

Complete all sections of this page. Do not leave any blanks.

Section I: Biographical Information

Type your name **EXACTLY** as it appears on your passport:

Name:

(Last Name)

(First Name)

(Middle Name)

Birth City:

Gender:

Birth Country:

Date of Birth:

(mm/dd/yyyy)

Country of Citizenship:

(If you have dual citizenship, list the country of the passport you will use to enter the U.S.)

Use an e-mail address that will be valid through your arrival at Northwestern:

Country of Legal

Permanent Residence:

(This may be the same as your Country of Citizenship above. Do not type U.S.)

Email:

Permanent Foreign Address:

*The Student and Exchange Visitor Information System (SEVIS) requires all students to provide a non-U.S. permanent foreign address. This address is used for SEVIS reporting purposes and visa appointments; it is not necessarily the same address to which your I-20/DS-2019 will be mailed.

You must provide your admissions office, or department if you have been admitted through The Graduate School, with a current I-20/DS-2019 mailing address as they will be mailing your document to you.

Address 1:

Address 2:

City:

Country:

Province/
Territory:

Postal Code:

Section II: Financial & Program Information

The Graduate School - All Doctoral, Master's, MFA, and Non-Degree TGS programs.

Estimated Tuition & Living Expenses for the 2009/2010 Academic Year (one academic year constitutes 9 months). See *Appendix A: Financial Documentation Requirements & Sponsor Statement of Support* for more info. (Note: the figures provided are an estimate of the tuition and living expenses you may incur during your first three quarters of academic study at NU. **NU reserves the right to change these estimated numbers at any time).**

COST:

SUPPORT:

Tuition: \$38,656

Student's Personal Funds*:

Living Expenses (Room & Board): \$14,962

Funds from Northwestern University*:

Health Insurance (lower tier plan) \$1,285

Funds from Another Source*:

Subtotal for One Academic Year: \$54,903

Name of Source:

Dependent Expenses (if applicable)

Name of Source:

*Each sponsor must provide the required documentation. See **Appendix A: Financial Documentation Requirements & Sponsor Statement of Support**

Add subtotal above with dependent expenses if applicable and enter the amount here:

Add all support together and enter the amount here:

TOTAL COST in USD:

TOTAL SUPPORT in USD must equal or exceed TOTAL COST at left:

Check here if you have applied for the International Summer Institute (ISI), Kellogg Math Review, or Legal English.

Section III: Dependent Information

Enter information for each dependent (spouse or child) who will accompany you to the U.S. in dependent status (F-2 or J-2). If you do not have dependents, or if your dependents will not accompany you to the U.S. in dependent status, proceed to Section IV: Visa Category.

Note: Eligible dependents are spouses and children (parents, grandparents, fiances, etc. are not considered dependents for visa purposes).

Dependent Relationship:

Type name EXACTLY as it appears on passport:

Name:

(Last Name)

(First Name)

(Middle Name)

Birth City:

Birth Country:

Country of Citizenship:

Country of Legal
Permanent Residence:

Gender:

Date of Birth:
(mm/dd/yyyy)

Dependent Relationship:

Type name EXACTLY as it appears on passport:

Name:

(Last Name)

(First Name)

(Middle Name)

Birth City:

Birth Country:

Country of Citizenship:

Country of Legal
Permanent Residence:

Gender:

Date of Birth:
(mm/dd/yyyy)

Dependent Relationship:

Type name EXACTLY as it appears on passport:

Name:

(Last Name)

(First Name)

(Middle Name)

Birth City:

Birth Country:

Country of Citizenship:

Country of Legal
Permanent Residence:

Gender:

Date of Birth:
(mm/dd/yyyy)

Section IV: Visa Category Information

Requested Status:

***J APPLICANTS ONLY:** The U.S. government requires all J applicants to provide their current home country position. If you are a student, type "student" and indicate your degree level. If you are currently living in the U.S., indicate the last position held in your home country:

F-1 STATUS (FORM I-20)

STUDY

Student must be admitted to a program of study leading to a specific educational objective.

Student must be proficient in English.

Student must show sufficient evidence of financial support.

EMPLOYMENT

On-campus employment is permitted without special authorization (limited to 20 hours per week while school is in session).

Off-campus employment *may be* authorized by the International Office during the degree program. Certain eligibility requirements apply.

Off-campus employment *may be* authorized by the United States Citizenship & Immigration Service during the degree program. Certain eligibility requirements apply.

Off-campus employment after graduation is permitted (up to **12 months**) with authorization from the United States Citizenship & Immigration Service.

DEPENDENTS

F-2 dependents are **not permitted to work**.

F-2 dependent spouses may **not attend school full-time**. Part-time study must be recreational or vocational in nature.

F-2 dependent children may attend grades K-12 full-time.

J-1 STATUS (FORM DS-2019)

STUDY

Student must be admitted to a program of study leading to a specific educational objective.

Student must be proficient in English.

Student must show sufficient evidence of financial support.

Student must either be part of an **established** exchange program OR have a significant amount of funding come from an institutional source (e.g. government agency, university funding, or employer-based funding). Loans of any kind, including NU loans, constitute personal funds and do not qualify as institutional support or university funding.

Student must have a minimum **\$50,000** worth of health insurance coverage for self and all dependents.

EMPLOYMENT

On-campus employment is permitted with prior authorization from the International Office (limited to 20 hours per week while school is in session).

Off-campus employment, either before and after graduation, *may be* authorized by the International Office for up to **18 months or for the length of your program, whichever is shorter** (36 months possible for PhD graduates).

Individuals in J status may be subject to 212(e), the **2-year-home-residency-requirement**. If subject, an individual would be required to spend 2 years in his/her home country before becoming eligible to return to the U.S. in H-1B, L, K, or Permanent Residency status. Follow this link for more information: "http://travel.state.gov/visa/temp/info/info_1296.html"

DEPENDENTS

J-2 dependents may apply for **work authorization** after they arrive in the U.S. Authorization involves an application to the United States Citizenship & Immigration Service. Approval can take up to three months.

J-2 dependents **may attend school** full or part-time without special authorization.

The above is just a snapshot of both the F and J statuses. To learn more about the differences between the F and J statuses, please follow the *Current Students* link on the International Office's home page.

Section V: Current Visa Status Information

Check here if you are not currently in the U.S. and proceed to the next page.

Check here if you are currently in the U.S. and continue completing this section.

Current Status in the U.S. **CHOOSE ONE:**

F-1 Status *You must check before proceeding:

I will transfer my current F-1 Status to Northwestern University and will submit *Appendix B: Transfer Information & Form*.

J-1 Status *You must check before proceeding:

I will transfer my current J-1 Status to Northwestern University and will submit *Appendix B: Transfer Information & Form*.

Other What is your current status? _____

*You must check **ONE** before proceeding:

I will leave the U.S. to apply for the F-1 or J-1 visa stamp at a U.S. Embassy or Consulate.

I will be applying for a Change of Status within the U.S. and will refer to *Appendix C: Change of Status Instructions*.

Appendix A: Financial Documentation Requirements & Sponsor Statement of Support

All new international students are required to show proof that funds are guaranteed for the first year of study. Please ensure that adequate funding will continue to be available from the same or equally dependable sources for subsequent years. You may be asked to show proof of this at your visa interview. This proof can come from several different sources (personal, family, university, business, etc.); however, you must be sure to have supporting documents for each of the sources of funding.

Below are the requirements for each type of documentation. Be sure to obtain two copies of ALL documents: one to submit with this application to your admitting office, the second to bring with you when applying for your visa stamp at the U.S. Consular office and to show upon your entry to the U.S., or to USCIS if you are submitting an application for a Change of Status (COS). Keep in mind that although you aren't required to submit original documents to Northwestern, you may be required to show ORIGINAL financial documents at your visa appointment, at the port of entry, or to USCIS if you are submitting a COS application.

Required Documentation (any combination of the below items is acceptable):	
Personal Funds:	1. Bank statement, bank letter, or loan letter (see bank statement and letter guidelines below). An original is not required for I-20/DS-2019 issuance purposes but is strongly encouraged for the visa application.
Family or Friend Funds	1. Bank statement or bank letter dated within the last six months (see bank statement requirements below). An original is not required for I-20/DS-2019 issuance purposes but is strongly encouraged for the visa application. 2. Sponsor Statement of Support (see below). All sponsor names must be included in <i>Section II: Financial & Program Information</i> .
Northwestern University Funds:	1. Copy of the letter from department/University detailing your financial aid award. If the award does not cover the total cost listed in <i>Section II: Financial & Program Information</i> , you must show proof of funding that covers the remaining remaining expenses. NU Loans are considered a source of Personal Funds.
Other Institutional Support (Employer, Government, etc.):	1. Support letter detailing the financial support (see institutional letter of support requirements below).

Bank Statement Guidelines:

Must be dated within the last six months;
Name of account holder must be present;
Amount of money in the account must be listed;
Must be in English, or include a certified English translation;
Type of account (eg. savings, checking, time deposit) must be included;
Type of currency must be included.

Institutional Letter of Support Guidelines:

Must be an original;
Must be dated within the last six months;
Name of award recipient must be present;
Must state the period of time covered by the award;
Must indicate Northwestern as the student's institution;
Must state the total amount of support for the given time period.

Bank Letter Guidelines:

Name of account holder must be present;
Amount of money in the account must be listed,
-OR- letter must state that the holder has enough money in the account to cover the estimated costs listed in Section II: Financial & Program Information;
Must be in English, or include a certified English translation;
Type of account (eg. savings, checking, time deposit) must be included;
Type of currency must be included;
Must be dated within the last six months.

Sponsor Statement of Support Must be completed by EACH personal sponsor (family, friend, etc.) Make additional copies if necessary.

Sponsor Name:

(Last Name)

(First Name)

(Middle Name)

Sponsor Address:

Relationship to Student:

Check one box only:

I will provide full financial support for the applicant's educational and living expenses for the entire length of study at NU. As verification that funding is available, I have attached bank statements (or a bank letter).

I will provide partial financial support. **Amount per year in USD:**

Sponsor's Signature:

(please sign with pen ink)

Date:

Appendix B: Transfer Information & Form

You may be eligible for a transfer of your SEVIS record if you've recently attended, graduated from, OR received F-1 or J-1 employment authorization from a college, university, or high school in the United States. You must notify the International Student Advisor at your current school of your intent to transfer *before* your current I-20 or DS-2019 expires, or before your employment ends.

Print off this form, fill-out Part I, and submit it to your current International student advisor.

You must discuss your transfer date with your current advisor. Your advisor should fill-out Part II and give the form back to you to submit with your application, or your advisor can fax it to:

Northwestern University
ATTN: International Office Admissions
Fax: 847-467-2147

Part I: To Be Filled-Out by Student:

Type your name EXACTLY as it appears on your passport:

Name:

(Last Name)

(First Name)

(Middle Name)

Use an e-mail address that will be valid through your arrival at Northwestern:

Email:

Date of Birth:

(mm/dd/yyyy)

Date you expect to begin at
Northwestern:

(mm/dd/yyyy)

Part II: To Be Filled-Out by Current International Student Advisor (in pen ink):

What is the student's current status in SEVIS?:

SEVIS transfer-out date:

Student's date of initial entry to the U.S.:

SEVIS ID number:

Level of study:

Date of graduation or completion of study:

List any periods of Practical or Academic Training:

OPT

AT

Institution Name:

School SEVIS Code:

Name of PDSO/DSO or RO/ARO completing this form:

Phone:

E-mail:

Northwestern's SEVIS School Code is CHI214F01109000.

Advisor's Signature:

Date:

Appendix C: Change of Status (COS) Instructions

It is possible for a non-immigrant to change visa status while remaining in the U.S. First, you must obtain the Form I-20 or Form DS-2019 from your program sponsor (the NU International Office). After receiving the I-20/DS-2019 and paying the SEVIS fee, you must submit an application for the Change of Status (COS) to USCIS. This approval can take approximately three to four months to receive from USCIS.

HOW LONG MUST I MAINTAIN MY CURRENT IMMIGRATION STATUS?

Individuals must maintain their current non-immigrant status until at least 30 days prior to the report date listed on the I-20/DS-2019 AND until a Receipt Notice issued by USCIS has been received.

HOW LONG WILL MY COS APPLICATION TAKE?

Check the "Case Status Online and Processing Times" page of the USCIS website ("<http://www.uscis.gov>") to determine current processing times. Applications usually take three to four months to process from the date of the Receipt Notice.

CAN I LEAVE THE U.S. WITH A PENDING COS APPLICATION?

If an individual departs the U.S. while the COS application is pending, he or she is considered to have abandoned the COS application. Departure from the U.S. without the COS approval will result in a cancellation of the application. Exit and re-entry to the U.S. after obtaining a U.S. visa stamp at a U.S. Embassy or Consulate abroad will be necessary.

CAN I LEAVE THE U.S. AFTER RECEIVING THE APPROVAL NOTICE FOR THE COS?

Individuals may remain in the U.S. after the COS has been approved. If you leave the U.S., you must apply for and receive a visa stamp in your passport to be able to re-enter the U.S. in the new status.

WHAT IF I HAVEN'T RECEIVED THE COS APPROVAL BY THE START OF CLASSES?

Individuals currently in the U.S. in a status that permits full-time study (including, but not limited to H-1B, H-4, and J-2) may begin attending classes on the scheduled I-20/DS-2019 start date, even if the COS has not yet been granted, provided that the individual has received the COS Receipt Notice from USCIS. Individuals currently in the U.S. in a status that does not permit full-time study (including, but not limited to, B-1/B-2 and F-2) may not attend classes until the COS has been approved and the Approval Notice has been received. Contact the International Office if you have not received your approval notice two weeks prior to the I-20/DS-2019 start date.

WHAT SHOULD I DO AFTER I RECEIVE THE COS APPROVAL NOTICE?

Once the COS application has been approved you must again check-in at the International Office. Bring your passport, I-20/DS-2019, I-94 card, and COS Approval Notice to the International Office during business hours.

To change your status to a student status (F-1 or J-1) you must provide the following documents to the appropriate USCIS office. Generally, applications for Northwestern University students are sent to the California Service Center (CSC). Check the Form I-539 instructions to determine to which address you should mail your application.

Photocopy your entire COS application before sending it to USCIS:

- Form I-539 - Form must be completed and signed by you. The I-539 is available under the "Immigration Forms" section on the USCIS web site: "<http://www.uscis.gov>";
- Processing Fee - Check or money order made out to the **United States Citizenship and Immigration Services**. The current fee is \$300;
- An original I-20 or DS-2019 issued by Northwestern University - Make sure that you provide all pages of the forms and check to see that the form is signed by both you and the appropriate school official in the appropriate places;
- Proof of SEVIS fee payment. You can pay the SEVIS fee on-line at "www.fmjfee.com". You must have the I-20/DS-2019 to pay the SEVIS fee;
- Proof of adequate Financial Support - Original bank documents, student loan information, scholarships, fellowships, teaching or research assistantships indicating that you or your sponsor has the financial ability to cover your educational and living expenses for one full academic year. The amount you must prove will be indicated on your I-20 or DS-2019;
- Photocopies of Passport - biographical and current visa pages;
- Original I-94 card - This is the small white card often stapled inside your passport;
- Dependent(s) - If you have dependent(s) that are applying for a change of status to F-2 or J-2 with you, you will also need to include photocopies of their passport biographical page(s), current visa stamp(s) and I-94 cards. You must also include their original I-20 or DS-2019 issued by Northwestern University. Additionally, you must provide financial support for your dependent(s). The amount is indicated on your I-20 or DS-2019;
- Additional Documents - Additional documents may be needed. Please see the Change of Status document ("http://www.northwestern.edu/international/New%20Website/Website%20Sections/New/Attachments/Change_of_Status_2006.pdf") for information regarding your particular type of change of status.

Appendix D: Student Checklist

Students: Please COMPLETE this checklist and include it with your application materials.

******This I-20/DS-2019 Request Form, along with all supporting documentation, should be mailed directly to your admit office, not to the International Office.******

The International Office will notify you via the e-mail address you've provided once we receive your application materials in our office. Please allow approximately three weeks for us to process all complete I-20/DS-2019 Requests once we've received them in our office. We will contact you if any additional information or clarification is required.

- I-20/DS-2019 Request Form:
 - Completed Section I: Biographical Information (REQUIRED).
 - Completed Section II: Financial & Program Information (REQUIRED).
 - Completed Section III: Dependent Information (IF APPLICABLE).
 - Completed Section IV: Visa Category Information (REQUIRED).
 - Completed Section V: Current Visa Status Information (REQUIRED).
 - Transfer Students:
 - Appendix B: Transfer Instructions & Form.* If the Form is not included, ask your current advisor to fax it the NU International Office upon completion. **We will not be able to issue your Northwestern I-20 until your SEVIS release date.**
 - Change of Status Students:
 - You have indicated at the bottom of page 3 that you intend to apply for a change of status within the U.S. and will read *Appendix C: Change of Status Instructions* before submitting your application to USCIS.
- Copy of Passport Biographical Page (REQUIRED).
- Financial documentation which supports the information in Section II: Financial & Program Information:
 - Appendix A: Financial Documentation Requirements & Sponsor Statement of Support* (IF APPLICABLE).
 - Other financial documentation as outlined in Appendix A: Financial Documentation Requirements & Sponsor Statement of Support (REQUIRED).
- Original signature and date included below. Please sign after printing the application (no digital signatures) (REQUIRED).
- Appendix E: Admission Office Information (next page) (REQUIRED). Submit the Admissions Office Information with your application (don't complete it).

Student Signature: _____

Date: _____

Appendix E: Admissions Office Information

UNIVERSITY USE ONLY

Admit Office: please print (do not complete this section on-line).

	TO BE COMPLETED BY ADMIT OFFICE:	
Field of Study:	EMPLID:	
Degree Level:	English Proficiency Determined by:	
Length of Program in Months:	Program Contact:	
Report Date:	Contact Phone:	
Projected End Date:	Contact E-mail:	
	ISI, Math Review, or Legal English?	
	New Report Date:	

Admissions Office Checklist

- University Use Only box above complete?
- Student's date of birth and name appear in CAESAR exactly as they appear on the passport ID page?
- Student's foreign (non-U.S.) address appears in CAESAR as a Permanent Address type?
- Student's program/plan information has been entered into/appears in CAESAR?