

International Admissions

Office of International Programs
3701 Chestnut Street, Suite 1W
January 10, 2006

Meeting Agenda

■ Introduction

- Jim Fine, Acting Director

■ Application for I-20/DS-2019 Form and Visa Process

- Elizabeth Spegele, International Student & Scholar Advisor
- Josie Yaller, International Student Specialist

■ Conclusion and Questions

General Terminology

- Student Visas
 - F-1 Student Visa (I-20)
 - J-1 Exchange Visitor Student Visa (DS-2019)
- Other Immigration Documents
 - Passport
 - US entry visa stamp
 - I-94 card: arrival/departure record

Presentation Overview

- Step 1: Acceptance by the University and notification of this acceptance
- Step 2: Application for I-20 or DS-2019
- Step 3: I-20 or DS-2019 Preparation and Distribution
- Step 4: Obtaining a Student Visa
- Step 5: Arrival into the US
- Step 6: Maintaining Student Visa Status

Step One- Acceptance & Notification

- Admissions office accepts the student to a full-time program of study:
 - notifies student of acceptance
 - Please inform students of their SID# at this time
 - sends student access to *"Application for I-20 or DS-2019 Form"*
 - submits *Notice of Admission Spreadsheet* to OIP, which includes:
 - Biographical Information: first and last name, DOB, SSN *or* student ID#, gender, citizenship
 - School Information: degree, major (if known), program start date, program end date

Step Two-Application for I-20 or DS-2019

- Student submits a completed *“Application for I-20 or DS-2019”* with financial certification to OIP.
 - Acceptable financial documents: bank statements/letter, non-Penn award letter, Penn award letter, personalized Wharton loan letter
 - *New: OIP will accept photocopies and faxes*
 - Info and finances for any dependents he/she will bring

2005-2006 Application Versions for I-20/DS-2019

- Five versions of the "*Application for I-20/DS-2019*" are created each year
 - Graduate Students
 - Undergraduate Students
 - CGS Students
 - Visiting Students
 - Exchange Students (Penn Abroad Program)
- Sample "*Application for I-20/DS-2019*" is available in packet

Applying for I-20/DS-2019 (January 2006)

- The current applications (now until February) can be completed in three ways:
 - Paper/Hard copies (admissions department mails this to the student who completes by hand and submits to OIP)
 - PDF (student prints, fills out by hand and submits to OIP)
 - Webform (student fills out application online, prints and submits to OIP)
- Please inform your students of the web address for the PDF and Webform application via the *Document Application Access Letter*.
- A PDF of this letter will be emailed to main contacts after the meeting.

Document Application Access Letter

Important Notice about Obtaining Your Student Visa for Study at the University of Pennsylvania

Congratulations on your admission to the University of Pennsylvania!

Please visit the web site of the University's Office of International Programs as soon as possible at <http://www.upenn.edu/oip/forms/iss/admissions/> to obtain the forms and instructions that you'll need to apply for your immigration document and the visa required to study at Penn.

Please be sure to visit the OIP website and get started promptly (today is the best day to begin), as the immigration document/visa application process takes time and is sometimes subject to delays that are beyond your control and ours.

(If you cannot access the internet and, <http://www.upenn.edu/oip/forms/iss/admissions/> please notify your Penn Admissions office or department right away and ask them to fax or send you the necessary forms and instructions.

Visit <http://www.upenn.edu/oip/forms/iss/admissions/> today to get started on your student visa application process.

Applying for I-20/DS-2019- (February 2006 and beyond)

■ Online Application

- This will not alter the work of admitting departments
- *Document Application Access Letter* will remain the same
 - This letter will contain the same web address which will now direct students to the online application
- Student completes and SUBMITS application information online
- Student prints out the final results page of this application
- Student will fax the final results page along with financial documents to OIP

Current Application Deadline

- Deadline: 6 weeks before program start date
 - This six week period addresses application processing and shipping time (4weeks)

OIP's Current Application Processing Steps

- The average processing time for each application is **THREE weeks**:
 - Confirm student's admission to Penn using department *Notice Of Admission Spreadsheets*
 - Review/approve student finances
 - Enter student information into database (from now until the February online upgrade)
 - Update program information using department NOA forms
 - Submit information to SEVIS (24+ hour waiting period)

Application Guidance

- Almost all of students' routine questions about the Application for I-20/DS-2019 can be found in pages 1-4 of the application packet (after the February online upgrade, answers can be found on the application site).
- OIP cannot answer application status inquiries.
- Students may need to wait up to one week for email replies to application clarification questions

Step Three-Document Preparation & Distribution

- OIP prepares visa eligibility document (I-20 or DS-2019)
- OIP or department sends I-20 or DS-2019 form to student
 - Some schools prefer to pick up completed immigration documents from OIP and mail them with any other materials they may have for their students (this is recommended).
 - Opportunity for department to pay SEVIS fee

Materials sent to student with I-20/DS-2019

- Each student must register with OIP within 30 days of program start date on I-20/DS-2019.
- OIP's Important Information Booklet
 - Also available online
- OIP International Student Orientation Information
 - Sent to students with I-20 or DS-2019 Form & available online
- Any additional information as needed (e.g. SEVIS fee, change of status info., etc)

Step Four-

Obtaining Student Visa Stamp

(Outside US)

- Student (or department) pays SEVIS Fee
 - Student must wait 3 days before applying for visa
- Student applies for a student (F-1 or J-1) US entry visa stamp at a US consulate or embassy.
 - Exception: Canadians require only:
 - I-20 or DS-2019
 - Proof of payment of SEVIS fee
 - Passport
- Visa processing times can vary depending on embassy and student's country of citizenship.
 - Required personal interviews
 - Visa wait times are available online

Step Four-

Obtaining Student Visa Status

(inside US)

- Transfer of F-1 or J-1 Visa
 - Students who attended a U.S university on a student visa prior to Penn should complete a visa transfer with OIP.
 - Instructions within the "Application for I-20 or DS-2019"

Step Four-

Obtaining a Student Visa Status

(inside US)

- Change of Visa Status
 - Students currently in the US on a non-student visa (Example: H-1B) should apply to the USCIS for a change of status
 - OIP's advising staff can help students with the application.
 - B-2 (tourists) may experience difficulty in changing to F-1/J-1 within the US. B-2 may NOT begin studying while change of status is pending.
 - F-2 may NOT study until F-1 is approved
 - H-1B may study while change of status is pending
 - J-2 may study while change of status is pending

Step Five-Arrival into US

- Student enters the US, presents documents to an immigration official and obtains stamped I-94 card.

EXCEPTION

- If the student is already in the US (example: a change of status), student's visa status is officially changed to Penn's sponsorship.
- Visa Stamp vs. Visa Status

Step 6- Maintaining Visa Status

- Student arrives at Penn and promptly reports to OIP
 - International Student Orientation (ISO) in fall & spring
- All students must register their immigration documents with OIP
 - passport (with visa)
 - I-20 or DS-2019
 - I-94 card

Role of Admissions and SRS in SEVIS

- Admissions office notifies OIP and updates SRS if student defers admission. *This is the same concept as a Notice of Admission – OIP cannot approve and process a “deferred attendance” I-20 without permission from you!*
- Maintaining the SRS database is vital because:
 - OIP’s database receives automatic updates via SRS
 - Full-time registration
 - Local Address (Penn-In-Touch)
 - Major/Program Change
 - Degree/School Change
- **SRS informs → OIP informs → SEVIS**

Responsibilities of Admission Offices

- Admission Offices are responsible for the following:
 - Assign and notify students of their SID#
 - Distribute access information to the "*Application for I-20/DS-2019*" to all incoming international students with students' letters of admission.
 - Notify OIP of each student's admission using the *Notice of Admission Spreadsheet*.
- Please do not send award letters to OIP. Student must send a copy of their award letter and/or financial information (i.e. bank statements) with their application.

International Student and Scholar Services Staff

Assistant Provost for International Affairs: JoAnn McCarthy

Acting Director: Jim Fine

**Advisors: Kuntal Shah Warwick
Sheila Kelly Gaarder
Veronika Simon
Elizabeth Spegele**

**Lisa Felix
Diane Haydon
Donna Steinfeldt**

**SEVIS Coordinator:
Receptionist/Resources Coordinator:
International Scholar Specialist:
International Scholar Specialist:
International Student Specialist:
International Student Specialist:**

**Suat Albulut
Traci Martin
Shyrmaine Sin
Jeremy Spohr
Josie Yaller
Sandy Verma**

The End

Thank you for your
attention!