MISSION TO RUTGERS
How to apply for a student visa

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globalservices.rutgers.edu
Step 1: Pay SEVIS fee
Step 2: Complete visa application form (DS-160)
Step 3: Gather your documents
Step 4: Schedule an interview
Step 5: Attend interview

* Refer to “Important Links” slide below for relevant website links
GAIA CENTERS  Document check list for visa interview

- Form I-20 or DS-2019
- Passport
- SEVIS fee receipt (Form I-901) and proof of payment
- Form DS-160 receipt
- Travel itinerary (if available)
- Rutgers admission letter
- Proof of funding
- Intent to return home

*Check with the consular website of your closest US embassy/consulate for additional required documents
DHS SEVIS fee payment
https://www.fmjfee.com/901fee/desktop/index.jsp

Visa application
https://ceac.state.gov/genniv/

For fee info
http://www.usembassy.gov/

Schedule an interview
http://www.ustraveldocs.com/

Interview and processing wait-times
http://travel.state.gov/content/visas/english/general/wait-times.html/

Important points when applying for your visa
http://www.nafsa.org/resourcelibrary/default.aspx?id=8643
**For contact information for admissions offices please see “Contact Information” slide below.**

**If you have already obtained a visa with another school’s name listed on it and you now wish to change your plans, contact the U.S. consulate where you obtained your original visa to ask for a new visa.

If you enter with a Rutgers I-20/DS-2019 it will not be possible to transfer to another U.S. school until you have completed the mandatory in-person “check in” procedure at the Center for Global Services, have provided a local U.S. address as required by SEVIS regulations, and have offered a reasonable explanation as to why you entered on a Rutgers I-20/DS-2019 if you intend to study at another school.

*** If you enter on a B-1/B-2 visa, you may not apply to the DHS for a change to F-1 or J-1 status unless they meet two conditions:
1) your B-1/B-2 visa stamp in your passport bears the notation “Prospective Student” (F-1); and
2) you do not intend to engage in F-1 or J-1 activities until the change of status is approved by the DHS.
(Change of status applications can take up to 5 months to process).
Individuals in B-1/B-2 are NOT permitted to engage in study or employment in the U.S.

# Center for Global Services is located at 180 College Avenue New Brunswick NJ 08901. You must check-in within 30 days of the start date on your I-20/DS-2019. You may check in at the front office at Global Services before orientation week or after. However, during orientation week there will be designated times for group check-ins. Bring your I-20/DS-2019 and Passport to check in.

## Please visit http://globalservices.rutgers.edu/content/Resource_Hub/Resource_Hub.html for information about International Student Orientation Week. Updates will be made throughout the summer.
* Keep copies of your passport photo page, your US visa and your I-20/DS-2019. Store these copies in a separate place to the original documents. Pack your passport and original I-20/DS-2019 in the luggage that you will carry with you into the cabin of the plane.

** If your address changes while you are a student at Rutgers update your information in MyRutgersPortal: https://my.Rutgers.edu

*** Full-course of study for undergraduate students normally is 12 credits per semester, for graduate students 9 credits per semester. Normal progress towards your degree means that you are taking required classes and passing those classes. “F” or failing grades are taken very seriously at Rutgers and can lead to academic dismissals.

# Employment details will be provided at the “Staying in Legal Status” workshop during orientation and at other “On-Campus Employment” and “Off-Campus Employment” workshops throughout the semester.
1. The Student and Exchange Visitor Information System (SEVIS) is the web-based system that the Department of Homeland Security (DHS) uses to maintain information on F and M students in the United States and the Student and Exchange Visitor Program (SEVP)-certified schools that enroll them. SEVIS also maintains information on Department of State designated exchange visitors program sponsors and J-1 visa exchange visitor program participants. SEVIS is a critical tool used to protect national security while supporting the legal entry of the more than one million F, M and J nonimmigrants to the United States for education and cultural exchange.

2. F-1 students: $200; F-2 dependents: None; J-1 students: $180

3. At your visa interview, they will ask you basic questions about your intentions for entering the United States. You should be prepared to tell the officer about your program of study at Rutgers and your plans beyond graduation. For more detailed information please refer to the article “10 Points to Remember When Applying for a Nonimmigrant Visa” http://www.nafsa.org/resourcelibrary/default.aspx?id=8643

4. If you notice there is a mistake on your I-20/DS-2019, please contact appropriate
admissions office at Rutgers for correction. Refer to the “Contacts” slide for more information. Note that the following are NOT errors: Special characters and hyphens will not be displayed on your I-20/DS-2019; Name will match passport’s machine readable zone on the bottom of your photo page. This is done in accordance with USCIS regulations.

5. Some visa applications require further administrative processing, which takes additional time after the visa applicant’s interview by a consular officer. Applicants are advised of this requirement when they apply. Most administrative processing is resolved within 60 days of the visa interview. When administrative processing is required, the timing will vary based on individual circumstances of each case. Visa applicants are reminded to apply early for their visa, well in advance of the anticipated travel date. For more information:
http://travel.state.gov/content/visas/english/general/administrative-processing-information.html
**Undergraduate Admissions**
web: [http://admissions.rutgers.edu/ContactUs.aspx](http://admissions.rutgers.edu/ContactUs.aspx)
email: RUInternational@admissions.rutgers.edu

**Graduate Admissions**
web: [http://gradstudy.rutgers.edu/about/contact-us](http://gradstudy.rutgers.edu/about/contact-us)
email: gradadm@rci.rutgers.edu
phone: +1-848-932-7711

**Center for Global Services**
web: [www.globalservices.Rutgers.edu](http://www.globalservices.Rutgers.edu)
email: globalservices@gaiacenters.Rutgers.edu
phone: +1-848-932-7015
THANK YOU FOR ATTENDING

QUESTIONS?

Center for Global Services at Rutgers’ Centers for Global Advancement and International Affairs

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