

## Reference Guide for MSRM Student Visas

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### VISA APPLICATION PROCESS

Congratulations on your acceptance to NYU Stern! If you are a non-US citizen, it is important for you to review this guide carefully before arriving for your study at NYU Stern.

The Office of Global Services (OGS) is the main office that assists students with visa or concerns. Please contact them at [newinternationalstudents@nyu.edu](mailto:newinternationalstudents@nyu.edu) for questions about the visa process. This guide has been created specifically for Global Executive Education students as an additional helpful resource. Please follow the steps below

#### Visa Preparation

1. Receive admission letter to NYU Stern GEE program
2. Activate [NYU account](#)
3. Determine your visa status. Questions? Call OGS at (212) 998-4720 or email [newinternationalstudents@nyu.edu](mailto:newinternationalstudents@nyu.edu)



#### Apply for I-20

4. Fill out the attached PDF sent with this guide and submit to OGS. It will take approximately 2 weeks for OGS to issue upon receipt of your application



#### Pay SEVIS Fee

5. \$200 SEVIS fee must be paid at least 3 days prior to visa interview  
Follow instructions online to pay <https://fmjfee.com>



#### Apply for Visa

6. Complete visa application and schedule interview at consulate: can be done up to 120 days prior to travel date



#### Arrive at NYU Stern!

7. Enter the US according to the dates listed on your I-20
8. Attend a scheduled check-in during your module
9. Apply for additional visas for other NYU modules if needed

### **STEP 1: RECEIVE YOUR ADMISSIONS LETTER**

You have been accepted to an academic program at NYU that qualifies for issuance of a student visa. In order to begin the visa application process you need to be accepted to a Stern program and receive official admission notice. You should have received official notification of admission in the form of either an original admissions letter or electronic notification. If you do not have a copy of your admissions letter, please contact Sarah Cordell at [scordell@stern.nyu.edu](mailto:scordell@stern.nyu.edu).

### **STEP 2: ACTIVATE YOUR NYU NETID AND NYU EMAIL**

You may have already completed this step, however if you did not activate your NYU NetID and email, please [watch the following video](#) or follow the steps outlined below. Your NetID information is listed in your acceptance email.

- » Go to <http://start.nyu.edu>
- » Enter your NetID
- » Click the “Start!” button and follow the instructions.

Please note this is separate from the Stern activation account that you completed to access the Admitted Student Website (ASW). Additional directions for NYU account activation are listed in the ASW To-Do List.

### **STEP 3: DETERMINE YOUR STATUS**

In order to study at NYU, you will need to obtain a student status for the U.S. NYU sponsors international students for F-1 student status.

F-1 status is the most common type of status used to study in the United States. F-1 status is for Stern academic students who are pursuing a degree or certificate. If you decide on F-1 status, you will need to apply for an I-20.

The I-20 is a very important document issued for F-1 students. These documents will be necessary in order to apply for the U.S. visa stamp and are used for initial entry into the U.S. The I-20 is used to ensure that you have sufficient funds to cover your educational and living expenses during your stay in the U.S.

If you have questions about your visa status, please contact the NYU Office of Global Services (OGS) at [newinternationalstudents@nyu.edu](mailto:newinternationalstudents@nyu.edu) and copy Jafreen Uddin ([juddin@stern.nyu.edu](mailto:juddin@stern.nyu.edu)).

### **STEP 4: SUBMIT YOUR I-20 APPLICATION**

Please submit your I-20 application as early as possible in case of visa delays. If you do not apply as soon as possible you may have difficulty in arriving for the first day of classes if you are outside of the United States.

Complete the PDF application sent with this visa guide, sign it, and scan it. Before submitting your application, please check all to ensure a complete application:

- A signed copy of your completed I-20 Application
- A copy of your NYU admission letter (an electronic version is fine)
- A copy of the photo page of your passport
- Financial documentation (receipt of program payment is fine)  
**NOTE:** Students must show at least \$16,000 USD of financial responsibility in Section D of the I-20 application.
- Photocopy of I-94 and I-20 (if applicable)

Once the application is complete, email the form and all other application documentation in **one file as a PDF** to the NYU Office of Global Services at [newinternationalstudents@nyu.edu](mailto:newinternationalstudents@nyu.edu) and copy Jafreen Uddin ([juddin@stern.nyu.edu](mailto:juddin@stern.nyu.edu)). In the subject line, type “I-20 Application” and include your full name and NYU University ID number. Your NYU ID is your University N# which was provided to you in your admissions email.

After reviewing your I-20 Application and determining that you have sufficient funds to enroll in the program, OGS will issue your I-20 and mail it to you. Please note the standard processing time is about two weeks once the OGS receives your complete application.

It is very important that you retain your initial I-20 and all subsequent copies issued throughout your stay in the U.S.

Now that you have your I-20, please move on to Step 5 to learn how to pay your SEVIS fee, which is required to apply for your visa.

### **STEP 5: PAY SEVIS FEE**

The SEVIS or Student and Exchange Visitor Information System (SEVIS) is the U.S. government database for tracking international students, scholars, and their dependents. After you receive your I-20 from OGS, you will need to pay your SEVIS Fee. You cannot continue your journey to the U.S. or schedule a visa Interview until you have paid this fee. Information on scheduling a visa interview can be found in step 6 below.

Your SEVIS record is used to issue your I-20 and then updated when you obtain a visa, enter the U.S. or should other circumstances change.

For the current amount of the fee, additional information, and instructions on paying the fee, go to <https://fmjfee.com>.

Please note, you must pay the fee at least 3 business days prior to your Visa Interview (or entry into the United States if you are a Canadian citizen). Also note you that you must have your I-20 before you can pay the fee as you must enter the SEVIS ID when paying the fee. The SEVIS ID can be found on the upper right section of document above the barcode.

Once you have paid your SEVIS fee and have a print out of your receipt, you will be able to start the next step of the process before coming to NYU, applying for your student visa.

### **STEP 6: APPLYING FOR YOUR STUDENT VISA**

Once you receive your I-20 and have paid the SEVIS fee, you may apply for a student visa. Please note that student visas can be issued up to 120 days in advance of your course of study start date.

Visit the [U.S. Department of State](#) website for specific information and instructions on applying for a visa in your country. Please note, if you are citizen of Canada or Bermuda, you do not need a visa to enter the U.S. You must present your passport, an I-20 and a SEVIS fee receipt at the border along with proof of finances and admission to NYU.

Use your I-20 issued by NYU to apply for your visa. Review these [NAFSA tips on applying for a student visa](#), then [apply for a student visa](#) from a United States consulate in your country of citizenship or country of permanent residence.

The student visa application process includes:

- a DS-160 application form
- an application fee
- a short interview in English

Bring the following documents with you to the interview:

- Your NYU letter of admissions
- Financial documentation
- I-20
- SEVIS fee receipt
- Passport (your passport must be valid for at least six months in the future)

Also be sure to check if the consulate or embassy you are applying at requires any other documentation.

Once your application is approved, the student visa will be placed into your passport and returned to you. Now that you have your student visa, you are almost ready to come to the U.S.

### **STEP 7: ARRIVE IN THE U.S.**

Your SEVIS document lists the latest date you can report to NYU. This date is specified in Section 5 of the I-20. You may enter up to 30 days prior to this date, but not after. This is very important. While you may want to arrive sooner, U.S. law prohibits you from doing so.

You may be electronically fingerprinted and photographed when you enter the U.S. This is routine procedure for anyone entering the U.S. with a visa and is part of the safety measures taken by the U.S. government.

You will present your passport, student visa, and I-20 to the customs officer. You should also have your NYU letter of admission and financial documentation with you as you may be asked for this by the customs officer.

If you are entering by air or sea, the inspector will stamp the passport and mark it F-1 and “D/S” (duration of status).

### **STEP 8: ATTEND A CHECK-IN WORKSHOP**

You must attend an OGS check-in workshop once you enter the U.S. The details of the check-in information will be provided to you by Megan Hallissy. Prior to the workshop please do the following:

- » Complete your [I-94 Record](#)
- » [Update](#) your U.S. address while at NYU (a hotel address is fine)

You will need the following documents for your check-in:

- Passport
- I-94 Record (see above)
- I-20

Please be advised, you will cannot complete the check-in process without bringing **ALL** of your required documents.

For additional visa questions, please contact OGS directly ([ogs@nyu.edu](mailto:ogs@nyu.edu)) and copy Jafreen Uddin ([juddin@stern.nyu.edu](mailto:juddin@stern.nyu.edu)).



**NYU**

Office of  
Global Services

## Application for I-20/DS-2019

If you are a new student at NYU, please email your completed application to: **newinternationalstudents@nyu.edu**.

If you have attended NYU in the past and are returning after a break in your studies, please email your completed application to: **ogs@nyu.edu**

Name \_\_\_\_\_

NYU ID# N \_\_\_\_\_

NYU School \_\_\_\_\_

### Check all to ensure a complete application

- Completed application
- Copy of passport photo page
- Financial documentation
- Copy of NYU admission letter (electronic version is acceptable)
- NYU scholarship letter (if applicable)
- Photocopy of I-94 and I-20 or DS-2019 (if applicable)
- Copy of EAD card if under post completion OPT (if applicable)
- F-1 student transfer information form (if applicable)



Section A: Personal Information

Print your name exactly as it appears on your passport photo page.

Name Family First Middle

NYU ID# N Gender Male Female Date of birth (Month/Day/Year)

City and country of birth Country of citizenship

Country of permanent residence

If applying for a DS-2019, describe your occupation in your home country (required if applying for J-1 status)

Email address

Permanent address outside the US (Required) Street Address

City Country Postal Code

Telephone number (required)

Is this the address to which you want your I-20 or DS-2019 mailed? Yes No

If no, print the address to which documents should be sent.

Street Address

City Country Postal Code

Telephone number (required)

Address is valid until

Dependents: If your spouse and/or children will accompany you in F-2 or J-2 status, provide their information and attach a copy of each passport photo page.

Table with 4 columns: Family name, First name, Middle name, Relationship, Gender, Date of birth, City of birth, Country of birth, Country of citizenship, Country of permanent residence. Rows for Dependent 1, 2, and 3.



Section B: Academic Information

Level of Study at NYU:

- Associate Bachelor Master Doctorate Certificate
Professional degree (i.e. JD, JSD, DDS) Non degree student Other

Field of study

I am beginning my program at NYU Washington DC Yes No

Semester of admission:

- Fall Spring Summer (Program start date:)

Section C: Immigration Information

I am currently :

- Outside the US and hold no immigration status. I will apply for a student visa at the US Consulate. (Go to Section D)
Studying at another US or am on OPT. I will transfer my current F-1 status to NYU. (Complete the F-1 transfer information below)

F-1 transfer information: (Only complete if you are transferring to NYU from another US school)

What is the name of the school you are currently attending or authorized to attend?
What is your SEVIS ID number?
What is the completion date of your current I-20?
When is the last date of attendance at your current school?
If you are on OPT, when does it end?
Do you plan to travel outside the US before classes begin?
If yes, dates of travel:

- In the US in the following immigration status:
I will leave the US and apply for a F-1 or J-1 student visa in my home country and reenter before my program begins.
I will send an application to change my status to F-1 or J-1 while I am still in the US.
I will transfer my current J-1 student status to NYU

Section D: Statement of Financial Responsibility

I understand that I am required to have sufficient funding for the first year of my program in money already available to me to cover full-time tuition and living expenses.

I understand that adequate funding must be available for the duration of my program at NYU and anticipate that I will have equally dependable sources of funding for subsequent years.

My financial documentation is attached to this application.

The financial information I provided is an accurate representation of my source of funding and I understand that if my funding sources changeduring my time at NYU, I will notify OGS and request an updated I-20 or DS-2019.

By checking this box, I verify that I understand and agree to the above statements. (required)

## **Section E: Financial Support Agreement**

This section should be completed by the person providing financial support to the student.

I hereby certify that I am willing, able, and committed to provide (name of student) \_\_\_\_\_  
at least US\$ \_\_\_\_\_ per year for tuition, fees, and personal expenses for each year of study at NYU. I have provided  
the student with financial documentation to include with the I-20/DS-2019 application.

Print Name \_\_\_\_\_

Relationship to student (example: parent, aunt, uncle, friend) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email this form and all other application documentation to:

**NYU Office of Global Services**

**Email: [newinternationalstudents@nyu.edu](mailto:newinternationalstudents@nyu.edu)**