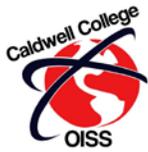


Process for Attaining your Student Visa

1. Contact your local U.S. Consulate or Embassy to ask about how to get an F-1/J-1 student visa. A list of Consulates and Embassies can be found: at <http://www.usembassy.gov/>
2. After you receive your I-20/DS-2019 form from OISS, follow the U.S. Embassy/Consulate's instructions to schedule an interview for your F-1/J-1 student visa. It is important to apply for your student visa as far in advance as possible. Many consulates recommend that appointments be made no more than 90 days from the intended date of travel, but some can make earlier arrangements for interviews.
3. Complete DS-160 Online Nonimmigrant Visa Application
4. Pay the visa application fee by following instructions on your local U.S. embassy or consulate's web site.
5. Pay the I-901 SEVIS fee online
 - a. Find the Form I-901 at <http://www.ice.gov/sevis/i901/index.htm>
 - b. Complete the form online and supply the necessary Visa, MasterCard or American Express information. The SEVIS fee for F-1 applicants is US \$200, the fee for J-1 applicants is US \$180.
 - c. Be sure to write your name exactly how it appears on your I-20/DS-2019 form
 - d. Print a copy of the online receipt
 - e. Be sure to make copies of your receipt, and keep it with your other important immigration documents. You must bring the receipt of fee payment with you to the interview. If you have lost the receipt, the consular officer should be able to view your payment history in his or her database.
 - f. ***If you are transferring schools, extending your program, applying for an F-2/J-2 dependent visa, or have paid this fee and been denied a visa within the last twelve months, you do not need to pay the SEVIS fee**
6. Prepare and bring to your visa interview the following:
 - a. A passport valid for at least six months
 - b. Form I-20 (sign the form under Item 11) or DS-2019
 - c. School admission letter
 - d. Completed visa application (DS-160)
 - e. Two 2"x 2" photographs in the prescribed format (see the travel.state.gov website)
 - f. A receipt for the visa application fee
 - g. A receipt for the SEVIS fee. If you have not received an official receipt in the mail showing payment and you paid the fee electronically, the consulate will accept the temporary receipt you printed from your computer. If you do not have a receipt, the consulate may be able to see your



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payment electronically if your fee payment was processed at least 3 business days before your interview.

- h. Financial evidence that shows you have sufficient funds to cover your tuition and living expenses during the period you intend to study.
 - i. Any information that proves that you intent to return to your home country after finishing your studies in the U.S. This may include proof of property, family, or other ties to your community.
 - i. Consider bringing the follow documents to prove Financial ties to your home
 - 1. Current bank account statement (showing the balance & when established)
 - 2. Investments
 - a. Family owned business
 - b. Proof of University study
 - c. Ownership of a residence in home country (a deed or lease)
 - 3. Employment or employment opportunities
 - a. Employment confirmation letter
 - b. Offers of employment upon return letter
 - c. Statistics on projected position availability in field of study
 - 4. Family ties
 - a. Immediate family in home country
 - b. Leaving spouse and/or children
 - c. Fiancé in home country
7. Prepare for the consular officer's questions and answer openly and honestly
- a. Remove documents from envelopes and place them in a flat folder, grouped according to their purpose so that you can access them quickly during your interview.
 - b. Dress well, speak clearly, look the interviewer in the eye and answer all questions specifically. Be prepared to present your own case and information since it is possible your family or friends may not be permitted to accompany you for the interview.
 - c. Be prepared to speak English - Though your interview will most likely take place in your home country, do not expect the interview to be conducted in your native language. Be prepared to speak English. Remember that the interview is very short and it is important that you be able to say what you need to without forgetting or stumbling on words.
 - d. Be Concise - Remember that the embassy or consulate gets a huge amount of applications and are under heavy time pressure. You may only have 2 to 5 minutes with the officer. This is a situation where first impressions are crucial. Keep your answers short and to the point, and do not waste time on insignificant details or stories.
 - e. Show a positive attitude and do not argue with the Consul official.

If you have any questions, please contact the Office of International Student Services (OISS) at international@caldwell.edu or 973-618-3519