

Boston University Metropolitan College



Applying for a U.S. Student Visa





U.S. Student Visa Types

- A citizen of a foreign country who seeks to study within the U.S. generally must first obtain a U.S. student visa, which is placed within the traveler's passport
 - **Citizens of Canada** are not required to obtain a visa to enter the U.S. but must follow all the other procedures outlined here to enter the U.S. in the proper immigration classification
- As an international student at Boston University, you must apply for the most appropriate visa type that will allow you to enter the U.S. to begin or resume your academic studies
 - Most international students will be sponsored by Boston University on an **F-1 Student Visa** for the duration of their academic program of study
 - Alternatively, students being funded from an outside source (e.g., scholarship, government) may be eligible for a **J-1 Student Visa**

Certificate of Eligibility

- To apply for a student visa, you must first obtain a *Certificate of Eligibility* from Boston University. There are two types: a **Form I-20** (for F-1 Visa Status) or a **Form DS-2019** (for J-1 Visa Status). These certificates include your:
 - Biographical information
 - Academic program information
 - Program start and end dates
 - Estimates of tuition, fees and expenses
- You will need your I-20 or DS-2019 to schedule a visa application appointment at a U.S. Consulate, apply for an F-1 or J-1 Student Visa, and travel to the U.S.





How do I obtain an I-20 or DS-2019?

- I-20s/DS-2019s are issued to new students by the Boston University **International Students & Scholars Office (ISSO)** at the direction of the Metropolitan College (MET) Admissions team
- To request an I-20/DS-2019, you must first submit a variety of documentation to MET Admissions via your **Applicant Gateway Portal**
 - MET Admissions will conduct an initial assessment of your documents. If all documents are complete and accurate, we will then initiate an I-20/DS-2019 request with the ISSO
 - Once finalized, **ISSO will send your I-20 or DS-2019 electronically to your BU email account**

Deadlines & Processing Times

	Fall Entry (September)	Spring Entry (January)	Summer Entry (May)
BU Immigration Document Processing Period	April-August	October-December	March-April

BU Immigration Document Request Deadline <i>(for those <u>not</u> currently studying in U.S.)</i>	July 1	November 15	March 15
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BU Immigration Document Request Deadline <i>(for those currently studying in U.S. eligible for <u>SEVIS</u> transfer)</i>	August 1	December 15	April 15
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- Please be aware that I-20s and DS-2019s are issued by Boston University during select months of the year depending on your intended entry term
- Incoming students requiring a student visa should upload all required immigration documentation to MET **as early as possible** but no later than the deadlines outlined here

Required Documents

At minimum, you must upload the following documents within your Applicant Gateway Portal to request your I-20 or DS-2019 from BU:

1. A completed BU [International Student Data Form](#)
2. A copy of the biographical page of your passport
3. Copies of [financial documentation](#) demonstrating your ability to pay for your expenses at BU. This includes:
 - An official bank statement/letter showing availability of funds covering the full BU [Estimate of Expenses](#)
 - If applicable, a [Sponsorship Certification Form](#)

Additional documents are required for select populations:

4. Transfer documents for those currently studying in the U.S.
5. Dependent documents for your spouse and/or children (under the age of 21) who will accompany you to the U.S. or will join you at a later time

1. BU International Student Data Form

Complete the BU [International Student Data Form \(ISDF\)](#).
Fill out the following information completely and accurately:

- Enter your name exactly as it appears in your passport
- Enter your date of birth in the American format: month, day, and year (MM/DD/YYYY). For example, May 10, 1995, should be written 05/10/1995
- The “Permanent address in home country” section on page 1 must include an address outside of the U.S. and cannot be a PO Box number
- In the “Immigration and Visa Information” section on page 2, check off the appropriate box and include both the city and country where you intend to apply for your visa stamp
- Answer every question, including those on page 2
- Sign and date the form

INTERNATIONAL STUDENT DATA FORM

This form must be completed by all international students applying for admission. Please answer all of the questions completely and return the form with the requested financial documentation and copies of U.S. immigration documents (if applicable) to the Admissions Office reviewing your academic application. Once you have been admitted to a program of study (and, in some cases, once you have formally accepted the offer of admission), the Admissions Office will send this form and supporting documents to the Boston University [International Students & Scholars Office \(ISSO\)](#). Once your record has been reviewed and determined to be complete, the ISSO will forward an official immigration document to you with instructions on how to apply for the student visa at the nearest U.S. Embassy or Consulate. If you are currently in the U.S., the ISSO will forward specific immigration instructions to you to facilitate your enrollment.

GENERAL INFORMATION (Please enter all names exactly as they appear on your passport)

Last Name: First Name: Middle Name: Male Female
Date of Birth (MM/DD/YYYY): Country of Birth: City of Birth*:
Country of Citizenship: Country of Legal Residence:
Permanent address in home country:
Street: City:
State/Province: Country: Postal Code:
E-Mail: Phone Number:
If you are currently living in the U.S. please provide your current U.S. address:
Street: City: State:
Zip Code: Phone Number:
*The city of birth will be printed on your I-20. Use the name of city where you were born. This may not match the place of birth printed on your passport.

FINANCIAL DECLARATION

Boston University is required by U.S. government regulations to verify the availability of adequate funding for your tuition, fees, and living expenses for the duration of your studies at Boston University to issue the immigration documents necessary to obtain a student visa. All financial documents submitted for evaluation will become the property of Boston University and will not be returned to the applicant. It is recommended that you request multiple copies of the documentation listed below to submit at the point of visa application and to retain for your records. Please refer to the [Estimate of Expenses](#) for the breakdown of fees and for the minimum required per year.

All declarations of financial support must:

1. Reflect the minimum amount of support in U.S. dollars
2. Specify funding for study at Boston University (not another college or university)
3. Include a date and be no more than one year old from the intended date of enrollment
4. Indicate the period of time for which the support will be provided
5. Be written in English
6. Reflect funds that are readily available for tuition payment (i.e., checking or savings accounts).
 - Certain investment accounts such as stocks, salary documents, property holding, etc. do not reflect available funds and will not be accepted.

Please check the box below which describes the type of funding you will be receiving, and attach the appropriate official documentation as outlined below. Please note that additional funding must be provided for any accompanying dependent for which a document will need to be issued. Dependents are defined as spouse or unmarried children under the age of 21.

- If you will be funded by a family member, please submit:
1. A letter of sponsorship which indicates that your sponsor is willing and able to support you financially for your academic fees and living expenses throughout the duration of your studies at Boston University. The letter must also indicate the sponsor's relation to you (i.e., mother, father, etc.)
 2. An official bank statement or letter or credit reference from a bank stating the availability of the minimum estimated expenses as indicated on the Estimate of Expenses.
- If you will be funded by your government, an organization, a company, etc., the sponsor must submit a letter of sponsorship on official letterhead which states:
1. That your funding is valid specifically for Boston University.
 2. Exactly which expenses will be covered (i.e., academic fees, living expenses, health insurance, financial support for family members, travel, etc.)
 3. The length of the financial support.
- If you will be funded by a bank loan, you must submit an official letter of certification from the lending institution indicating the specific amount for which you have been guaranteed.
- If you have received a financial award from Boston University (i.e., Fellowship, Assistantship, Scholarship, etc.) you may not need to provide additional financial documents if the award will meet or exceed the Estimate of Expenses.
- If you will be funded in a manner not listed above (for example, if you will fund yourself), you must submit official documentation (a bank statement or a credit reference from a bank) indicating the specific amount.



3. Financial Documentation

- U.S. immigration regulations require Boston University to verify that international students issued an I-20 or DS-2019 have documented **proof of funding** to study at BU
- First, review the [BU Estimate of Expenses](#) to determine the amount of funding required
- Second, identify how you will fund your studies at BU. Acceptable sources of funding include:
 - Checking or savings accounts, money market accounts, certificates/term deposits/fixed deposits (with maturity dates no later than the program start date or stating that funds can be withdrawn at any time), educational loans, benevolent accounts, and scholarships
- Third, compile all required financial documents whose total funds must equal or exceed the BU Estimate of Expenses

3A. Financial Documentation: *Bank Statement(s) or Bank Letter(s)*

Most students submit bank statement(s) and/or bank letter(s) as their proof of funding. All bank statements/letters must meet the following requirements:

- Total funds must equal or exceed the [BU Estimate of Expenses](#)
- Funds must be liquid/available (not frozen) assets and transferable to the U.S.
 - Certain investment accounts such as stocks, salary documents, property holdings, etc. do not reflect available funds and will not be accepted
- Must be in English or accompanied by an official English translation
- Must be dated within 12 months of the program start date



3B. Financial Documentation: *Sponsorship Certification Form*

If the bank statement/letter which provides proof of funding belongs to *anyone other than the student*, it must be accompanied by a corresponding [Sponsorship Certification Form](#). The requirements for the form/letter are below:

- Letter must be dated and signed
- Include the full name of the individual sponsoring the student
- Include the relationship of the sponsor to the student (i.e. parent, spouse, etc.)
- Include the full name of the student being sponsored
- Include that the student is attending Boston University
- Include a specific amount that the sponsor is willing to pledge

Please utilize our [sample form](#) (depicted here to the right).



Financial Sponsorship Certification For International Students

Submit this form and any additional financial documentation as instructed by the school/college to which you have applied.

Clear Form

Student's Name: _____
Family/Last Name *First/Given Names*

Boston University ID Number (if known): U _____

Sponsor's Name: _____

Sponsor's Relationship to Student: _____

Specific Boston University school/college and program to which the student is applying:

This certifies that I, _____, am willing and
Sponsor's printed name
able to financially support the above named student (and his/her family, if applicable) for
academic fees and living expenses in the amount¹ of (US \$) _____ throughout
the duration of his/her studies at the Boston University. Attached to this certification is official
documentation of available funds for at least the first year of enrollment². The documentation
is in English and the funds are converted to US dollars. It is the student's responsibility to
document availability of additional required funds, if necessary.

Sponsor's Signature _____

Date Signed _____

3B. Financial Documentation: *Alternative Funding Sources*

Funding from Governments or Scholarship Organizations –

If you will be funded by a government or an organization, the sponsor must submit a letter of sponsorship on official letterhead which includes the following information:

- The exact amount of the award and which expenses will be covered (i.e., academic fees, living expenses, health insurance, financial support for family members, travel, etc.).
- The length of the financial support
- The funding is valid specifically for Boston University

Funding from Loan(s) – If you will be funded by a bank loan, you must submit an official letter of certification from the lending institution indicating the specific amount for which you have been guaranteed. Your loan(s) must be approved.



4. Transfer Documentation

Students in F-1 status coming to Boston University from another U.S. school or who are currently on Optional Practical Training (OPT) at another school may be eligible to transfer their SEVIS record to Boston University.

- **What is a SEVIS record?** SEVIS stands for the Student and Exchange Visitor Information System. It maintains current information on nonimmigrant students (i.e., all those in F-1 status). If you're currently in the U.S., you have an existing SEVIS record/number.
- U.S. regulations stipulate that students maintain only one SEVIS record when you move from one school to another. SEVIS transfer students will receive a new BU I-20 with the same SEVIS number they used at their previous institution.

SEVIS transfer students must upload the following documents within the Applicant Gateway Portal when requesting your BU I-20:

- Copies of the first and second page of ALL existing I-20s
- A copy of the most recent F-1 visa stamp in your passport
- A copy of the most recent I-94 record
- A copy of the front and reverse side of any Employment Authorization Document (EAD) (if applicable)

If you qualify for SEVIS transfer, you will be sent instructions and a link to the *Eligibility Confirmation for F-1 SEVIS Transfer to BU Form* after you submit the above documentation. Once you have received the form, follow the steps [outlined here](#).

5. Dependent Documentation

TBD
If a dependent (a spouse or child under the age of 21) will accompany you to the U.S., you must provide additional documentation when requesting your I-20 or DS-2019:

- You must provide additional proof of financial support, as the BU Estimate of Expenses increases per dependent as **outlined here**
- You must provide a copy of each dependent's valid passport



Submitting your Documents

Ready to submit your documents?

Upload them via your Applicant Gateway Portal to initiate your BU I-20/DS-2019 request

1. International Student Data Form (ISDF)

+ Add Document

2. Applicant's Passport - copy of biographical data page(s)

+ Add Document

3.a. Financial Documents: Bank document (letter, statement, etc.)
Optional

+ Add Document

3.b. Financial Documents: Financial Sponsorship Certification Form/Letter from your sponsor
Optional

+ Add Document

9.b. Applicant's U.S. immigration documents: DS-2019 (first page only of previous DS-2019) if you have more than one DS-2019, upload each DS-2019 separately using the DS-2019 upload fields below – additional upload if applicable Optional

+ Add Document

I'm Done Uploading Documents

Only click “I’m Done Uploading Documents” once **all required documents are uploaded**

Obtaining your I-20 / DS-2019

MET Admissions will conduct an initial assessment of your submitted documents.

- If you are missing required documentation, you will receive an email from metvisa@bu.edu.
- If all documents are complete and received by the deadline, MET Admissions will initiate an I-20/DS-2019 request with the ISSO
- Within 10-14 business days, the ISSO will send your I-20 or DS-2019 electronically to your **BU email account**
- Review your I-20 or DS-2019 for accuracy

SEVIS ID: **N0004720633**

SURNAME/PRIMARY NAME Sample	GIVEN NAME Student	Class of Admission F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME Student Sample, II	PASSPORT NAME	
COUNTRY OF BIRTH LAOS	COUNTRY OF CITIZENSHIP LAOS	
DATE OF BIRTH 04 MAY 1995	ADMISSION NUMBER	
FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME	

SCHOOL INFORMATION

SCHOOL NAME SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies	SCHOOL ADDRESS 9002 Nancy Lane, Ft. Washington, MD 20744
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Helene Robertson PDSO	SCHOOL CODE AND APPROVAL DATE BAL214F4444000 03 APRIL 2019

PROGRAM OF STUDY

EDUCATION LEVEL BACHELOR'S	MAJOR 1 History and Philosophy of Science and Technology 34.0104	MAJOR 2 None 00.0000
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 04 APRIL 2016
START OF CLASSES 01 JUNE 2016	PROGRAM START/END DATE 04 MAY 2016 - 30 MAY 2020	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR 9 MONTHS		STUDENT'S FUNDING FOR 9 MONTHS	
Tuition and Fees	\$ 15,000	Personal Funds	\$ 19,000
Living Expenses	\$ 4,000	Funds From This School	\$
Expenses of Dependents (0)	\$ 0	Funds From Another Source	\$
Other	\$ 0	On-Campus Employment	\$
TOTAL	\$ 19,000	TOTAL	\$ 19,000

REMARKS

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

X	DATE ISSUED 04 May 2016	PLACE ISSUED Ft. Washington, MD
SIGNATURE OF: Helene Robertson, PDSO		

STUDENT ATTESTATION

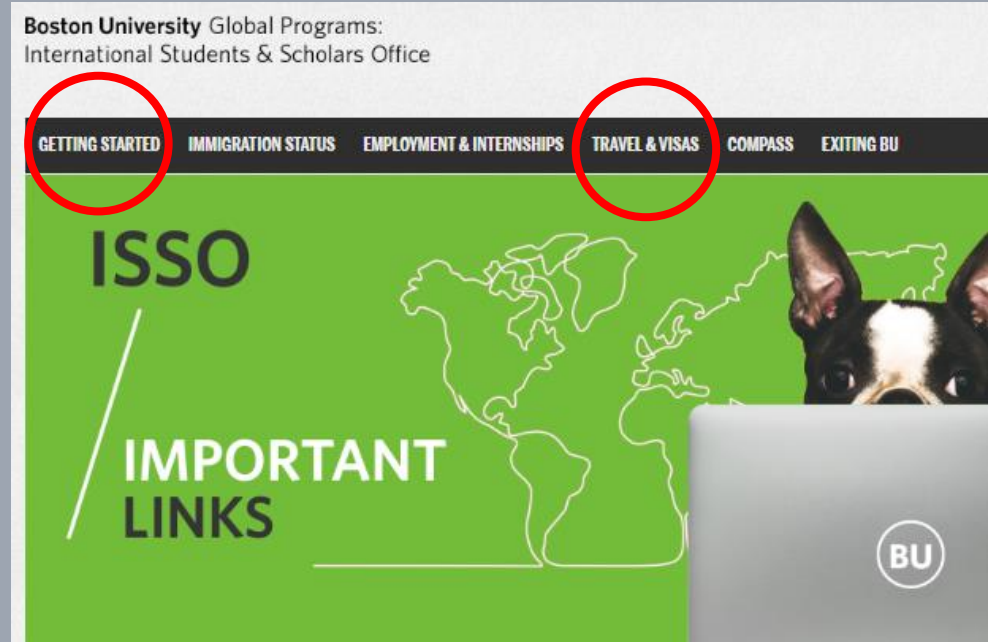
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. **Parent or guardian, and student, must sign if student is under 18.**

X	DATE		
SIGNATURE OF: Student Sample			
X	DATE		
NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country)	DATE

Apply for a U.S. Visa

The BU International Students & Scholars Office (ISSO) is here to assist you through the visa process.

- Please review the ISSO [Guidelines to Apply for the F-1 Student Visa](#) for step-by-step instructions about the initial F-1 visa application process.
- In addition, [watch this video](#) for an overview of the F-1 visa application process.
- If you have any questions, please contact ISSO directly at 617-353-3565 or issogac@bu.edu.



Bookmark: www.bu.edu/isso

Questions? Contact us:



Andrey Blidman
International Enrollment Manager
Admissions & Enrollment Services
BU Metropolitan College

metvisa@bu.edu