YOU ALWAYS WANTED [TO MAKE A DIFFERENCE]

WE’LL BUILD YOUR FUTURE.

Student Financial Services
Non–U.S. Citizens/Nonpermanent Residents
2013-2014 Academic Year

Prepared By: Office of Student Financial Services

Midwestern University
Educating Tomorrow’s Healthcare Team

Downers Grove, Illinois Campus
Glendale, Arizona Campus

WWW.MIDWESTERN.EDU
Dear Prospective Student:

Thank you for your recent application to Midwestern University. In order to issue an I-20 (visa) for you to attend Midwestern University, we want to make you aware of certain requirements and the documentation that is needed. As stated in the Midwestern University Catalog, you must “Provide documentation verifying that sufficient funds (U.S. dollars) have been deposited in a U.S. bank (must be personal account) in order to cover all expenses while attending your program for non–U.S. citizens/nonpermanent residents only.” For Canadian residents, we will accept proof of full funding from either a U.S. bank or one of these specific major banks in Canada: Royal Bank of Canada (RBC); Toronto Dominion Bank (TD Bank); Bank of Nova Scotia; Bank of Montreal (BMO); Canadian Imperial Bank of Commerce (CIBC); National Bank of Canada. This means that you and/or your sponsor(s) must have the total amount of your entire program costs in a personal “non-business” account deposited in a U.S. bank account or Canadian bank account OR prepay tuition and fees for the entire length of your program to be eligible for an I-20. Refer to the Cost of Attendance Chart on page 10 for the estimate of funding you must have deposited.

The University offers cash payment plan options where you may pay your tuition and fees on a monthly or quarterly basis. The University additionally offers a prepayment plan where you may pay the entire amount of tuition for your program at the tuition rate that is effective during the first year of study. For example, if tuition for your first year of study is $40,000, then that is what the tuition will be for the second year and so forth. Generally, in order to exercise this option, prepayment of the entire program’s tuition must be paid in full by the first day of matriculation; however, if you want your prepaid tuition to be considered in the total funding used to allow us to process your I-20, it must be paid prior to issuance of your I-20 (visa). Please refer to the Midwestern University Catalog for more details on prepayment plans.

Though it is permissible for you to access a student loan program for your educational funding, a “preapproved loan” cannot be substituted in lieu of the required U.S. bank account deposit. In other words, loan funds and lines of credit will not be acceptable documentation for approval of your visa.

The enclosed packet contains the forms required for approval of the I-20 (visa).

1. Students must complete the “Financial Certification Form” with the information requested. (No notary required.)

2. If you are using sponsor(s) to help you fund your program costs, return a signed, notarized Affidavit of Sponsorship for every sponsor willing to offer funding to assist you. Each sponsor must provide support via a U.S. or specified Canadian bank account (or prepaid tuition) with the sum total of support deposited into the bank or prepaid to MWU as listed on page 10 of this booklet.

Please either fax or mail or email the required documentation to:

**MWU ARIZONA**
Midwestern University
Office of Student Financial Services
19555 N. 59th Ave.
Glendale, AZ 85308
Attn: Karen Owens, Assistant Director
Phone: 623-572-3228; Fax 623-572-3283
kowens@midwestern.edu

**MWU ILLINOIS**
Midwestern University
Office of Student Financial Services
555 31st Street
Downers Grove, IL
Attn: Christine Clifford, Assistant Director
Phone: 630-515-6038; Fax 630-515-6384
ccliff@midwestern.edu

Please feel free to contact the Office of Student Financial Services on the campus you will be attending if you have any questions.

Sincerely,

Midwestern University
Office of Student Financial Services
FINANCIAL CERTIFICATION (For Students)

Name in Full (As it appears on your passport):

(LAST)                  (FIRST)    (MIDDLE)

Gender: (Required by ICE)        Male___           Female___

DATE OF BIRTH   PLACE OF BIRTH  CITIZENSHIP
_____/_____/_____  ___________________           ________________________
Month / Day / Year   COUNTRY OF BIRTH  COUNTRY OF CITIZENSHIP

Are you currently in the United States?  ____YES ____NO

If “Yes” list immigration status ________________________________________ (F-1, J-1, etc.)

If you answered “Yes” and your immigration status is not F-1, an I-20 will not be issued until you’ve made an
appointment with us for assistance on completing a Change of Status application. If you are not eligible for a
change of status while in the U.S., you’ll have to return to your home country and re-enter using our I-20 form.

Email: ____________________________________

Do you have any dependents who will need an I-20?  ____YES ____NO

Add $4,000 extra for each dependent times each year of study and include in your U.S. or Canadian bank account
per policy specifications. Number of dependents #____ Program Years #____ Total extra required $________

Current “foreign address:
******************************************************************************

I would like my I-20 mailed to:
******************************************************************************

Include Dependent Information  Legal Name(s)________________________________
(Spouse/Child)     Relationship to Student _________________________________
Date of birth___________________________________________________________
Gender: (Required by ICE)    Male___      Female___

Funding: Total amount of support MUST be deposited into US/Canadian bank account under your name and/or or
your sponsor(s) name or paid directly to MWU in order for us to include it as a resource to validate issuance of your
I-20 (visa). Canadian residents please refer to page three of this booklet for a list of acceptable Canadian Banks.

• The total amount of money I will have available in U.S. (or Canadian) bank account(s) is $______________
  Attach copy of bank statement.
• Other resources available to me: $__________________.
• Please explain “other resources” ________________________________________________________________
• Prepaid Tuition Amount $__________________.

Every sponsor(s) listed that’s providing funding must complete a separate Affidavit of Sponsorship form.

I certify that the above information provided is correct and complete, and that I will immediately notify the Office of
Student Financial Services at MWU of any change in my financial circumstances.

Student Signature ____________________________________________________    Date _________________
NAME OF SPONSOR      TODAY’S DATE

Forms must be completed and stamped/certified by the appropriate official with requested documentation or they
will be considered incomplete and an I-20 will not be issued. This form is valid for six (6) months from the date of
notarization, and is used only for purposes of issuing an I-20.

I hereby affirm/attest that I am willing and able to provide no less than USD$__________ to the student named
below for his/her entire length of study at Midwestern University. Funds will be provided by me to the student and
deposited into a U.S. (or specified Canadian) bank account and/or paid directly to Midwestern University. I have
attached the necessary documents to validate the support I am offering. Validation must include either: (a) a copy of
your bank statement(s) validating full amount that you are offering to the student; and/or (b) prepayment of funds
directly to Midwestern University.

Name of student I’m sponsoring: ____________________________________________________
My relationship to the student: ____________________________________________________
My full address:    ____________________________________________________

____________________________________________________
____________________________________________________

IMPORTANT: Funds must be deposited into a U.S. (or specified Canadian) bank account (or tuition must be
prepaid to the university) sufficient to cover the entire “cost of attendance” before an I-20 will be issued.

AFFIRMATION OR OATH OF SPONSOR

I hereby affirm or swear that the contents of the above statement are true and correct.

Signature of sponsor  _____________________________________________
Name of sponsor (print) _____________________________________________

NOTARIZATION/CERTIFICATION

SWORN AND SUBSCRIBED BEFORE ME THIS _________________ OF _________________ , 20 ______.

Signature of Notary _____________________________________________ (Seal)

My Commission Expires _______________________________________
(Notary may come from bank or lawyer or any Commissioner’s Office)
ALL QUESTIONS MUST BE ANSWERED ONLY BY THE PERSON WHO OWNS OR RENTS THE PROPERTY. THE PERSON COMPLETING THIS FORM IS CERTIFYING THAT HE/SHE WILL PROVIDE THE STUDENT WITH CUSTOMARY COSTS ASSOCIATED WITH LIVING IN THE U.S., INCLUDING RENT, FOOD, AND UTILITIES. THE ESTIMATED VALUE OF THIS CERTIFICATION IS $________________________

I hereby affirm that I own, rent, or lease the property described below, and that I will make it available without charge and without services-in-lieu-of-payment to the student named below for the duration of his/her studies at MWU.

NAME OF SPONSOR (PLEASE PRINT)    NAME OF STUDENT (PLEASE PRINT)

ADDRESS OF STUDENT’S RESIDENCE:

Street Address                      Apt. or Unit #

City                      State                      Zip Code

Sponsor’s relationship to the student

Is this a house or apartment?

Number of rooms in the residence

How much space (# of rooms) will be reserved for the exclusive use of the student?

Does the sponsor live at the address listed above?  ______ Yes  ______ No

Please indicate whether sponsor owns or leases the property being offered:  _____ OWN  _____ LEASE

AFFIRMATION OR OATH

I hereby affirm or swear that the contents of the above-statement are true and correct. I agree that I will not require any services from the student in return for the promised support. I understand that it is a serious violation of the law to require domestic work, child care, or any other kind of service from the above-named student.

Signature of sponsor

NOTARIZATION/CERTIFICATION

SWORN AND SUBSCRIBED BEFORE ME THIS ______________ OF ______________ 20 ________.

Day                    Month                    Year

Signature of Notary ______________________ (Seal)

My Commission Expires: ______________________

COMPLETE ONLY IF SOMEONE IS PROVIDING YOU “FREE” ROOM AND BOARD
Frequently Asked Questions

1. Is there a deadline for submitting the Financial Certification Form?
   Unless specifically stated on your paperwork, the Office of Student Financial Services encourages students to submit the required documentation at the time you submit your matriculation deposit. Exceptions or extensions will need to be approved by our office. You will not be issued an I-20 until all forms are received with the required documentation, and the I-20 is necessary for you to be able to attend MWU.

2. If there is a problem with the financial certification documents submitted, will you contact me?
   Yes. Any time a student submits financial certification documents that are incomplete or inadequate; you will receive an e-mail or letter explaining the problem.

3. Do I have to submit financial documents in U.S. dollars?
   Yes. Remember, funds must be deposited into a U.S. bank account and must be sufficient to cover your entire program costs before an I-20 is issued. The U.S. bank account funds must be physically located inside the U.S. unless it's one of the Canadian banks listed as an exception on page 3.

4. Can I submit “copies” or fax my documents to MWU and keep the originals?
   Yes, unless an original document is specifically requested by mail, you may fax or scan your documents our office:
   
   ARIZONA: Fax: 623-572-3283 (Attention: Karen)  E-mail: kowens@midwestern.edu
   ILLINOIS: Fax: 630-515-6384 (Attention: Christine)  E-mail: ccliff@midwestern.edu

5. Can I be issued an I-20 based on providing financial support for just one year of study?
   No. All students must provide financial support for all years of study upfront, and funds for the entire program must be deposited into a U.S. bank account inside the U.S. or one of the approved Canadian banks or prepaid to the University. If you use a sponsor, funding must be under your name and/or your sponsor's name, and all sponsor(s) offering support to help you pay your program costs must have submitted a completed and notarized Affidavit of Sponsorship.

6. Will you tell me when my I-20 will be issued?
   Yes. The Office of Student Financial Services will e-mail you with a copy to our Registrar stating that you are cleared to get your I-20. Then the Registrar (or designated official) will officially notify you when your I-20 has been sent and/or will let you know if any questions are pending as far as where it needs to be sent.

7. I want to bring my spouse and children to the U.S. with me. What do I need to do?
   You need to have an additional $4,000 for a spouse and $2,000 per child for each year of study. This is in addition to your own cost of attendance expenses. For example, for a 4-year program, you would need an additional $16,000 for a spouse and an additional $8,000 for each child.

8. Must the Affidavit of Sponsorship Form be notarized?
   Yes. Any financial certification made by a sponsor must be notarized to the sponsor's signature or the form will not be accepted. A notary certifies that the person signing the form is the sponsor. A notarization can be obtained in any country, although the formal name may not be a notary. Banks, law firms, police stations, and other government officials typically have the authority to make such certifications.

9. Who are my contacts (DSO - Designated School Official), for International Student processing?
   Downers Grove, IL campus:  Reed Cooper  630-971-6093
   Glendale, AZ campus:  Christy Schenk  623-572-3271
10. **I am an incoming Midwestern University Student. What do I need to know about entering the US?**

Following your financial approval from the MWU Office of Student Financial Services, the I-20 form will be sent to you establishing your F1 student visa status. Following receipt of the I-20 form, you will need to process an I-901 visa application and pay the application fee on-line at the web site listed below. Please process the I-901 application as soon as possible so you have enough time to enter the U.S. for orientation.

Students arriving from countries other than Canada need to schedule an appointment with the U.S. Consulate in their home country in order to enter the U.S. Be sure to have your I-20 form, paid I-901 application receipt and financial documentation with you for your consulate appointment and as you exit your home country.

Students with Canadian citizenship do not need to be screened by the U.S. Consulate in Canada. You may simply process your entry into the U.S. at the airport or border crossing. Be sure to have your I-20 form, paid I-901 application receipt and financial documentation with you as you cross the border.

**Immigration website:** [http://www.ice.gov/sevis/](http://www.ice.gov/sevis/)

“All student applicants must have a SEVIS generated I-20 issued by an educational institution approved by DHS, which they submit when they are applying for their student visa. The consular officer will need to verify your I-20 record electronically through the SEVIS system in order to process your student visa application. Unless otherwise exempt, participants whose SEVIS I-20 was issued on or after September 1, 2004 must pay a SEVIS I-901 Fee to the Department of Homeland Security for each individual program. The fee may be paid either through a special website, via Western Union, or by mail. See SEVIS-901 fee for further information on how to pay the fee at the following web site [https://www.fmjfee.com/i901fee/](https://www.fmjfee.com/i901fee/)”

11. **I am a graduating Midwestern University student. How do I apply for Optional Practical Training (OPT) following graduation?**

As you near your program completion date you may decide that you want to apply for Optional Practical Training (OPT) following graduation in order to remain in the U.S. for another year. Your immigration DSO will need to certify OPT on your I-20 form prior to you completing the OPT application and paying the required application fee. The immigration website for the I-765 application and more information about OPT requirements follows. You can only be certified for OPT one year, so it is important that you let your DSO know what date to set as your OPT start date, the start date needs to be less than 90 days following graduation. If you start on July 1 the OPT will end on June 30 of the following year. The DSO can start OPT certification anytime after you select your work start date, allow at least 8 weeks for ICE to process your application and for you to receive your EAD card. After you secure a job or if you change employers, you need to notify your DSO of your employer name and address, you must also stay up to date with any home address changes. If your immigration visa status changes during the OPT year, you need to contact the DSO immediately.

Please also remember that you cannot travel outside the USA during the OPT application process. If you do travel during that period you will not be allowed back into the country.

You cannot remain in the U.S. if you have more than a 90 day period of non-employment.

**ICE web site for more information:** [http://www.ice.gov/index.htm](http://www.ice.gov/index.htm)

[Click here for: OPT I-765 application and other details](http://www.ice.gov/index.htm)

12. **I am a student with an I-20 from another United States university who will be transferring to Midwestern University. What do I need to do?**

For the Downers Grove, Illinois campus, contact Reed Cooper, your DSO for that campus at 630-971-6093.

For the Glendale, Arizona campus, please complete the top portion of this Transfer Form and submit it to your current educational site. They will complete the bottom portion of the form, process your transfer to MWU on the SEVIS web site and mail or fax the form to the address/fax # listed on the bottom of the form.
13. **Can I get a driver’s license right away after I enter the U.S.**?

Please contact your DSO.

14. **Is there anything else I need to consider regarding my visa status in the U.S.?**

Yes. We have a number of suggestions:

(a) Know what you are applying for and if you are eligible. While you are waiting, talk with your school’s designated school official (DSO) or sponsor’s responsible officer (RO) or alternate responsible officer (ARO) to learn more about your state’s driving rules and regulations. If you want an SSN, have your DSO or RO/ARO confirm that you are eligible before you apply.

(b) Make sure your record in the Student and Exchange Visitor Information System (SEVIS) is up-to-date and in Active status. SEVIS is the database that contains information for all F, M and J nonimmigrants in the United States. A DSO manages an F or M nonimmigrant’s SEVIS record. An RO/ARO manages an exchange visitor’s SEVIS record. The DSO or RO/ARO (whichever applies to you) must place your record in Active status when you report to the school or program. Talk with your DSO or RO/ARO before you apply for a license or SSN to make sure your record is Active in SEVIS. If your record is not active when you apply, your application will be rejected. F-1 and M-1 students, J-1 exchange visitors, and accompanying F-2, M-2 or J-2 dependents.

(c) Check your forms. Check all your forms to make sure your information is correct. This is data integrity. Data integrity is very important because if you have different information on different forms, it will cause delays. Specifically, check your Form I-94, “Arrival/Departure Record,” for handwritten information. If the information on your Form I-94 is different than on your passport or Form I-20, “Certificate of Eligibility for Nonimmigrant Student Status,” or Form DS-2019, “Certificate of Eligibility for Exchange Visitor (J-1) Status,” please see the DMV Fact Sheet for more information.

(d) Wait two days after your DSO or RO/ARO activates your record in SEVIS. After your DSO or RO/ARO activates your record in SEVIS, you should wait at least two federal business days before you apply for a driver’s license or SSN. This gives all the databases time to update with your new information.

(e) Bring all your paperwork. When you go to the Department of Motor Vehicles (DMV) – the common name for a state government office that issues driver’s licenses – or to the Social Security office, remember to bring all your paperwork. For most states, the paperwork includes these documents:

- Form I-20 or Form DS-2019
- Form I-94, “Arrival/Departure Record”
- Passport (with visa, if applicable)
- Proof of legal presence or residence (ask your DSO or RO/ARO what your state requires)

For an SSN, you must also bring a letter of employment and an endorsed Form I-20 (for F students). Exchange visitors should consult with their RO/ARO first to make sure the Social Security Administration requires a letter of employment for the J category.

These tips should help you get your driver’s license or SSN without having any major problems. If you are interested in specific details about F-2, M-2 or J-2 dependents, please see page 8 of the DMV Fact Sheet. Always talk with your DSO or RO/ARO before you try to apply. Your DSO or RO/ARO may have more information about your particular state. Safe travels!

**Learn More**

- Driving in the United States
- Obtaining a Social Security Number (SSN)
- DMV Fact Sheet
Due to the difficulties in the credit market for all students, and particularly international students, in obtaining and ensuring continued private loan funding, we will no longer be accepting private loans as proof of funding for issuance of the F-1 visa. Effective immediately, all accepted matriculants need to provide proof through a bank statement that they have all four years (or program length) of funding in a U.S. or Canadian bank account OR that they have paid the full amount as specified in the “Prepaid Tuition and Supplies” column by the first day of matriculation. See page three for a list of acceptable Canadian banks. The cost of attendance estimates do not represent actual program costs, but rather, are given as a basis for you to determine the minimum amount of funding you will need for your I-20 approval based on current program costs and estimated tuition increases. Use the information as a guide to determine if you have sufficient funding available for us to approve your finances, and thus, allow you to get your I-20. Costs may be higher than the estimates. Please visit our website www.midwestern.edu under your program of interest. Enter “Financial Aid” on the “Jump To” search engine and then click on “Budgets/Cost of Attendance”. The 2013-2014 tuition rates and cost of attendance budgets will be available in spring 2013.

*The “Cost of Attendance Estimate” is the amount of validation that we will need to see in a U.S. or Canadian bank account. U.S. BANK ACCOUNT MUST RESIDE INSIDE THE U.S. We are using this chart as a basis to help you determine the minimum funding you must have available to complete your entire program of study. You must provide a U.S. bank account statement under your name or your sponsor(s) name(s) totaling this amount before we can approve the issuance of your I-20.

### ARIZONA CAMPUS: Cost of Attendance Financial Validation - Based on 2012-2013 Academic Year

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost of Attendance Estimate</th>
<th>Prepaid tuition is at 2012/13 rate. Increases estimated at 4% to 7% for 2013-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Osteopathic Medicine</td>
<td>$367,340</td>
<td>$210,540</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>$253,965</td>
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</tr>
<tr>
<td>Physician Assistant</td>
<td>$171,282</td>
<td>$85,865</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>$200,831</td>
<td>$92,610</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>$163,939</td>
<td>$81,158</td>
</tr>
<tr>
<td>Biomedical Sciences, MA</td>
<td>$62,198</td>
<td>$34,642</td>
</tr>
<tr>
<td>Biomedical Sciences, MS</td>
<td>$121,317</td>
<td>$59,238</td>
</tr>
<tr>
<td>Cardiovascular Sciences, (Perfusion)</td>
<td>$130,349</td>
<td>$64,730</td>
</tr>
<tr>
<td>Clinical Psychology, PsyD</td>
<td>$268,265</td>
<td>$109,564</td>
</tr>
<tr>
<td>CRNA (Nurse Anesthesia)</td>
<td>$165,059</td>
<td>$78,932</td>
</tr>
<tr>
<td>Dental Medicine</td>
<td>$423,625</td>
<td>$278,744*</td>
</tr>
<tr>
<td>Optometry</td>
<td>$263,622</td>
<td>$127,340</td>
</tr>
<tr>
<td>Podiatric Medicine</td>
<td>$282,583</td>
<td>$134,116</td>
</tr>
</tbody>
</table>

### ILLINOIS CAMPUS: Cost of Attendance Financial Validation - Based on 2012-2013 Academic Year

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost of Attendance Estimate</th>
<th>Prepaid tuition is at 2012/13 rate. Increases estimated at 4% to 7% for 2013-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Osteopathic Medicine</td>
<td>$363,138</td>
<td>$217,056</td>
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<tr>
<td>Pharmacy</td>
<td>$265,608</td>
<td>$138,152</td>
</tr>
<tr>
<td>Physician Assistant</td>
<td>$171,114</td>
<td>$85,145</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>$211,935</td>
<td>$97,359</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>$166,003</td>
<td>$83,863</td>
</tr>
<tr>
<td>Biomedical Sciences, MA</td>
<td>$61,875</td>
<td>$33,161</td>
</tr>
<tr>
<td>Biomedical Sciences, MS</td>
<td>$118,452</td>
<td>$59,274</td>
</tr>
<tr>
<td>Clinical Psychology, PsyD</td>
<td>$217,682</td>
<td>$117,070</td>
</tr>
<tr>
<td>Dental Medicine</td>
<td>$437,268</td>
<td>$284,752*</td>
</tr>
</tbody>
</table>

If you decide to prepay your tuition, please note that our refund policy is based on Federal Regulations, so all prepaid tuition is refunded on a prorated basis for anyone who withdraws prior to program completion. Please see our online University catalog for full details on the MWU refund policy.
Definition of Terms

I-20 A/B: United States Immigration and Customs Enforcement (Certification of Eligibility) for F-1 Visa

- **USES:**
  1. To obtain an F-1 visa from American Embassy/Consulate in your home country
  2. To enter the country for the first time
  3. To reenter after a short visit outside the U.S.
  4. For entry of family
  5. To extend expected graduation date

- **I-94: ARRIVAL/DEPARTURE RECORD**

  The I-94 is the small white card in your passport on which the visa classification and the expiration date of your authorized stay is written when you enter the U.S.

  All students should have F-1 written as the visa classification.

  D/S stands for the duration of status, which means the period during which the student is pursuing a full course of study, plus one year for practical training (18 months to three years for J-1 students), and 60 days in which to return to your home country.

- **PASSPORT:**

  A passport is your country's identification of you as a citizen. Your passport must remain valid at all times. It is not allowed to expire. You may renew it by contacting your Embassy/Consulate within the U.S.

- **VISA: STAMPED PAGE IN PASSPORT**

  A visa normally is a stamp placed in your passport by an official of the United States (or the country you are entering) permitting you entry. You must have a valid visa to enter the United States (unless visa exempt). However, unlike a passport, once in the U.S., a visa is allowed to expire.
Applying for a Student Visa

Upon receipt of your Certificate of Eligibility (I-20) you will need to make an appointment with the American Consulate or Embassy having jurisdiction over your place of permanent residence. Although you may apply at any U.S. Consular office abroad, it may be more difficult to qualify for the visa outside the country of permanent residence.

Before you apply for the visa, you should understand the process and the rules governing visas. Many visa applications fail. In some countries, most applications fail. Often it is because the student did not know the rules or was not prepared. We do not want this to happen to you. Please read what follows very carefully.

Due to the tragic events of September 11, 2001 in the United States, visa applications from men 16 to 45 years of age from the following Middle Eastern Countries will be checked against databases maintained by the FBI: This new security procedure will delay visa issuance by up to 20 days. Countries affected include: Afghanistan, Algeria, Bahrain, Djhouri, Egypt, Eritrea, Indonesia, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Malaysia, Morocco, Oman, Pakistan, Qatar, Saudi Arabia, Somalia, Sudan, Syria, Tunisia, The United Arab Emirates and Yemen.

The consular officer will take a very legalistic view. In the U.S., it is considered important to be impersonal when administering laws. This is considered rude or improper in many countries, but not in the U.S., where the ideal is to apply laws equally to all regardless of status or sex. Do not try to negotiate or discuss personal matters.

Be sure that your passport is valid at least 6 months beyond the date you expect to depart the U.S.

The most important rule may seem strange to you. The consular officer who makes the decision on your visa application is required to think of you as someone who plans to come to the U.S. permanently and you must prove that you intend to return to your country after completing studies. U.S. law very clearly states that F and J visas may be given only to persons who intend to remain in the U.S. temporarily. This rule is the number one reason for denials of student visa applications.

The other important rules are: (1) You must have a definite academic or professional objective. You must know what you are going to study and where it will lead. Be ready to say what you want to study and what kind of career it will prepare you for in your home country. Be prepared to explain why it is better for you to study in the U.S. than at home. (2) You must be qualified for the program of study. (3) You must be definite about your choice of schools. If you do not seem certain that you want to attend Midwestern University, you will not get a visa. (4) You must be adequately financed and have documents to prove it. You may not plan to use employment as a means of support while you are in the U.S.

U.S. government officials are convinced more easily by written documents than by spoken statements. When possible, have papers to show your connections to your home country. If your family owns property, take the deeds. If you have a brother or sister who studied in the U.S. and then returned home, take a copy of the brother’s or sister’s diploma and a statement from an employer showing that they have returned home. If possible, show that an individual or company in your home country will give you a job when you return. If you cannot get a promise of a job, try to get a letter saying that you will be considered for a job, or that the company needs people with the kind of education you are coming to the U.S. to receive. With papers, show ties to your home country. If your family owns a business, take letters from a bank, describing the business, to the visa interview with you. Do not emphasize any ties you may have to the United States or to family members in the United States. Your visa application is stronger and better if at least part of your financial support comes from your home country, even if most of it comes from the U.S.

Read your Form I-20. Some of the rules you must obey are printed on page 2. Be aware of these rules-especially
the requirements that you study full-time. Look at the date entered in item #5 for reporting to the school. You must apply for the visa in time to reach the school no later than that date.

There is no time limit on how soon you can apply for the student visa. The sooner you apply the better. Consular offices get extremely busy during the late summer months (July, August, September). However, you will not be allowed to enter the United States more than 90 days prior to the start date on your Certificate of Eligibility.

### Maintaining Your Status

The responsibility for maintaining your immigration status lies with you. There are several important things you must do to maintain status:

1. Maintain full-time enrollment and normal progress toward your degree. Twelve credit hours per quarter is a full course load. Students must be enrolled three consecutive quarters out of each academic year (typically Autumn/Fall, Winter and Spring Quarters).

2. Do not work more than 20 hours per week. As an international student you are not permitted to work more than 20 hours per week while school is in session. Working more than 20 hours per week is a violation of your student status and could lead to any number of USICE penalties including deportation. CPT (Curricular Practical Training) must be approved and certified by the Registrar prior to starting employment.

3. Obtain extensions, as needed, of your permission to stay in the U.S. USICE regulations state that F-1 students may stay in the U.S. for the duration of an educational program or a series of educational programs (for example, from an undergraduate degree through a master’s degree) plus the duration of optional practice training and then an additional 60 days. However, students who do not complete the stated educational program within the time indicated on their I-20 form must request a program extension prior to the completion date. Those who do not request a program extension are out of status and must be reinstated by the USCIS. There are new laws that severely penalize non-immigrants who violate their status through overstays. Please make sure your I-20 does not expire.

4. Do not work off-campus without USICE (U.S. Immigration and Customs Enforcement) approval. You are not eligible to work off-campus unless employment is curricular based and approved by the Registrar. Therefore, it is important that you have enough financial support to fund your entire stay at Midwestern University.

5. Keep your passport valid! Your passport must be valid for a minimum of 6 months past your expected completion date at all times. For example, if your I-20 expires on December 31, 2010, your passport should be valid until June 30, 2011. Renewal applications must be made with the Embassy or Consulate of the country issuing the passport. You will need a certification of student status from Midwestern University (this can be obtained from the Registrar’s office). Addresses of embassies and consulates are available online at www.ice.gov.

6. Notify USICE (U.S. Immigration and Customs Enforcement) of transfer to another school or a change in educational program. Please see the Registrar if you plan to transfer to another school. Your new school will want certification that you have been in proper student status and are eligible to transfer. Most schools will have a transfer form of some sort to be completed by the original school. You must report to the international office of your new school within 15 days of the beginning of classes to have your transfer processed.
**I-94 Entry Permit**

You must be in possession of your I-94 card at all times. If you lose it, you must complete an application form (I-102), which can be obtained at www.ice.gov. A fee must be submitted with the application. After details of your entry are verified, a new I-94 will be mailed to you.

**Changing Programs**

Anytime you change majors, or degree levels (i.e., Master’s to a Ph.D.) you must obtain a new I-20. To do so you will need to meet with the Registrar and bring the following documents: a copy of the application to the new program; a letter of acceptance to the new program; and proof of financial support for the new program. You must do so no later than 2 weeks prior to the start of the new program.

**Visa Expiration/Renewal**

This procedure is only necessary when you intend to travel outside the U.S. and your visa is expired. To get your visa renewed you will need a valid passport, a properly executed I-20, proof of financial support and/or letter of certification. You must visit the American Consulate/Embassy Office in the country you are visiting in order to get the renewal date issued. A student visa cannot be renewed in the U.S. If you are traveling to Canada, Mexico or other contiguous U.S. territories for less than 30 days, you do not need to get your visa renewed.

**Visits for Spouse and Children**

F-1 Students must obtain and I-20 to send to family member (spouse or Children) who wish to visit them in the U.S. The family member(s) will use the I-20 to support their application for an F-2 visa at the American Embassy or Consulate. The Embassy/Consulate will require evidence that you have adequate financial resources for family member(s) support without recourse to employment. As such, you must furnish proof of financial support the amount of $4,000 per year for a spouse and $2,000 per year for each child in addition to the amount needed for your own studies and living expenses. You must realize that under no circumstances will your spouse be permitted to take any employment after he/she reaches the U.S. In addition, bringing family members to the U.S. is not considered a valid reason for needing employment authorization.

**Optional Practical Training**

Optional practical training must be authorized by the Registrar’s Office DSO.

**Traveling Outside the U.S.**

F-1 visa holders need the following documents to re-enter the U.S. after a temporary absence:

1. Page 3 of form I-20 endorsed by the Registrar’s office.
3. Verification of adequate financial support.