

**INTERNATIONAL STUDENT SERVICES
PROCEDURES FOR SECURING I-20 AND F-1 STUDENT VISA
(IF OUTSIDE THE UNITED STATES)**



Complete all admission requirements for Purdue University Northwest. For undergraduate studies, submit all information to Office of International Admissions at <http://www.pnw.edu/international/admissions/undergraduate-admissions/>
For graduate studies, <https://www.pnw.edu/graduate-studies/admission/international-graduate-students/> for information and to apply.

Apply using your name exactly as it is shown on your passport.

DEADLINES FOR COMPLETING THE ENTIRE APPLICATION PROCESS ARE EXTREMELY IMPORTANT
The following deadlines apply to students who are not in the United States:

June 1	Fall Semester (begins in August)
November 1	Spring Semester (begins in January)

For the I-20:

Once admitted, you can submit a Notice of Intent (NOI) to get the I-20 needed to apply for a student visa. Documents needed for the Notice of Intent include a copy of the picture page of your passport and proof of financial sponsorship, which includes:

- Financial documents from a bank, employer, or other agency showing funds available for your educational experience at PNW. Amount needed for the I-20 is approximately \$37,000 USD for undergraduate studies and \$31,000 USD for graduate studies. This is the estimated cost for one academic year.
- A letter from sponsor or sponsoring agency indicating willingness to pay all expenses for your educational experience including tuition and fees, room, board and miscellaneous expenses while living in USA. Letter not required if sponsor is your parent(s).
- Financial documents can be no older than 6 months and must be converted to American dollars available and or accessible for expenses for one academic year. Copies are acceptable but they must be copies of the originals or true and attested copies you plan to bring to visa interview. Financial sponsorship support should be in liquid assets, not property or other assets that cannot be converted to cash.

Notification of Intent (NOI) Instructions (to get the I-20)

Please allow up to 5 days after you are admitted to submit the notice of intent as it takes time to populate the system. Then allow up to 10 business days for the I-20 after you submit the NOI. Follow these steps:

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1. Establish your student account. Undergraduates login to your application to obtain your career account and Purdue ID (PUID). Graduate students will receive these from graduate admissions. Visit password.pnw.edu/public/activate to establish your password. You will also need to download the Duo Mobile application on your smartphone for Purdue Login, a two-factor authentication system that protects access to your sensitive information. Then log into myPNW (<https://www.pnw.edu/information-technology/services/mypnw/>) to access your student email and other university resources. Your student email will be used for all school communication.
2. Log into [MyISS](#) (Purdue career account and password required. It may take up to 48 hours after you have been admitted to receive your Purdue career account.)
3. Under the section labeled “Current Students, Faculty, or Staff – Click the “Login” button;
4. Enter your Purdue career account and password to log in to myISS;
5. On the left hand side, click “Pre-Arrival and Orientation;”
6. Then click “Notification of Intent;”
7. You must complete all the required forms that are included in the Notification of Intent (NOI).

Remember, you must have the NOI in your possession before you can apply for your student visa.

Once you are admitted and the Notice of Intent is completed, your record will be reviewed. If anything is missing, you will be notified. If all in order, the I-20 will be e-mailed to you.

After receiving your I-20, you must pay the SEVIS fee of \$350 online at <https://www.fmjfee.com/#>. Print out your receipt which you will need when you have your interview. Make your appointment for an interview at the United States Embassy in your country. Take all your documents including your passport, your I-20, your admission letter to study at Purdue University Northwest, and original financial documents exactly as those listed above to your Embassy interview. Prepare yourself for the interview by reading in detail what consular officers look for when they grant F-1 student visas. Read **10 Points to Remember** below.

Give yourself ample time to make an appointment, appear for an interview, and make travel arrangements to the United States. You can enter the USA and appear at Purdue University Northwest no sooner than 30 days prior to the start date shown on your I-20. Be sure to make reservations for housing at our University Village Residence Hall to assure that you will have a place to live. The website and reservations can be accessed at <http://www.pnw.edu/housing/>.

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Once you receive your F-1 visa and begin your preparations for traveling to the United States, you must thoroughly familiarize yourself with the immigration regulations for an international student as well as the requirements for studying at Purdue University Northwest. This is extremely important to your academic success and your commitment to maintaining good immigration status during your stay in the United States. A good source for information is found at <https://studyinthestates.dhs.gov/>

10 POINTS TO REMEMBER WHEN APPLYING FOR A NON-IMMIGRANT VISA

1. TIES TO HOME COUNTRY

Under U.S. law, all applicants for non-immigrant visas are viewed as intending immigrants until they can convince the consular officer that they are not. You must therefore be able to show that you have reasons for returning to your home country that are stronger than those for remaining in the United States. "Ties" to your home country are the things that bind you to your hometown, homeland, or current place of residence: job, family, financial prospects that you own or will inherit, investments, etc. If you are a prospective undergraduate, the interviewing officer may ask about your specific intentions or promise of future employment, family or other relationships, educational objectives, grades, long-range plans, and career prospects in your home country. Each person's situation is different, of course, and there is no magic explanation or single document, certificate, or letter, which can guarantee visa issuance.

2. ENGLISH

Anticipate that the interview will be conducted in English and not in your native language. One suggestion is to practice English conversation with a native speaker before the interview. If you are coming to the United States solely to study intensive English, be prepared to explain how English will be useful for you in your home country.

3. SPEAK FOR YOURSELF

Do not bring parents or family members with you to the interview. The consular officer wants to interview you, not your family. A negative impression is created if you are not prepared to speak on your own behalf. If you are a minor applying for a high school program and need your parents there in case there are questions, for example, about funding, they should wait in the waiting room.

4. KNOW THE PROGRAM AND HOW IT FITS YOUR CAREER PLANS

If you are not able to articulate the reasons you will study in a particular program in the United States, you may not succeed in convincing the consular officer that you are indeed planning to study, rather than to immigrate. You should also be able to explain how studying in the United States relates to your future professional career when you return home.

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5. BE CONCISE

Because of the volume of applications received, all consular officers are under considerable time pressure to conduct a quick and efficient interview. They must make a decision, for the most part, on the impressions they form during the first minute or two of the interview. Consequently, what you say first and the initial impression you create are critical to your success. Keep your answers to the officer's questions short and to the point.

6. SUPPLEMENTAL DOCUMENTATION

It should be clear at a glance to the consular officer what written documents you are presenting and what they signify. Lengthy written explanations cannot be quickly read or evaluated. Remember that you will have 2-3 minutes of interview time, if you're lucky.

7. NOT ALL COUNTRIES ARE EQUAL

Applicants from countries suffering economic problems or from countries where many students have remained in the United States as immigrants will have more difficulty getting visas. Statistically, applicants from those countries are more likely to be intending immigrants. They are also more likely to be asked about job opportunities at home after their study in the United States.

8. EMPLOYMENT

Your main purpose of coming to the United States should be to study, not for the chance to work before or after graduation. While many students do work off-campus during their studies, such employment is incidental to their main purpose of completing their U.S. education. You must be able to clearly articulate your plan to return home at the end of your program. If your spouse is also applying for an accompanying F-2 visa, be aware that F-2 dependents cannot, under any circumstances, be employed in the United States. If asked, be prepared to address what your spouse intends to do with his or her time while in the United States. Volunteer work and attending school part-time are permitted activities.

9. DEPENDENTS REMAINING AT HOME

If your spouse and children are remaining behind in your country, be prepared to address how they will support themselves in your absence. This can be an especially tricky area if you are the primary source of income for your family. If the consular officer gains the impression that your family members will need you to remit money from the United States in order to support them, your student visa application will almost certainly be denied. If your family does decide to join you at a later time, it is helpful to have them apply at the same post where you applied for your visa.

10. MAINTAIN A POSITIVE ATTITUDE

Do not engage the consular officer in an argument. If you are denied a student visa, ask the officer for a list of

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documents he or she would suggest you bring in order to overcome the refusal, and try to get the reason you were denied in writing.

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