

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.

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 2024-2025 academic year, students must provide proof of funding for this amount \$73,940.00, which is the **estimated** cost of tuition, fees, living, and personal expenses.
 - **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, and personal expenses for the 2024-2025 academic year and provide proof of funding for the balance.
 - **For example:**
 - \$73,940.00 (**estimated** cost of tuition, fees, living, and personal expenses for the 2024-2025 academic year)
 - - minus \$2,000.00 (Nicholas School scholarship, if applicable)
 - = equals \$71,940.00 (**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 2024-2025 academic

year, students must provide proof of funding for this amount \$73,940.00, which is the **estimated** cost of tuition, fees, living, and personal expenses.

- **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, and personal expenses for the 2024-2025 academic year and provide proof of funding for the balance.
 - **For example:**
 - \$73,940.00 (*estimated cost of tuition, fees, living, and personal expenses for the 2024-2025 academic year*)
 - - minus \$2,000.00 (*Nicholas School scholarship, if applicable*)
 - = equals \$71,940.00 (***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 2024-2025 academic year that amount is \$73,940.00 (*includes estimated cost of tuition, fees, living, 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

****Important Funding Support Spouse/Dependent!*** *Dependent and spousal support estimates are placeholders as of April 10, 2024. Once the final estimates have been provided by the university, this information will be updated.*

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**

- Student Health Insurance Annual Charge: \$3,447.00*

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*

****Important Health Insurance (Student, Spouse, Dependent & Family)!*** *Student medical insurance premiums/annual charge have not been set for 2024-2025 academic year; also amounts indicated for spouse, child and family are placeholders. The cost may vary/change once premiums have been finalized. Once the final estimates have been provided by the university, this information will be updated. (dated April 10, 2024).*