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Flow charts
Students must be set up in my.smu.edu by the admitting department before submitting an I-20 request to the International Students and Scholar Services office. All the information must be entered exactly as it appears on the student’s passport.

All requests must include the following information:

- Request form completed by the admitting department
- Letter of acceptance to SMU
- Letter of scholarship if relevant
- Financial documents on original bank or institution letterhead with enough funds to support student for one academic year (2 terms)
  - Financial document can only be a maximum of 6 months old
  - Sponsorship letter (only if the bank account holder and the student do not have the same last name). This letter must state the relationship between the account holder and the student
  - All foreign currency must be converted to US dollars before submission
- Copy of student passport (valid for at least 6 months)
- Notarized Affidavit of Support
  - This only applies if the student’s expenses will be paid by a U.S. sponsor

*If the student is bringing dependents, the following documents should be included in the request:

- Copies of a valid passport (for all the dependents)
- Copy of Marriage certificate
- Copies of birth certificates (children)
- All documents must be translated to English.

SMU IDS FOR DEPENDENTS WILL BE CREATED BY THE ISSS OFFICE.
Requests will be processed in the order they were received in the sevisrequest mailbox.

Please allow up to 5 business days for processing of I-20 requests.

If a data entry error such as DOB or misspelling of name occurs this will delay the processing of the I-20 request.

ISSS cannot correct data entry errors and will request a correction with the records administrator.

All new I-20 documents will be mailed in a pre arrival packet prepared by International Student and Scholar Services. The ISSS office will ship via eShip Global express mailing system. For more information on how to use eShip Global please visit http://www.smu.edu/~media/Site/international/isss/studentforms/2015/EShipInstructions.ashx
I-20 FORM

**Department of Homeland Security**
U.S. Immigration and Customs Enforcement

**SEVIS Number**
N00047055152

<table>
<thead>
<tr>
<th><strong>SURNAME/PRIOR NAME</strong></th>
<th><strong>SEVIS NUMBER</strong></th>
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</thead>
<tbody>
<tr>
<td>Doe Smith</td>
<td></td>
</tr>
<tr>
<td><strong>PREFERRED NAME</strong></td>
<td>Doe Smith</td>
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<tr>
<td></td>
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<tr>
<td><strong>COUNTRY OF BIRTH</strong></td>
<td>United Kingdom</td>
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<tr>
<td><strong>DATE OF BIRTH</strong></td>
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<tr>
<td><strong>GENDER</strong></td>
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<td><strong>PROGRAM LEVEL</strong></td>
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<tr>
<td><strong>PROGRAM START DATE</strong></td>
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<td><strong>PROGRAM END DATE</strong></td>
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<td><strong>ESTIMATED AVERAGE COSTS FOR 9 MONTHS</strong></td>
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<tr>
<td>Living Expenses</td>
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<tr>
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<td>Scholarship and Teaching Assistantship</td>
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<tr>
<td>Funds From Another Source</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</table>

**SEVINS**
W020 Nancy Lane, Ft. Washington, MD 10184

**SCHOOL ADMISSIONS**
September 4, 2014

**SCHOOL OF RECORD AND APPROVAL DATE**
F081214060010 07 April 2014

**PROGRAM OF STUDY**

**MAJOR 1**
Economics, General 45.5601

**MAJOR 2**
Economics, General 45.5601

**STUDENT ATTERTAION**

I certify under penalty of perjury that all information provided above is correct to the best of my knowledge. I authorize the release of any information from my records covered by this form. I authorize the release of any information from my records covered by this form. I authorize the release of any information from my records covered by this form.

**SIGNATURE OF: **

**DATE ISSUED**
21 April 2014

**PLACE ISSUED**
Ft. Washington MD

**NAME OF PARENT OR GUARDIAN**

**SIGNATURE**

**ADDRESS (City/State/Zip)**

**DATE**

**I-20 Form I-20 A-B (12/2016)**
Page 1 of 3
TRANSFER STUDENTS

✓ I-20 requests for students transferring to SMU must include a transfer-in form. This form must be completed by the F-1/J-1 visa holder who is transferring to SMU and a DSO or ARO from the student’s current academic institution.

✓ I-20 requests missing a transfer-in form will not be processed, the request will be returned to the admissions officer and deleted from our queue.

✓ To prevent delays and missing files, please do NOT submit requests without this form.

✓ Please allow up to 5 business days from the SEVIS release date for processing of I-20 requests.

✓ Students in the U.S. must pick up their transfer I-20 during a Mandatory Government Check-in Session. A notification email with an attached schedule will be sent to the student, once the I-20 is created.

✓ Students outside the U.S. (back in home country) will receive their I-20 via eShip Global.

Please note: We will NOT accept terminated/completed records in SEVIS. If a student is Out of Status, eligibility to Transfer to SMU is denied.
Internationally Admitted Student Flow Chart

1. **Applies to SMU**
   - INTERNATIONAL STUDENT

2. **Student is admitted**
   - Student record is created in my.smu by Admission Office
   - Student submits financial evidence and copy of passport to Admissions officer

3. **I-20 request is submitted to sevisrequest@smu.edu**
   - ISSS office receives scanned PDF I20 request with all required documents. If a document is missing, request will be sent back to department.
   - I-20 document is created in SEVIS, by a DSO
   - ISSS office mails I-20 document and a pre-arrival packet to student
   - Student receives I-20 document and applies for F-1 Visa
   - Student receives an F-1 Visa stamp
   - Student arrives in USA

4. **Student attends a Mandatory Orientation (AARO if UG or Graduate Orientation if GR student)**

5. **Student enrolls and pays for classes. Student enrolls for health insurance**

6. **Student starts classes**

7. **Student communicates with ISSS office through SMU email address**
All exchange visitors will need to receive a DS-2019 document to apply for a J-1 visa. A complete PDF DS-2019 request document needs to be submitted to the ISSS office by emailing the request to sevisrequest@smu.edu. All SMU IDS for Exchange Visitors will be created by ISSS Office.

Note, there are two DS-2019 request forms: one for student and one for research scholar/professor.

All requests must include the following information:

- Request form completed by the admitted/inviting department
- Letter of acceptance or invitation to SMU
- Letter of appointment (if applicable)
  - If a scholar or professor, the letter must include contract dates and the salary if applicable.
  - If a monthly salary, must calculate the total amount in dollars for the duration of the visitor stay
- Financial documents
- Proof of health insurance form if available
- Copy of exchange visitor passport (valid for at least 6 months)
- Annual amount requirement is $24,000

*If the exchange visitor is bringing dependents, the following documents should be included in the request:

- Copies of a valid passport (for all the dependents)
- Copy of Marriage certificate
- Copies of birth certificates (children)
- All documents must be translated to English.

SMU IDS FOR DEPENDENTS WILL BE CREATED BY THE ISSS OFFICE
I-20/DS-2019 REQUEST FOR THE DEPENDENTS OF A CURRENT STUDENT/ EXCHANGE VISITOR

Student/ exchange visitor must contact Yessica Carlos at ycarlos@smu.edu with the International Student and Scholars Service office.

The student/ exchange visitor will be asked to submit the following information:
✓ Dependent request form
✓ Copy of the dependent’s passport
✓ Financial documents on original bank or institution letterhead with enough funds to support the dependent(s).
Requests will be date stamped when received by ISSS and processed in the order they are received in the sevisrequest@smu.edu mailbox.

Please allow up to 5 business days for processing of DS-2019 requests.

All new DS-2019 documents will be mailed in a pre arrival packet prepared by International Student and Scholar Services. The ISSS office will ship via eShip Global express mailing system. For more information on how to use eShip Global please visit http://www.smu.edu/~media/Site/international/isss/studentforms/2015/EshipInstructions.ashx
DS-2019 REQUEST

All information entered in SEVIS data base does NOT appear on printed DS-2019

SEVIS Number

Personal Information

DS-2019 expiration date
Exchange Visitor is invited to SMU

Submits documentations to dept. including all credentials and proof of English Proficiency

If exchange visitor is at SMU for more than 9 business days, scholar will need DS2019 and apply for a J1 visa

EV submits to Dept. proof of financial evidence, copy of passport & proof of insurance for him and dependents if any.

Department sends a scanned DS2019 request to sevisrequest@smu.edu mailbox

Department Representative

Exchange visitor receives J visa stamp and schedules to come to U.S. by program start date

Exchange visitor check-ins with ISSS Office during our check-in times. EV brings passport, DS2019, I94 arrival document and proof of insurance.

Exchange visitor applies for SSN and begins appointment

If exchange visitor is an employee, he/she goes to HR to complete I-9

If exchange visitor receives honorarium, the department must contact accounts payable

ISSS reviews request and if complete, a new DS2019 is issued within five business days

Incomplete requests are sent back to Department and go back to the queue

ISSS mails DS2019 document and pre-arrival packet to Exchange Visitor

ISSS mails DS2019 form to sevisrequest@smu.edu mailbox

Exchange visitor requests a J-1 visa a U.S. embassy (needs DS-2019 form)

All exchange visitors must contact the SMU Benefits Office and Payroll to discuss Health Insurance benefits as well as any questions regarding tax treaties
Exchange Visitor is selected by SMU

Exchange Visitor submits academic credentials, and proof of English proficiency to department to dept.

Int'l visitor is officially invited to engage in research at SMU

If exchange visitor is at SMU for more than 9 business days, scholar will need J visa

EV submits to Dept. proof of financial evidence, copy of passport & proof of insurance for him and dependents if any.

Department sends a scanned PDF file of the DS-2019 request to sevisrequest@smu.edu

Department representative

If a complete request is submitted, a DS2019 will be created within five business days

ISSS mails a DS2019 document to Exchange Visitor

Exchange visitor requests a J-1 visa a U.S. embassy (needs DS-2019 form)

Exchange visitor receives J visa stamp and schedules to come to U.S. by program start date

Exchange visitor checks-in at ISSS office during check-in times.

Exchange Visitor goes to HR to apply for a non-employee card

Exchange visitor goes to Park & Pony to get SMU ID Card

Exchange visitor begins appointment /research and informs ISSS when leaving SMU or if there are any changes
VISA PROCESS

Time line from I-20/DS-2019 Issuance to Receipt of Student Visa

1. I-20/DS-2019 Mailed
2. Student receives I-20/DS-2019
3. Student pays SEVIS fee
4. Student makes an appointment/Pays Visa processing fee

Consulate Appointment
- 30 min-4hrs

Consular Interview
- 5-15 min

Visa Denied
- Security Advisor Opinion
  - 3-120 days

Further processing
- Documents required
  - 1-5 days

End of Processing
- Second Interview (if needed)

Visa Approved
- 2-5 days

Student receives Visa

The length of time between receiving the I-20 and making an appointment varies. Students are responsible for paying the fees in a timely manner.
SEVIS REGISTRATION

✓ All international students, new and continuing, are registered at the beginning of each semester/session.

✓ Students are eligible for registration if they are enrolled full-time for the current semester.

✓ Students must have a valid U.S. residence address in my.smu.edu, this includes on campus dorms.

✓ New students that fail to attend the Mandatory Orientation (AARO or Graduate Student Orientation) and failed to take compliance quiz will not be registered.
SEVIS REGISTRATION

✓ All new international students must be registered within 30 days of the program start date on the I-20

✓ Students with less than full-time hours must submit a Reduced Course Load form for the current registration term.

✓ All students doing research or thesis who have completed all the necessary course work must be enrolled in a zero credit hour course in order to be registered.