20, DS-2019, I-797, EAD or other)

#### Visa.

- Submit copy of visa stamp

#### Spouse and Dependents.

- 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. In the 'All Students' section below, see additional details about proof of funding and insurance costs for spouse and dependents.
  - Submit marriage license for spouse, if applicable
  - Submit copies of passport biographic and expiration pages(s) for spouse
  - Submit birth certificate (s) for dependent(s), if applicable
  - Submit copies of passport biographic and expiration pages(s) for dependent(s)

## TRANSFER STUDENTS:

Students transferring from an institution in the United States to Duke.

F1 Visa Holders **MUST** submit the following (requirements at a glance):

1. Complete and submit the Academic Objective online in [Terra Dotta](#)

Transfer students should submit the following information to the Nicholas School's Student Services office. **Then, the Nicholas School's Student Services office will forward the completed materials to Duke Visa Services.**

[Submit the following online:](#)

2. Proof of funding
3. Photocopy of passport biographic and expiration page
4. Visa stamp
5. I-94
6. SEVIS transfer
7. Previous visa categories/documents (if applicable)
8. Supporting documents for spouse/dependents (if applicable)

All I-20 application documents should be uploaded in the [secure StrongBox folder](#).

In the **Description field**, please use the following naming convention for the file upload:

- Last/FamilyName\_FirstName\_TypeofDocument
- **Example:** Smith\_Joe\_BankStatement

## Additional details below.

### Proof of Funding.

- Read and review the [funding guidelines](#) carefully.
- Students must provide proof of funding for up to **one academic year**. For the 2023-2024 academic year, students must provide proof of funding for this amount \$73,242.50, which is the **estimated** cost of tuition, fees, health insurance, and personal expenses. International students at Duke University on the F-1 or J-1 Visa are required to purchase \*Duke's Student Medical Insurance Plan. For the student, the **estimated** amount for health insurance for the first academic year, \$3,476.00, is already folded into the amount above.
  - **Scholarship Letter (if applicable).** 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, fees, health insurance, and personal expenses for the 2023-2024 academic year and provide proof of funding for the balance.
    - **For example:**
      - \$73,242.50 (*estimated cost of tuition, fees, health insurance, and personal expenses for the 2023-2024 academic year*)
      - - minus \$2,000.00 (*Nicholas School scholarship, if applicable*)
      - = equals \$71,242.50 (*in this example, the student must submit proof of funding in this amount*)

### Passport.

- Submit a photocopy of passport biographic and expiration page(s)

### I-94.

- Submit a copy of the I-94 record, if currently in the United States

### Visa Categories.

- Submit copies of previous visa categories/documents (I-20, DS-2019, I-797, EAD or other)

### Visa.

- Submit copy of visa stamp

### SEVIS.

- 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.

### Spouse and Dependents.

- 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. In the 'All Students' section below, see additional details about proof of funding and insurance costs for spouse and dependents.
  - Submit marriage license for spouse, if applicable
  - Submit copies of passport biographic and expiration pages(s) for spouse
  - Submit birth certificate (s) for dependent(s), if applicable
  - Submit copies of passport biographic and expiration pages(s) for dependent(s)

## ALL STUDENTS:

### Proof of Funding.

- For the purpose of obtaining a visa, the student must provide proof of funding for at least the first academic year. For the 2023-2024 academic year that amount is \$73,242.50 (includes estimated cost of tuition, fees, health insurance and personal expenses). The following amounts must be *added* if the student plans to bring a spouse or dependent.
  - Plus \$11,601.00 support for spouse
  - Plus \$5,901.00 support per dependent in addition to spouse

### Health Insurance

International students in residence at Duke University on the F-1 or J-1 Visa are required to purchase \*Duke's Student Medical Insurance Plan. For the student, the ***estimated*** amount for health insurance for the first academic year, \$3,476.00, is already folded into the amount total above e.g., \$73,242.50.

- Student Health Insurance Annual Charge: \$3,476.00\*  
*The following amounts must be added if the student plans to bring a spouse or dependent.*
  - In addition to the student's annual charge, spouse: \$6,368.00\*
  - In addition to the student's annual charge, child: \$3,617.00\*
  - In addition to the student's annual charge, family- \$9,983.00\*

*\* Student medical insurance premiums have not been set for 2023-2024; also amounts indicated for spouse, child and family are placeholders. The cost may vary/change once premiums have been finalized.*