



1. Apply for admission for your desired program.

- a. Complete application must include an official translated and evaluated copy of your high school transcripts, SAT scores, and English Proficiency Scores (see University Catalog for more information). Any student with missing items from their application will not be issued an I-20.

2. After acceptance, submit your “Affidavit of Financial Support” to your Designated School Official (DSO) for evaluation. All information must be in English and listed in US Dollars.

3. Receive Form I-20 “Certificate of Eligibility for Nonimmigrant Status”

- a. Once your eligibility to attend JPCatholic as a nonimmigrant student has been approved by your DSO, you will be issued a document called the Form I-20.
- b. Important: check your Form I-20 against your passport information to make sure that your name and date of birth are correctly listed and spelled. If it is incorrect, contact the DSO for a corrected I-20.

4. Pay I-901 SEVIS Fee.

- a. Regulation requires all prospective students to pay the I-901 Student and Exchange Visitor Information System (SEVIS) fee before the Department of States issues you a visa. To pay the fee, go to <https://www.fmjfee.com>.
- b. For more information about the payment process, please visit: <https://studyinthestates.dhs.gov/2013/10/i-901-sevis-fee-payment-tutorial>.
- c. Important: Save your payment receipt!

5. Visa Application

- a. After getting a receipt for payment of the I-901 fee, you can apply for a visa at a U.S. Embassy or Consulate. Since the application process may be slightly different in each country, please consult the instructions on the U.S. Embassy or Consulate website where you intend to apply. In general, the process is as follows:
 - i. Complete the Visa Application online ([Form DS-160](#))
 - ii. Upload your photo while completing Form DS-160
 - iii. Schedule an Interview at the U.S. Embassy or Consulate.

Note: Wait times for interview appointments vary by location, so check the wait time for the location where you will apply.

6. Visa Interview

- a. **Important: Do NOT** make final travel plans or purchase tickets until you have a visa.
- b. Prepare for the Interview:
 - i. Fees – pay the non-refundable visa application fee before the interview (consult instructions on the website of the Embassy or Consulate where you will apply)
 - ii. Gather required documentation:
 1. Passport valid for travel to the United States
 2. Form DS-160 confirmation page
 3. Application fee payment receipt
 4. Photo – same requirements for your Form DS-160 photo
 5. Form I-20 – must be signed by your school official and you
 - iii. Additional documentation, if required by the U.S. Embassy or Consulate where you apply
- c. Attend the Interview:
 - i. During the interview, a Consular Officer will determine whether you are qualified to receive a visa
 - ii. Digital fingerprint scans are taken
 - iii. If your visa is approved, you may need to pay a visa issuance fee.

7. Arrival in the US

- a. Go through customs, and receive your Form I-94 “Arrival/Departure Record”.
 - i. This record is a stamp in your passport, which serves as a proof that you have been legally admitted to the United States and shows the authorized period of stay. The electronic record can be found at <http://www.cbp.gov>.
- b. Report to JPCatholic. You must report to your DSO at JPCatholic by the program start date listed on the Form I-20.
 - i. If you cannot enter the United States for the term listed on your Form I-20 (even if you will be late by just a few days), contact your Designated School Official immediately so that they can accurately enter this information in your SEVIS record and prevent termination of your nonimmigrant status.