

Duke University Visa Services
Trinity College/Pratt School of Engineering □ Graduate/Professional Schools
Data Collection & Request for Temporary Visa Form

STUDENT Version – Instructions for Part II

Visa Services issues documents for F-1 and J-1 visas for students coming to study at Duke. Please complete the online Request for Temporary Visa Form and send the signed signature page from it, along with other required documentation, to the program or school to which you have been admitted. Your program/school will forward your completed application for visa document(s) to us. Our office reserves TWO WEEKS from the time of receipt of ALL required documentation to issue visa document(s) from your sponsoring program/school.

You also may find it helpful to consult our web site at: <http://www.visaservices.duke.edu/VisaAppEntryUS.html>

REQUIREMENTS

The following are the requirements for issuing an I-20 for an F-1 student visa or a DS-2019 for a J-1 student visa. **Please note the visa documents cannot be issued until ALL documents listed below are received and we have confirmation from your program that you have been admitted. YOU MUST DO THE FOLLOWING:**

- 1. Complete Part II of the Request for Temporary Visa Form (online). Part I of this form will be completed by your sponsoring academic program department.**
- 2. Collect proof of appropriate financial support.** The minimum funding requirements for the issuance of visa documents are established by the program you plan to attend. Obtain the student budget from your program to determine the amount of funding you must prove in order for visa documents to be issued. You must prove funding for the first academic year of your program for the **TOTAL** estimated cost of the program, including tuition, fees, and living expenses, etc. **(NOTE: some Duke schools or programs may require proof of funding for the entire length of your program.)** You also must prove that you have the required additional amount if you need visa documents for family members to come to the U.S. The following items are acceptable documents to establish proof of financial support for visa purposes.

General notes on proof of funding.

Original financial documents are **strongly** preferred (faxes are not accepted). These documents must be in English and not self-translated. They clearly must identify the source, funding amount, type of currency, and dates of coverage. Funds must be liquid assets – no real estate or stocks/bonds may be presented. Acceptable forms of funding include, but are not limited to, personal checking/savings account statements, scholarship award letters from home universities, government grant award letters, etc. Funding documentation should be no more than four (4) months old from the date Visa Services receives a completed Web Form application with supporting funding documentation.

- A)** If you will be funded by personal or family funds, please provide bank statements or bank letters showing personal or family member savings sufficient to meet the minimum funding requirements. If you will have a private sponsor (e.g. parent, uncle, cousin, etc.), then in addition to their financial documents, s/he also must provide a personal letter clearly confirming:
- their **RELATION** to you,
 - their **INTENT TO SPONSOR** your stay in the U.S. specifying the **AMOUNT** and **DURATION** of their support,
 - and, if they are currently in the U.S., their **CITIZENSHIP** and **U.S. VISA STATUS**.

OR

- B)** If you will NOT be funded by personal or family funds, present an official letter on letterhead from the funding source (i.e. employer, government agency, home university, etc.) confirming the following three items:
- the **TOTAL AMOUNT** of funding to be provided to you, **specifying the amount and currency**,
 - the **DATES** during which funding will be provided,
 - and the **SIGNATURE OF A PERSON** in the organization who is **AUTHORIZED TO GUARANTEE** those funds.

NOTE: ALL DOCUMENTS NOT IN ENGLISH MUST BE ACCOMPANIED BY AN ENGLISH TRANSLATION

Another option for confirming proof of funding is simply to use the “Official Certification of Sources of Funds and Amounts” Form provided below. Please be advised, however, that some banks only will provide statements/letters written on their letterhead.

IMPORTANT NOTE: If you do not initially show you have sufficient funds to meet the minimum funding requirements to bring your spouse and/or child(ren) into the U.S., note the following: At the time you are requesting dependent visa documents, you must present a current document (e.g. bank statement, sponsor letter, etc.) demonstrating you will have the necessary living expense coverage that meets the funding requirement for yourself and any family members who will join you for the following calendar year or until your program's end date, whichever date is earlier.

- 3. Return** the signed signature page from the online Part II of the Request for Temporary Visa Form and proof of financial support **DIRECTLY TO YOUR PROGRAM/SCHOOL.** Mail all documents **TOGETHER** to your program/school.

MAILING PROCEDURES

Visa Services **strongly encourages** students to have their visa documents sent via **Express Mail** unless otherwise requested. All documents are sent via **DHL Worldwide Express**, and actual mailing costs vary depending upon the physical address. Please consult your **Admissions Office** to determine if there will be any additional mailing charges.

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OFFICIAL CERTIFICATION OF SOURCES OF FUNDS AND AMOUNTS – OPTIONAL

*** This must be completed by the PROSPECTIVE INTERNATIONAL STUDENT
if original support letters and financial documents are not being sent.**

All questions must be answered.

Type or print clearly.

SURNAME (FAMILY NAME): _____
(Please write all names as they appear in your passport.)

GIVEN NAME OR NAMES: _____

FUNDING:

Specify all your sources of funding and the amounts to be provided to you by each funding source. The total amount of funding support must meet the minimum funding required by your program. Proof of financial support as discussed in the instructions on the cover sheet must be submitted with this form in order for Visa Services to issue visa documents.

FUNDING SOURCE	AMOUNT	FUNDING SOURCE	AMOUNT
Family Funds	\$ _____	Personal Funds	\$ _____
Duke University	\$ _____	Home Government	\$ _____
U.S. Government	\$ _____	International Organization	\$ _____
Current Employer	\$ _____	Private Foreign Sponsor	\$ _____
Private U.S. Sponsor	\$ _____	Home University	\$ _____
Other. Please specify _____			\$ _____

IMPORTANT NOTES:

For all funds from non-Duke sources, the student must provide proof of financial support before visa documents can be issued. Original financial documents are **strongly** preferred (faxes are not accepted). These documents must be in English and not self-translated. They clearly must identify the source, funding amount, type of currency, and dates of coverage. Funds must be liquid assets – no real estate or stock/bonds may be presented. Acceptable forms of funding include, but are not limited to, scholarship award letters from home universities, government grant award letters, personal checking/savings account statements, etc.

Once again, **visa documents cannot be issued without this proof of funding.** It will be wise for students to obtain 2 copies of their financial documents, for they are expected to present these documents at the time they apply for their visa stamps.

IMPORTANT NOTE: If you do not initially show you have sufficient funds to meet the minimum funding requirements to bring your spouse and/or child(ren) into the U.S., note the following: At the time you are requesting dependent visa documents, you must present a current document (e.g. bank statement, sponsor letter, etc.) demonstrating you will have the necessary living expense coverage that meets the funding requirement for yourself and any family members who will join you for the following calendar year or until your program's end date, whichever date is earlier.

OFFICIAL CERTIFICATION OF SOURCES OF FUNDS AND AMOUNTS

This is to certify that I have read the information given by the applicant on this form, that it is true and accurate, and that the funds are available.

Bank Officer's Signature _____
Bank Officer's Name (Please print) _____ Title _____
Name of Bank _____
Address of Bank _____ Date _____

This is to certify that I have read the information given by the applicant on this form, that it is true and accurate, and that the funds are available and will be provided as specified.

Parent's or Sponsor's Signature _____ Date _____
Parent's or Sponsor's Name (Please print) _____
Relationship of Sponsor to Applicant _____
Address (if different from the student) _____