Procedures for International Student Applicants to Mount St. Mary’s University:

- **Application to the University:**
  - International student applicant completes the appropriate Mount St. Mary’s University application form.
    - For the Undergraduate program (as freshman or transfer student) application and details on the materials needed see: [http://www.msmary.edu/admissions/how-to-apply/international-students.html](http://www.msmary.edu/admissions/how-to-apply/international-students.html).
    - For university graduate programs see: [http://www.msmary.edu/academics/graduate-programs](http://www.msmary.edu/academics/graduate-programs) for information on the program you are applying for. For seminary graduate-level ordination formation program see [http://www.msmary.edu/seminary/admissions/application-theology.html](http://www.msmary.edu/seminary/admissions/application-theology.html).
  - Upon acceptance applicant submits to the University Registrar (or Seminary Registrar as interim PDSO):
    - a photocopy of passport (personal information and visa pages)
    - completed “International Student Information Sheet”, which includes pertinent information such as:
      - a permanent address (and phone number) in home country
      - an address & phone number in the US (and if living on campus during the academic year, please give an address for those times when not at the Mount – i.e. during semester breaks)
  - In accordance with United States Immigration Law [8 C.F.R. § 214.3 (k) (2); § 214.4 (a) (1)(a)], Mount St. Mary’s must obtain reliable documentation that the student has financial resources adequate to meet expenses (tuition and living expenses) while studying here. Students must prove with official documentation (certified bank statements or affidavit of support) that funds exist to pay the full educational and living expenses in the United States for at least the first year of study and that, barring unforeseen circumstances, adequate funding will be available from the same or equally dependable sources for subsequent years for the duration of the program of study. This is the same standard that consular and DHS (Department of Homeland Security) officers will use to determine a student’s financial ability (see further information below about obtaining the F-1 visa).
    - Undergraduates and non-seminarian graduate students must submit documentation on personal finances, any aid to be received from Mount scholarships, and any other funding that will be used to cover educational expenses.
    - In the case of seminarians the financial sponsor (usually the sending diocese or religious order) submits letter to the Sevis verifying financial support to fully cover the tuition, room/board, textbooks and other miscellaneous living expenses for the duration of the ordination program (with copy sent to applicant for their F-1 student visa application).

- **To Obtain the F-1 Student Visa Stamp** (needed for entry into the USA)
  - Note: the F-1 student visa is issued for a NON-IMMIGRANT status… the expectation of the US Immigration and Customs Enforcement (ICE), which grants the visa for entry into the US, is that the student will be returning to their home country upon completion of their program studies in the United States.
  - After the international student is accepted at the Mount, the Designated SEVIS Official (DSO), usually either the University Registrar or Seminary Registrar (dependent on the academic program), issues a Form I-20 (Certificate of Eligibility of Nonimmigrant Student Status) to be mailed to the applicant.
  - Student (or delegate) completes the electronic I-901 form, using information from the I-20 form. [see https://www.fmjfee.com/i901fee](https://www.fmjfee.com/i901fee). This is to pay the $200 SEVIS fee for which the form I-797 is issued (a receipt proving the fee was paid). The receipt must be printed off after the electronic payment has been processed; SEVIS no longer mails a separate hard copy of the I-797.
  - Student completes the electronic DS-160 Non-Immmigrant Visa Application [see https://ceac.state.gov/genniv](https://ceac.state.gov/genniv) and prints out the confirmation for submission to the US embassy/consulate.
  - Student makes an appointment with closest US embassy or consulate office (application may be made up to 120 days prior to the start of the academic program) - see the following links for more complete information regarding the visa interview and materials needed: [http://www.ice.gov/sevis/students/](http://www.ice.gov/sevis/students/) or [http://travel.state.gov/visa/temp/types/types_1268.html#prepare](http://travel.state.gov/visa/temp/types/types_1268.html#prepare).
    - At the interview applicant will need at least:
      - print-out of completed electronic DS-196
      - passport (valid for at least 6 months beyond expected stay in USA)
      - recent photo (2” x 2”)
      - I-20 form (signed by a DSO from the Mount and by the student)
      - print-out of electronic I-797 form (receipt for payment of I-901 SEVIS fee)
      - Evidence of financial resources (e.g. student loan, Mount scholarship, sponsoring diocese)
      - Evidence of student status (acceptance letter from Mount St. Mary’s)
  - After the embassy grants the visa stamp (it may take four or more days for processing), the student can make travel arrangements for arrival in the US (no sooner than 30 days before the I-20 “beginning” date, and no later than that date).

- **Studied in the USA previously?**
  - An International student transferring to the Mount from another academic program in the USA does not pay the SEVIS fee again. Such students give to the Mount DSO the name and email contact information for the International Student Advisor/DSO at previous institution so that the SEVIS record can be transferred to the Mount and the new I-20 issued. The old F-1 Visa stamp in the passport is still valid for travel into the USA (even though it has a different school name listed) as long as the date has not expired and the student maintains status with a current I-20.
## INTERNATIONAL STUDENT INFORMATION SHEET
(return this form to the DSO/Registrar for your academic program)

Name (exactly as it appears on your passport)

<table>
<thead>
<tr>
<th>Family (surname)</th>
<th>First (given)</th>
<th>Middle</th>
</tr>
</thead>
</table>

Home Country Address:

<table>
<thead>
<tr>
<th>Number and Street</th>
<th>City</th>
<th>State</th>
<th>Zip/Postal Code</th>
<th>Country</th>
</tr>
</thead>
</table>

Address in USA will be:  

- [ ] living in campus housing  
- [ ] off-campus address (see below)

<table>
<thead>
<tr>
<th>Number and Street</th>
<th>City</th>
<th>State</th>
<th>Zip/Postal Code</th>
<th>Country</th>
</tr>
</thead>
</table>

Country of Birth: ________________________  
Country of Citizenship: ________________________

Telephone: __________  
Cellphone: __________  
Email: __________

Gender:  
- [ ] Male  
- [ ] Female  
- [ ] unmarried  
- [ ] married / [ ] spouse and/or children coming to US also *

* if traveling with any family members who also need an F-1 or F-2 visa, please contact the DSO immediately.

Academic Program:

- [ ] undergraduate – major field of study: _______________________________  
- [ ] M.B.A.  
- [ ] M.H.A.  
- [ ] M.Ed.  
- [ ] M.A.T.  
- [ ] M.A.P.S.  
- [ ] seminary (M.Div.)

- [ ] I plan to start my degree program: _______ (semester/year); and expect to complete by end of: _______ (semester/year).

- [ ] I expect it will take _______ (number of months) to complete this degree program

CURRENTLY IN USA OR HAVE A VALID I-20 FROM ANOTHER SCHOOL IN THE UNITED STATES:

- [ ] What is your SEVIS ID number (on top right corner of I-20 form): _______________________________

- [ ] Reason for new I-20 (check one):
  - [ ] transferring changing US schools*
  - [ ] changing education level at the Mount
  - [ ] reinstatement to F-1 status

* if transferring your SEVIS record, give name and email address of the International Advisor/DSO from previous school

HOW DO YOU WANT TO GET YOUR I-20?  

- [ ] mail to home address (above)  
- [ ] mail to my address in U.S. (above)

- [ ] hold for pick-up by: __________  
- [ ] mail to address below (print name/address in English, exactly as it should appear on the envelope):

<table>
<thead>
<tr>
<th>Name</th>
<th>Number/Street</th>
<th>City/State/Zip-Postal Code</th>
<th>Telephone</th>
</tr>
</thead>
</table>

Statement of Financial Support (fill-in appropriate amounts in US $$ below):

- [ ] Personal Funds (copy of bank statement in your name with current balance and type of currency): $ __________

- [ ] Funds from the Mount (copy of award letter stating how much funding is being offered and for how long): $ __________

- [ ] Funds from Other Sources (letter of affidavit and financial/bank information to support amount of aid given): $ __________

All documents you give must be: less than two months old; in English (we cannot review documents that are not in English!); photocopies or faxes, not originals. You will need originals of these documents to take to the US Embassy.

FORM REVISED: 26 July 2013/avr