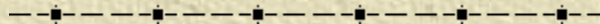




Instructions for Incoming International Students

This presentation will provide you with detailed instructions on how to complete the Duke Visa Services (DVS) Webform and submit the correct documentation.



Who is Required to Complete the Webform?

1. New students requiring a Form I-20 or Form DS2019 for entry to the U.S.
2. New transfer students requiring a Form I-20 or Form DS2019 for transfer to Duke.
3. New students requiring verification of non-immigrant status per Duke University policy, but do not require Duke visa sponsorship.

Who Should Not Complete the Webform?

- ✦ If you are a permanent resident, you are not required to complete the webform but you must bring your permanent residency card to Duke Visa Services immediately upon arrival to start classes.
- ✦ If you hold U.S. citizenship (by birth or naturalization) at the time you apply for admission to Duke, you should not complete the webform.

Requirements for Duke Visa Sponsorship.

**Please submit all of the following documents
to your program or school at Duke:**

1. Electronically submit the webform
2. Print the last page of the webform and sign it at the bottom.
Submit the original signed form.
3. Submit Proof of Funding
4. Photocopy of passport biographic and expiration pages

Requirements for Non-Duke Visa Sponsorship.

Please submit all of the following documents to your program or school at Duke:

1. Electronically submit the webform
2. Print the last page of the webform and sign it at the bottom. Submit the original signed form.
3. Photocopy of passport biographic and expiration pages
4. Submit copies of documentation verifying visa status: I-94 card, I-797 approval, EAD card, etc.

Complete the Webforms


- ✦ After acceptance to Duke, you will be sent an email that has a link to the online Webform. This email will include your temporary login and password.
- ✦ Once you log in you will be required to reset your password. Your password can be reset if you lose it or become locked out.
- ✦ Fill out the form completely. Then click the “Submit” button.
- ✦ You must print and sign the last page.

The screenshot shows the 'Online Request for Temporary Visa' webform. At the top, it identifies the user as 'Duke University, Medical Center, and Health System' and displays the 'Visa Services' logo with the tagline 'Providing immigration and visa related services to Duke University, Medical Center, Health System, and Affiliates'. A navigation menu on the left includes 'Home', 'NetID Login', and 'Temporary Login'. The main content area features a security warning: 'This is the Duke Visa Services secure web server for Duke University, Medical Center, Health System and Affiliated Institutions. This server allows for web-based data entry and retrieval. Unauthorized access is prohibited.' Below this, there are two login options: 'NetID Login' for 'Authorized Duke Department Representatives Managing Web Forms' and 'Temporary Login' for 'Foreign Nationals Needing to Complete a Web Form'. A final instruction states: 'If you have forgotten your username or password, please contact your sponsoring department or division.'

Print and Sign last page

- ✦ You need to send this page of the webform ONLY
- ✦ Sign and date the page
- ✦ Send the original signed page to your school or department
- ✦ Do not print the entire webform, just the last page

Duke University - Visa Services Web Form System Page 1 of 1

 **Visa Services**
Providing immigration and visa related services to
Duke University, Medical Center, Health System, and Affiliates

EmpID: 123456
Name: Sample, First Middle

Part II Section X - Signature Page

Department:

The applicant for sponsorship must read and sign the following:
The information given on this request form and on any attached sheet(s) is true, correct, and complete according to my best information.

I understand that all information is subject to validation and/or verification by Duke University.

I authorize any and all entities as may be contacted to release any records and/or information that may pertain to me or to my dependents regarding visa status, immigration status, enrollment, or work authorization status in the U.S. I hereby release such entities from any and all liability in conjunction with the release of said records and/or information.

I authorize Duke University to release any records and/or information pertaining to me or to my dependents regarding visa status, immigration status, attendance, or work authorization status in the U.S. In any affiliation of Duke in connection to my stay in the U.S. I hereby release Duke University from any and all liability in conjunction with the release of said records and/or information.

YOU MUST READ AND SIGN THE FOLLOWING: The information given on this visa request form and on attached sheet(s) is true, correct, and complete according to my best information.

Signature First Middle Sample Date 6-17-2010

<https://web.visaservices.duke.edu/Duke.IDIOMS.WebForms/Foreign/ForeignSignaturePag...> 6/17/2010

Proof of Funding – Personal Funds

- ✦ If you will pay for your education at Duke with your own personal funds, then you need to submit proof of funding that is in your name.
- ✦ Be sure your bank statement includes the following:
 - Date printed
 - Shows available liquid funds
 - Converted into US dollars or currency used must be indicated
 - Written in English
- ✦ Statements must be in English or with an official translation.
- ✦ Acceptable financial statements are often, but not limited to, a printed online bank statement, a paper bank statement, or a Certificate of Deposit from a bank.
- ✦ These forms of funding will **not** be accepted: stocks, salary to be received, retirement funds, land or property.

Proof of Funding – Family Funds or Private Individual Sponsor

- * If you will pay for your education at Duke with funds from a sponsor (family member or another person), then you need to submit proof of funding that is in that person's name.
- * Your sponsor (family member or other person) must also write a letter confirming:
 - Their relationship to you
 - Their intent to sponsor your stay in the U.S.
 - They must specify the amount and the duration of their support
 - The name of the school where you will be attending, so it must say *Duke University*
- * Be sure their bank statement includes the following:
 - Date printed
 - Shows available liquid funds
 - Converted into US dollars or currency used must be indicated
 - Written in English
- * Letters and banks statements must be in English or with an official translation.
- * The name(s) on the support letter must match the name(s) on the bank statement
- * Acceptable financial statements are often, but not limited to, a printed online bank statement, a paper bank statement, or a Certificate of Deposit from a bank.
- * These forms of funding will **not** be accepted: stocks, salary to be received, retirement fund, land or property.

Proof of Funding – Organizations

- ✦ If you will pay for your education at Duke with funds from a organization (employer, government agency, or home university) then you need to submit proof of funding from that organization

- ✦ Your sponsoring organization must also write a letter containing:
 - Their intent to sponsor your stay in the U.S.
 - They must specify the total amount of funding to be proved to you and the currency used
 - The dates during which the funding will be provided to you
 - The name of the school where you will be attending, so it must say *Duke University*
 - Signed by a person in the organization authorized to guarantee the funds
 - Must be dated
 - In English or with an official translation

Proof of Funding – 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 proof of funding when you enter the U.S. (at the port of entry).

Copy of Passport

- ✦ Photocopy of passport biographic pages
- ✦ Be sure it includes your passport number, photo, issue date and expiration date
- ✦ If you do not yet have a passport, please send a copy once you obtain it

Transfer-In Students

Additional Required Documents

If you are currently in the US, or if you were in the U.S. in the past 6 years in a visa status other than tourist, you will need to submit some additional documentation.

1. Photocopy of current I-94 card (front and back) if currently in the U.S.
2. Photocopy of your visa document(s) (I-20, DS-2019, I-797, EAD)
3. Photocopy of your most current visa stamp
4. For F and J students, you will need to have your SEVIS record transferred from your current school to Duke. You will need to contact the international office at your current school to complete this process.

Current I-94 Card

- ✦ You will only have this card if you are currently in the U.S.
- ✦ If you enter the U.S. by Air or Sea after 4/30/2013, you may not receive a paper Form I-94. Please go to www.cbp.gov/I94 (active as of 4/30/2013) and print a copy of your electronic Form I-94.
- ✦ Examples of the I-94s can be found at: http://www.visaservices.duke.edu/I94_Examples.html

Visa Documents – Submit Copies of All That You Have

- ✦ For F students = Form I-20
- ✦ For J students = Form DS-2019
- ✦ For H-1B and other status = Form I-797
- ✦ For F-1 OPT and other status = EAD
(Employment Authorization Document)

SEVIS Record Transfer for F or J

- ✦ Contact your international student advisor at your current school
- ✦ Give them Duke's program code numbers. You can find the program code numbers in the Webform under, Part II. Section VIIa-U.S. Immigration History, #2.
- ✦ If asked by your international student advisor to provide a "Transfer In" form, Duke does not use this form.
- ✦ Please let your Duke Visa Services advisor know the release date in SEVIS
- ✦ Your Duke I-20 or DS-2019 cannot be issued until after the release date in SEVIS

Submit Documents

- ✦ Send all of your documents together in one package to the Duke school or department where you have been admitted
- ✦ Do not send your documents directly to Duke Visa Services (DVS)

For More Information

The following links may be helpful

https://visaservices.duke.edu/forms_and_documents/document_files/F-1_J-1-Visa-Issuance-Process-flow-chart.pdf

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

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