Important Visa Information for International Students Registering in 2016

Dear International Student:

Congratulations on your offer of admission to the Graduate School of Arts and Sciences at Harvard University (GSAS). If you are not a US citizen or a US registered permanent resident, you will need to obtain and maintain an appropriate F-1 or J-1 student visa while studying at Harvard, a process that requires a Form I-20 or Form DS-2019 provided by GSAS (for information regarding obtaining a student visa, visit the Harvard International Office’s New Student Guide website at hio.harvard.edu/student-guide). On the reverse, you will find instructions on how to obtain the Form I-20 or Form DS-2019 that will allow you to apply for a student visa at a US Consulate or Embassy and ensure a smooth transition from your home country to Harvard. Forms and supporting documentation must be received by May 16, 2016.

Typically, an international student is allowed to enter the United States 30 days prior to the program start date indicated on the Form I-20 or Form DS-2019. If you try to enter the US earlier than 30 days, you may encounter problems. Do not enter the United States on a Tourist Visa without telling the personnel at the Consulate or Embassy of the United States that you are going to remain in the United States as a student. Make sure that this information is typed on your Tourist Visa. The United States Citizenship and Immigration Service will not change your Tourist Visa to an F-1 or J-1 visa without this notation on the Tourist Visa. Do not enter the United States on the Visa Waiver Pilot Program. If you have questions, contact the Harvard International Office at 617-495-2789 or visit their website at hio.harvard.edu/student-guide.

If you have any questions about obtaining a Form I-20 or Form DS-2019, please do not hesitate to contact me at 617-495-5315 or sumner@fas.harvard.edu.

Congratulations again on your acceptance to GSAS. I look forward to welcoming you to campus!

Sincerely,

Christine Sumner
Director of Admissions
INSTRUCTIONS FOR OBTAINING FORM I-20 OR FORM DS-2019
A Form I-20 or Form DS-2019 is required to apply for an F-1 or J-1 visa.

☐ Review the attached Financial Certification document

The Financial Certification document provides details on the amount of funds that you will need to certify and instructions on how to certify your own personal funds or certify grants from outside Harvard. Funding guarantees or bank letters from family or other individuals will not be accepted.

☐ Complete Financial Certification for Students Who Are Not United States Citizens form

Complete the Financial Certification for Students Who Are Not United States Citizens form and obtain the required documentation.

☐ Demonstrate English proficiency

Documents will not be processed until you have demonstrated English proficiency by ensuring that TOEFL scores OR an official hard copy of your transcript from an English-speaking undergraduate institution with your undergraduate degree noted have been submitted to GSAS.

☐ Complete the Transfer in to Harvard form, if applicable

If you are currently studying at another US academic institution on an F-1 or J-1 visa, you must also complete the Transfer in to Harvard form.

☐ Complete the Dependent Data Sheet, if applicable

If you require dependent immigration documents, complete the Dependent Data Sheet.

☐ Return completed forms and required documentation to GSAS

Return forms and required documentation no later than May 16, 2016, by e-mail to sumner@fas.harvard.edu or by mail to:

Office of Admissions and Financial Aid
Attention: International Student Certification
Richard A. and Susan F. Smith Campus Center, Suite 350
The Graduate School of Arts and Sciences, Harvard University
1350 Massachusetts Avenue
Cambridge, MA 02138

☐ Send account confirmation letter from local bank to GSAS

By August 2016, you must provide a letter from a Cambridge or Boston bank indicating that you have opened an account and have transferred the required funds to that account. Your GSAS registration will be blocked until confirmation from the Cambridge or Boston bank is received.
Financial Certification

The United States Citizenship and Immigration Service requires applicants for Student (F) and Exchange Visitor (J) Visas prove their ability to pay for tuition, fees, and living expenses for one academic year before a visa will be issued.

For the 2016–2017 academic year, you must certify your ability to pay one of the following amounts:

**Single:** $72,373 (includes $47,038 tuition and fees and $25,335 living expenses for 9 months)

**Married and coming with spouse:** $81,922 (includes $47,038 tuition and fees and $34,884 living expenses for 9 months)

**Married and coming with spouse and children:** $81,922 (plus $6,372 for the first child and $5,076 for each additional child)

According to our records:

- [ ] you are supporting yourself without Harvard aid or other grants.
- [ ] you have received a Harvard grant toward tuition in the amount of $ ________________.
- [ ] you have received a Harvard grant or fellowship money for expenses beyond tuition in the amount of $ ________________.
- [ ] you have received a grant from ______________________________ in the amount of $ ________________.

Total of all grants $ __________________

See below for the amount of funds you need to certify.

- [ ] No further certification is necessary

- [ ] Further certification is necessary;
  - if you are coming alone, we require additional certification in the amount of $ ________________.
  - if you are coming with a spouse only, we require additional certification in the amount of $ ________________.
  - if you are coming with a spouse and one child, we require additional certification in the amount of $ ________________, plus $5,076 for each additional child.

**To certify your own funds,** you must submit a letter from your bank indicating that you have an account and have the required amount of funds to cover at least one year of funding. The bank letter must be an original letter translated into English and the currency must be converted to US dollars. The bank letter must be received by May 16, 2016, to guarantee sufficient time to process the Form I-20 or Form DS-2019. **Funding guarantees or bank letters from family or other individuals will not be accepted.** In addition, prior to registration in August 2016, you must provide GSAS with a letter from a Cambridge or Boston bank indicating that you have opened an account and have transferred the required funds to that account. **Your GSAS registration will be blocked until confirmation from the Cambridge or Boston bank is received.**

**To certify grants from outside Harvard,** the granting agency must send an original letter in English with the dates, amount, and conditions of the award before your request for the Form I-20 or From DS-2019 is processed.
FINANCIAL CERTIFICATION FOR STUDENTS WHO ARE NOT UNITED STATES CITIZENS

Read and complete this two-page form carefully, and return it to the Office of Admissions and Financial Aid as soon as possible and no later than May 16, 2016 to guarantee sufficient processing time.

Print your legal name exactly as it appears on your passport:

| Last / Family Name | First / Given Name | Middle Name |

Program admitted to: ____________________________ Degree: ____________________________

1. Which visa are you applying for?
   - Student F (GSAS will provide Form I-20)
   - Exchange Visitor J (GSAS will provide Form DS-2019); indicate the sponsor of your Exchange Visitor J visa (e.g. Harvard, Fulbright, governmental agency, foundation, etc.) ____________________________

2. Gender: Male  Female  Date of birth: ________ | ________ | ________
   month     day      year

   Country of citizenship: ____________________________ Country of legal residence: ____________________________

4. Are you coming to the United States alone? YES  NO
   If you are not coming alone, will your spouse accompany you? YES  NO
   Is your spouse planning to seek paid employment in the US? YES  NO
   Note: F-2 visa holders are ineligible for paid employment in the US; J-2 visa holders may apply for work authorization.
   Are you bringing your children? YES  NO
   If your dependents are coming with you to the US, you must complete the attached Dependent Data Sheet and return it with this form. (If you need additional copies, visit bio.harvard.edu/dependent-data-sheet)

5. If you are married, will your spouse be attending a school in the United States? YES  NO
   Is your spouse's admission granted or pending? YES  NO
   Institution your spouse will attend: ____________________________
   Source of your spouse's funding? ____________________________ (attach copy)

6. Are you presently attending a college or university in the United States? YES  NO
   Institution name: ____________________________
   Your present visa status: ____________________________
   Since what date have you been in this status? ____________________________

You must inform your current institution of your intent to transfer visa status to Harvard. A new visa document cannot be issued until your current institution releases your SEVIS record to Harvard. Complete the attached Transfer In to Harvard form and return it to sumner@fas.harvard.edu or by fax to 617-496-5333. For additional copies, visit bio.harvard.edu/student-transfer-form.

If you hold an Exchange Visitor J or Student F visa, please attach a copy of your most recent Form I-20 or Form DS-2019.

Proceed to page 2
7. What is your occupation and place of employment in your home country? ____________________

8. Do you plan to travel outside the US prior to your arrival at Harvard? If yes, what are your travel plans?

____________________________________________________________________________________

9. What is your source of funding?

Harvard Award: ________________________ Amount $ __________

Agency Funding (specify): ________________________ Amount $ __________

Attach an official letter in English from the agency. The letter must include the amount in US dollars and terms of the award.

Student’s Personal Funds Amount $ __________

Attach an official letter in English from your bank. The letter must indicate the account is in your name and include the value of funds in the account, in US dollars. Funding guarantees from family or other individuals will not be accepted.

____________________________________________________________________________________

Current Contact Information

Telephone: ________________________ E-mail: ________________________

Address to which I-20 or DS-2019 document should be mailed:

Address Line 1: ________________________

Address Line 2: ________________________

City: ________________________ State or Province: ________________________

Country: ________________________ Zip or Postal Code: ________________________

To request express mail (DHL or FedEx) shipment of your I-20 or DS-2019, sign up for an account on the eShipGlobal website at study.eshipglobal.com. Do not contact DHL or FedEx directly; eShipGlobal will notify GSAS that your I-20 or DS-2019 should be sent by express mail. Once you have created your account select the “receive a package” option, choose Harvard University, and then choose GSAS—Admissions Office. You will be prompted to pay for the shipment.

Permanent address outside the United States:

Note: your documents will not be processed without this information.

Address Line 1: ________________________

Address Line 2: ________________________

City: ________________________ State or Province: ________________________

Country: ________________________ Zip or Postal Code: ________________________

Full Name (please print): ________________________

Signature: ________________________ Date: ________________________

Please return this form no later than May 16, 2016 by e-mail to summer@fas.harvard.edu or by mail to:

Harvard University, GSAS Admissions and Financial Aid
Suit 350, 1350 Massachusetts Avenue
Cambridge, MA 02138
Transfer In to Harvard  
F-1 & J-1 Students

INSTRUCTIONS: Students admitted to a full-time program of study at Harvard, who are currently in the U.S. at another academic institution in F-1 or J-1 non-immigrant status, must complete Part 1 of this form. Please request the international student advisor at the school you currently attend or most recently attended to complete Part 2 and return this form to your Admissions Office contact at the Harvard School to which you have been admitted. You cannot be issued a visa document (I-20 or DS-2019) from Harvard until this form is completed and your SEVIS record release date is reached. The Admissions Office of the Harvard school to which you have been admitted will forward this form to the HIO along with your financial certification. Once you are issued a visa document from Harvard, you must report to the Harvard International Office within 15 days of the start date on your visa document to have your transfer processed.

Part 1: To be completed by the transferring student (print or type)

Name: ___________________________ Surname ___________________________ Given Name ___________________________

Date of birth: _______________ Month / day / year Country of citizenship: ___________________________

Are your F-2/J-2 dependents in the U.S. now?  □ No  □ Yes

Email address: ___________________________ Telephone number: ___________________________

Harvard degree program to which you have been admitted:

Harvard Admissions Office contact name: _______________ Harvard Admission Office fax #: 617-496-5333

PLEASE NOTE: It is not possible for Harvard to issue you an I-20 or DS-2019 until the SEVIS release date as noted below in Part 2, as we are unable to access your SEVIS record until that date.

If you plan to travel, please consult an advisor at the Harvard International Office.

Student's signature: ___________________________ Date: ___________________________

Part 2: To be completed by the International Student Advisor (DSO, RO or ARO)

What is the student's current visa status?

☐ F-1  ☐ J-1 Exchange Visitor SEVIS ID #: ___________________________

If J-1, please complete the following section:

EV's start date / first entry to the U.S.: ___________________________

EV's CIP code on DS-2019: ___________________________

Name of your institution & EV program number (if applicable): ___________________________

Student was last pursuing a full course of study during the Fall / Spring / Summer term (circle one).

Date of graduation / termination of study: ___________________________

Has this student been authorized for (F-1) Curricular and/or Optional Practical Training or (J-1) Academic Training?

☐ No  ☐ Yes If yes, what are the dates and type of practical / academic training authorized?

To the best of your knowledge, is the student noted above in status according to DHS regulations and eligible for a transfer?

☐ Yes  ☐ No If no, please provide an explanation:

________________________________________

Are there any dependents in the student's SEVIS record?  □ No  □ Yes, how many?

SEVIS transfer release date:

☐ For F-1 transfers, Harvard's School Code is BOS214F00162000.

For J-1 transfers, call HIO at 617-495-2789, 9:00 am-3:00 pm ET, for Harvard's EV program number.

(Releasing the student's record in SEVIS indicates that the student is eligible to transfer from your school to another SEVIS school in the U.S.)

This form was completed by: ___________________________ Title: ___________________________

Email: ___________________________ Phone: ___________________________

Signature: ___________________________ Date: ___________________________

DSO/RO/ARO: Please return this form completed to the Harvard Admissions Office FAX number noted above in Part 1.

Harvard International Office: 1350 Massachusetts Avenue, Smith Campus Center Room 864, Cambridge, MA 02138
Tel: 617-495-2789  Web: www.hio.harvard.edu
This data sheet is to be completed by the international student or scholar to request issuance of dependent immigration documents. **This form must be typed. Please complete all sections.** If you need more space, please attach additional copies of the Dependent Data Sheet.

**Full name of the student or scholar:**

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NOT ADDED THROUGH ISD