



## Dartmouth College • Office of Visa and Immigration Services

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### Dartmouth College Office of Visa and Immigration Services (OVIS)

#### 2010 Paperwork Procedures for Non-U.S. Citizen Graduate Students (degree and non-degree)

In order for non-U.S. citizens to come to the U.S. to study in full-time degree programs, admitting institutions must issue “certificates of eligibility” for admitted international students. Known as either “I-20” or “DS-2019” forms, these forms are used by the non-U.S. citizen to apply for an F-1 or J-1 U.S. student visa at a U.S. Consulate (Note: Canadians are visa-exempt, but still need the issued form from our office). This document outlines the paperwork procedures that must be followed by Dartmouth College departments or schools that are requesting these eligibility forms from OVIS on behalf of incoming international students.

Please note that U.S. regulations require each department or school to request, evaluate, and retain evidence that proves the student is qualified for admission to the degree program, and has the funding to meet the budget listed on the I-20 form. This evidence must be archived for four years after the student completes the degree or non-degree program.

#### **I-20 form budget information:**

U.S. regulations require institutions to verify that admitted international students have the financial resources to meet a stated budget set by the school, including room and board, tuition and fees, health insurance, books, and miscellaneous travel and personal expenses. The I-20 form budget is set for each department or program, and cannot be modified to accommodate individual student situations with the exception of two admitted students who are married and living together. OVIS receives the budget information directly from each school or program, in the spring of each year.

#### **Sponsorship Application Process:**

- The admitting or inviting department must complete an online form for all non-U.S. citizen, non-U.S. permanent resident, degree and non-degree students. The *College Department Request for Student Visa Sponsorship* online form for all graduate level students can be found here:
  - [https://fs8.formsite.com/Rcatmur/DeptStudentReqForm/secure\\_index.html](https://fs8.formsite.com/Rcatmur/DeptStudentReqForm/secure_index.html)
  - The department must upload to this form a copy of the admission or invitation letter that was sent to the student. The upload function is found at the end of the form.
- Once this online form is completed, the student named in the above form will receive an automatic email from OVIS, with a link to the separate student information online form, which the student must complete. **Please be sure to enter an accurate email address for your student when you complete the online form.** Note: Any non-U.S. citizen admitted student who indicates that he or she is a green card holder (U.S. permanent resident), or a pending green card holder, does not need a visa sponsorship, and should not be referred to OVIS.
- All degree and non-degree student should have Active Banner records. Each Department should ensure that all required Banner data entry is done as soon as possible, as this is how we confirm a student’s biographical information and acceptance to a Dartmouth program.
- The department may contact the student after the department online form is completed, to verify that the student received the link to their online form.

- Once OVIS has a copy of the letter of admission and or financial aid, and the two completed online forms, an advisor will issue either a DS-2019 form for a J visa application, or an I-20 form for an F visa application, within two to three weeks. The information on the forms and in the admission or invitation letter must match and show sufficient funding, or both will be returned to the department for resolution. The department will not receive a copy of the I-20 or DS-2019 form but will receive a copy of the letter sent to the student by the International Office.

**Timing:**

- A reasonable timeframe from OVIS receipt of both the letter and the information request forms to the student's program begin date is usually three to five months. If the student is currently in the U.S., attending another U.S. school, this timeframe can be much less – perhaps a month or so. Depending on local mail service and consular delays in visa processing, however, if the student is outside the U.S., this timeframe may prove inadequate. Unfortunately, we have no control over delays associated with the visa application and issuance process, and it is not possible to request expedited processing of a visa application. Please contact OVIS directly in extremely time-sensitive cases, and we will do our best to ensure expedited processing on our end.
- Please notify OVIS as soon as possible if you find out that an admitted international student will not be attending Dartmouth College.

**Mailing:**

- Student immigration forms lost in the mail can delay the process sufficiently so as to ultimately prevent a student from coming to Dartmouth. As a result, all immigration forms, along with the cover letter and other required visa application information, must be mailed out to international students via express mail (UPS or Federal Express). OVIS will forward packets ready for express mailing to Tuck School, and the Thayer School. Arts & Sciences departments will need to provide our office with a UPS account number, or a Dartmouth chart string number to which the express mail fees will be charged, or arrange to have the packets sent directly to them, for forwarding by Express mail. If you wish OVIS to express mail the packet for you, please make sure this account number is included on the Department Sponsorship request form.

**Arrival:**

- Once the student arrives in the U.S., he or she must first complete an online check in form, here: [https://fs8.formsite.com/Rcatmur/StudentCkinForm/secure\\_index.html](https://fs8.formsite.com/Rcatmur/StudentCkinForm/secure_index.html) . The student must also participate in an immigration orientation session either online, or in-person at OVIS. The online session is found here:

F-1 Required Immigration Orientation Session: [https://fs8.formsite.com/Rcatmur/F-1OrientationSession/secure\\_index.html](https://fs8.formsite.com/Rcatmur/F-1OrientationSession/secure_index.html)

J-1 Required Immigration Orientation Session: [https://fs8.formsite.com/Rcatmur/J-1OrientationForm/secure\\_index.html](https://fs8.formsite.com/Rcatmur/J-1OrientationForm/secure_index.html)

Failure to complete the check-in process will result in a loss of the student's legal non-immigrant status.

- The department or school must inform OVIS of any change in the student's program of study, expected completion date, academic progress or financial information, as soon as possible. All students must enroll and register for a full-time course load, unless OVIS has authorized a part-time course load for a valid reason, in advance. Failure on our part to notify the Department of Homeland Security in a timely fashion of any such changes may result in a loss of the student's legal immigration status.

Thank you for your help and input, and please don't hesitate to contact our office if you have any questions.