

Duke Environmental Leadership (DEL) MEM Program

Place-based Sessions Requirements

The DEL-MEM program requires students to participate in **five (5) in person place-based sessions**. International students enrolled in the DEL Program must enter the United States on an F-1 student visa. The business and/or tourist visas are **not** sufficient. Typically, place-based sessions are held in Durham, NC; Beaufort, NC and Washington, DC.

An F-1 student visa **must** be acquired to participate in the program, earn credit for classes taken, participate in place-based sessions, and graduate. The Terra Dotta application must be completed for each place-based session (**5 times**). Each I-20 will cover a one-time visit i.e., for each separate 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 and submit the [Terra Dotta](#) application.
2. Submit proof of funding. Proof of funding is based on the estimated cost of each place-based session. The estimated cost will be determined by the DEL Program and communicated to the student by the NSOE registrar. Keep in mind, bank statements can be no more than 3 months old.
3. Pay the SEVIS fee (for each place-based session).
4. [Upload documents](#).
5. Notify [Student Services](#) once your Terra Dotta application has been submitted and all documents uploaded.

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 submitted to the [Nicholas School's registrar](#) **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!**

QUESTIONS?

Send an email to the Office of Student Services at nsoe-registrar@duke.edu.