

## Master of Engineering Management & Master of Engineering Important Visa Information, 2017-2018

Congratulations on your acceptance and decision to enroll at Duke University! We look forward to having you join our community for the duration of your program. Below is information that you will need to make note of and in some cases act on to insure a smooth visa process and transition to Duke.

If you have questions throughout the process, please contact Paige Anderson, Assistant Director of Admissions, at [paige.anderson@duke.edu](mailto:paige.anderson@duke.edu).

### Applying for a Visa

All students requiring visa sponsorship at Duke will be processed through Duke Visa Services. In order to process your visa application, there are several steps we must complete together. A portion of the information needed will be data the Admissions Office can retrieve from your application documents, some will have to be reported or entered by you, and part will be concerning proof of funding for your intended program.

The issuing of visa documents and visa stamps requires timely processing. We are therefore eager to start the process as early as possible. If you have decided to attend Duke in the coming academic year, we urge you to take care of all visa formalities promptly. You can apply for a visa stamp for only one university at a time.

We've compiled a checklist to walk you through the process:

#### Pre-Application Steps

- Submit your enrollment decision through Self-Service Portal*  
Make sure that you have submitted your official intent to enroll via the Applicant Self-Service Portal.
- Review F-1/J-1 Visa information from Duke Visa Services*  
You review all documents found on the [F-1 Visa Classification](#) (majority of students) or [J-1 Visa Classification](#) page that can be found on the Duke Visa Services site.
- Review Visa Application and Entry Into the US*  
This document can be viewed at: [https://visaservices.duke.edu/category/visa\\_app\\_entry\\_us.php/](https://visaservices.duke.edu/category/visa_app_entry_us.php/)
- Review Duke's Funding Guidelines for F-1/J-1 Students and Gather Documentation*  
Each international student will have a budget comprised of tuition, fees, living expenses, and health insurance. Please review the [MEMP Campus Estimated Budget requirements](#) or [MEng Estimated Budget requirements](#) and the [Funding Guidelines for F-1/J-1 Students](#). You should begin to gather hard copies of your proof of funding documents as well and make sure financial documents are converted to USD (must be dated within 3-4 months).
- Confirm any dependents applying for a visa*  
If your dependent (spouse and/or children) will also need visa sponsorship, please contact Paige Anderson at [paige.anderson@duke.edu](mailto:paige.anderson@duke.edu).
- Review Homeland Security's Study in the States website*  
This page can be viewed at: <https://studyinthestates.dhs.gov/>. You can learn more about OPT and CPT regulations.
- Review the U.S. Department of State's Visa website*  
This page can be viewed at: <https://travel.state.gov/content/visas/en.html>. Learn more about the steps you'll take to secure your student visa.

### Completing the Duke Visa Services Application

Our visa application form is web-based. Completing the form is not a difficult process, however, it requires time to fill in the necessary information and collect the required supporting documentation. It also takes considerable effort from the Admissions team. Therefore, we can only send you the Online Request for Temporary Visa webform upon receipt of your intent to enroll. You will receive your webform log-in information within 7-10 days after submitting your intent to enroll.

#### *New Student Arriving Directly from Overseas*

- Complete and submit the Online Request for Temporary Visa – Part II*  
Complete all required questions fully and completely.
  
- Print Signature Page and sign it using a pen*  
PLEASE NOTE that we MUST have your signed Signature Page before visa processing can begin. We CANNOT accept a scanned or faxed copy of the Signature Page – we must have the original document with your signature.
  
- Gather all supporting hard copy documents*
  - Copies of the biographical, visa stamp, and expiration pages from your passport.*  
This must be a copy of the passport you plan to use to enter the U.S. If family members are accompanying you to Duke, we must also have copies of their passports.
  
  - Copies (if applicable) of your marriage certificate and/or birth certificates for spouse and/or children requiring Duke-sponsored visas.*  
This is only needed if your spouse and/or children intend to join you at Duke.
  
  - Signature Page with original signature*  
Please see steps above regarding the parameters for the Signature Page.
  
  - Proof of funding documents*  
Per the Estimated Budget, proof of funding for MEM (\$76,150) or MEng (\$75,382) (additional funding required for family members) is required for the 2017-2018 academic year. Information on approved documents that can be utilized for proof of funding is can also be found in the attached document – Funding Guidelines for F-1/J-1 Students. Additional guidance and letter templates can be found on the Admitted Student site: <https://memp.pratt.duke.edu/apply/admitted-students>. Funding documents must current or less than 4 months old and USD currency.

**IMPORTANT NOTE:** All documents MUST be in English. If your proof of funding or marriage or birth documents are not in English, they must be professionally translated (Duke Visa Services cannot accept self-translated documents).
  
- Obtain a copy of your official transcript*  
Your final official transcript(s) or in-progress official transcripts (for those still completing their degree) from all colleges and universities attended should be sent with your visa documents.
  
- Send your Signature Page, hard copy documents, and official transcript to Pratt Admissions via courier service (FedEx, DHL, UPS, etc)*  
Send your Signature Page, all hard copy documents, and official transcripts to Pratt Admissions, 3405 Fitzpatrick Center, Box 90271, Durham, NC 27708-0271. (Phone contact to use is 919-668-6789)

### ***Students Transferring from a U.S. Institution to Duke***

Any student on an F-1 visa who is currently studying in the United States must follow these steps:

- Complete and submit the Online Request for Temporary Visa – Part II***  
Complete all required questions fully and completely.
- Print Signature Page and sign it using a pen***  
PLEASE NOTE that we MUST have your signed Signature Page before visa processing can begin. We CANNOT accept a scanned or faxed copy of the Signature Page – we must have the original document with your signature.
- Gather all supporting hard copy documents***
  - Copies of the biographical and expiration pages from your passport.***  
This must be a copy of the passport you plan to use to enter the U.S. If family members are accompanying you to Duke, we must also have copies of their passports.
  - Copies (if applicable) of your marriage certificate and/or birth certificates for spouse and/or children requiring Duke-sponsored visas.***  
This is only needed if your spouse and/or children intend to join you at Duke.
  - Signature Page with original signature***  
Please see steps above regarding the parameters for the Signature Page.
  - Proof of funding documents***  
Per the Estimated Budget, proof of funding for MEM (\$76,150) or MEng (\$75,382) (additional funding required for family members) is required for the 2017-2018 academic year. Information on approved documents that can be utilized for proof of funding is can also be found in the attached document – Funding Guidelines for F-1/J-1 Students. Additional guidance and letter templates can be found on the Admitted Student site: <https://memp.pratt.duke.edu/apply/admitted-students>. Funding documents must current or less than 4 months old and USD currency.
  - Copy of I-94 record***  
If the student is currently in the United States. Access your I-94 record here:  
<https://i94.cbp.dhs.gov/i94/consent.html;jsessionid=CJ1hX7VBkHvLP2tQBnSypBk1M7Q2sfXWQyGly46Y1T8C5t2J8V3j!-492524739>.
  - Copy of all prior visa documents***  
These visa documents include documents such as an I-20, DS-2019, I-797, EAD or other.
  - Copy of visa stamp***  
  
***IMPORTANT NOTE: All documents MUST be in English. If your proof of funding or marriage or birth documents are not in English, they must be professionally translated (Duke Visa Services cannot accept self-translated documents).***
- Obtain a copy of your official transcript***  
Your final official transcript(s) or in-progress official transcripts (for those still completing their degree) from all colleges and universities attended should be sent with your visa documents.  
  
IMPORTANT NOTE: All documents MUST be in English. If your proof of funding or marriage or birth documents are not in English, they must be professionally translated (Duke Visa Services cannot accept self-translated documents).
- Send your Signature Page, hard copy documents, and official transcript to Pratt Admissions via courier service (FedEx, DHL, UPS, etc)***  
Send your Signature Page, all hard copy documents, and official transcripts to Pratt Admissions, 3405 Fitzpatrick Center, Box 90271, Durham, NC 27708-0271. (Phone contact to use is 919-668-6789)
- Request the transfer of your SEVIS record from your current school to Duke.***  
Contact your institutional contact at your current school to request a SEVIS transfer and inform Duke Visa Services of the SEVIS release date. Contact Maxine Sanders (Last Name A-L) at [maxine.sanders@duke.edu](mailto:maxine.sanders@duke.edu) or Paula Eastman (Last Name M-Z) at [paula.eastman@duke.edu](mailto:paula.eastman@duke.edu) with your SEVIS release date.

Duke cannot issue an I-20 until your SEVIS file transfer date. You must contact your current institute to initiate a transfer. No

further action can be taken by Duke Visa Services until you contact your current institution to initiate the transfer to Duke (Program code = J-1 or F-1).

***Non-Duke Sponsored New Students (J-1/J-2 – Fulbright, Permanent Resident Applicants, H-4, H-1B, DACA)***

- Complete and submit the Non-Duke Sponsored New Student Questionnaire***  
Complete all required questions fully and completely.
  
- Print Signature Page and sign it using a pen***  
Admissions will complete the Duke Visa Services webform on your behalf. However, you will be required to print and sign the Signature Page before your meeting with Duke Visa Services. We CANNOT accept a scanned or faxed copy of the Signature Page – we must have the original document with your signature.
  
- Gather all supporting hard copy documents***
  - Copies of the biographical and expiration pages from your passport.***  
This must be a copy of the passport you plan to use to enter the U.S. If family members are accompanying you to Duke, we must also have copies of their passports.
  
  - Signature Page with original signature***  
Please see steps above regarding the parameters for the Signature Page.
  
  - Copy of documents verifying current immigration status***  
Documents include your I-797 Approval Notice, I-94 record, Employment Authorization Document, etc.
  
- Send a copy of your official transcript to Admissions***  
Your final official transcript(s) or in-progress official transcripts (for those still completing their degree) from all colleges and universities attended should be sent with your visa documents.  
  
Send your official transcripts to Pratt Admissions, 3405 Fitzpatrick Center, Box 90271, Durham, NC 27708-0271. (Phone contact to use is 919-668-6789)
  
- Upon arrival at Duke, take your original immigration documents to Duke Visa Services.***  
*Non-Duke sponsored students must register, but are not required to attend the group orientation.*

**Processing Your Visa Documents**

Upon receipt of your Signature Page and supporting documents, the Admissions team will complete Part I of the visa webform and submit your completed application and documents to Duke’s Visa Services office. Our office and the Visa Services office reserve four weeks total from the date of receipt of **ALL** required documentation to issue visa documents. The Visa Services office will send visa documents to you via FedEx (after the visa documents have been issued).

You can review the frequently asked questions about the [visa process once documents](#) have been issued by Duke Visa Services. The FAQ includes important information on how to pay your SEVIS fee, make your embassy appointment, and what to do when traveling to the USA on a visa.

**Arriving on Campus**

You are able to enter the United States 30 days before the start of classes (August 28, 2017). Your I-20 will note the date you can enter the United States. You will register with Duke Visa Services during our International Student Orientation Week unless you are a non-Duke sponsored new student. Non-Duke sponsored new students register directly at DVS.