

INFORMATION ON OBTAINING AN F-1 STUDENT VISA

As a foreign student who will be temporarily residing in the United States, you are required to comply with American immigration laws. The United States strictly enforces a very detailed set of rules and regulations governing foreign nationals. Your adherence to the requirements and procedures articulated below will help you to avoid unnecessary difficulties. Please read carefully the information below

SEVIS

The Immigration and Naturalization Service (INS) has been replaced by the U.S. Citizenship and Immigration Services, (USCIS). In addition to the name change, the U.S. government has introduced the Student Exchange and Visitor Information System (SEVIS). SEVIS is an online database that connects immigration officials and U.S. colleges and universities by providing information on international students and scholars. On September 1, 2004, a new United States Department of Homeland Security (DHS) rule went into effect. This rule requires F-1 and J-1 visa applicants to pay a one-time fee of \$200 to supplement the administration and maintenance costs of SEVIS. This fee is often referred as the SEVIS fee.

F-1 Student Visas

Having a U.S. visa is like having a key to enter the country. The expiration date on your visa is the last day you may enter the United States from abroad. You need a valid visa every time you enter the country. Depending upon the type of visa you use to enter the U.S., you are subject to different guidelines in order to "maintain status" or remain in this country legally. The Graduate and International Programs office can help guide students through the application for F-1 student visas.

Requirements

To apply for an F-1 visa, you will need a SEVIS-issued Certificate of Eligibility for Nonimmigrant (I-20) Students from the school. The Graduate and International Program office will issue the I-20 form under the following conditions:

1. you have been fully accepted into a program of study at the law school;
2. You have shown proof of financial support for the first year of study. You should complete and submit the Certification of Finances form.
3. You have paid your SEVIS fee
4. You have paid your LL.M. or J.D. tuition deposit. <http://www.mcgeorge.edu/asp/cashnet/deposit.asp>

PROCESS

Step 1: Certification of Finances – This form is used to show proof of support for your first year of study. You must demonstrate sufficient funding to cover all expenses including tuition, fees, books and living expenses. Funding may come from your own personal account, a private sponsor's account and/or scholarships/loans that have been approved. In addition to filling out the form, you will need to provide adequate verification of the funds. Verification documents include:

- Original letter from your bank or your sponsor's bank stating the available funds. The letter must be on official letterhead, dated within the last three months and include the bank's seal; and/or
- Official award letter stating the amount and duration of the scholarship/grant awarded, if applicable; and/or
- Non-government source loan approval letter from the granting institution, stating the loan amount, if applicable.

See the Certification of Finances form below for more information.

You should obtain two original copies of the financial verification documents. One set of originals should be sent to the law school; the other set of originals should be retained by you, so that you may have them available when applying for a visa and for use at the port of entry.

Note: The visa application process and required documents may differ depending upon the requirements of the specific consular office in your home country. Please check your local consular office's requirements.

Step 2: SEVIS Fee - Once you have obtained the Form I-20 from the law school, you will need to pay the required \$200 SEVIS fee, get the fee receipt and make an appointment at the embassy/consulate. To pay your SEVIS fee, please go to www.fmjfee.com

Step 3: Obtain F-1 Visa - You will need to bring the following documents to the embassy/consulate:

- Certificate of Eligibility for Nonimmigrant F-1 Student Status (Form I-20)
- Passport — The passport must be valid for travel to the United States and be valid for at least six months after the date you enter in the United States
- Proof of necessary funds to cover tuition and living expenses
- Receipt for the \$200 SEVIS payment
- Any other documents required by your local consular office.

Note: The visa application process and required documents may differ depending upon the requirements of the specific consular office in your home. Please check your local consular office requirements.

Note: Students who are citizens of Canada may obtain their F-1 visas at the port of entry. Canadian students will be required to present their Form I-20, passport and additional supporting financial documents to the U.S. Immigration Inspector at the U.S. port of entry.

Step 4: Entering the U.S. - You need to present the following documents to an immigration inspector at the U.S. port of entry.

- Certificate of Eligibility for Nonimmigrant F-1 Student Status (Form I-20)
- Passport — The passport must be valid for travel to the United States and be valid for at least six months after the date you enter in the United States
- F-1 visa
- Proof of necessary funds to cover tuition and living expenses

The immigration inspector decides whether or not to admit you into the U.S. with an F-1 nonimmigrant status.

Step 5: Check-in with the Graduate and International Programs Office – Once you have arrived, please stop by the Graduate and International Programs office in Northwest Hall with your visa, I-94 and validated I-20 form and passport. We will make copies for our records.

We will give you important information and some additional forms to be filled out and returned to our office after settling into your accommodations. Please contact me if you have any difficulties or are unsure about anything discussed in this letter. I look forward to meeting you and working with you during your studies at Pacific McGeorge.

Best regards,

Clémence L. Kucera
Director
Graduate & International Programs and Centers of Distinction
3200 Fifth Avenue
Sacramento, CA 95817
ckucera@pacific.edu

CERTIFICATION OF FINANCES
University of the Pacific, McGeorge School of Law

Graduate and International Programs, 3200 Fifth Avenue, Sacramento, CA 95817
 ▪ Phone: (916) 739-7353 ▪ Fax: (916) 739-7363 ▪ graduatelaw@pacific.edu

Instructions for Certification of Finances

The United States Citizenship & Immigration Service (USCIS) of the United States Government Department of Homeland Security requires the University of the Pacific, McGeorge School of Law to certify the financial resources of all international applicants. This form is to assist the university in meeting this legal responsibility and it must be completed carefully.

You are required to certify that you will have funds available for your studies while attending the university.

A. Financial Requirements

The following is the estimated living and educational costs for one academic year at the University of the Pacific, McGeorge School of Law by program (US\$ amounts are subject to change):

	Tuition & Fees	Living Expenses	Other Costs	Total Cost for Applicant	1st Dependent	Each Additional Dependent
LL.M. Program - (9months)	\$28,900.00	\$13,140.00	\$3,910.00	\$45,950.00	\$6,570.00	\$3,285.00
Tuition	\$28,800.00					
Fees	\$100.00					
Living Expenses		\$13,140.00			\$6,570.00	\$3,285.00
Health Insurance*			\$2,210.00			
Books			\$1,700.00			

* Health Insurance may be waived. See <http://www.pacific.edu/Campus-Life/Student-Services/Health-Services/Health-Insurance/Insurance-Waivers.html> for more information

Please check with the Graduate and International Programs Office for the most current rates after May. University tuition and fees are subject to periodic increase.

B. Official documents for certifying funding (do not send faxes or copies, all documents must be originals)

Please submit proof of funding for studies at Pacific McGeorge.

1. *Bank letter*: The original letter from your bank, if sponsoring yourself, or from a sponsor's bank, must:
 - be in English;
 - be on bank letterhead/stationary (which should include the name and address of the bank);
 - have the name of the person on the account;
 - have the amount of funds for at least the amount required for the first year of the program **in the currency of the country and the conversion amount in U.S. dollars**;
 - have the bank official's name and signature;
 - must not be more than 3 months old when sent to the University of the Pacific, McGeorge School of Law. **Copies are not acceptable.**
2. *Sponsor letter**: If you have a sponsor, the letter from the sponsor must state that the sponsor will be financially responsible for your education while you are at the University of the Pacific, McGeorge School of Law. It must include your name, the sponsor's name and address, and the sponsor's **original** signature. The sponsor must also submit **an original bank letter** certifying funds (follow bank letter requirements). Letters must not be more than 3 months old when sent to the University of the Pacific, McGeorge School of Law. **Copies are not acceptable.**

*If you have more than one sponsor, there must be a letter from each sponsor and a letter from each sponsor's bank. If there is more than one person on a bank account, each person must sign a sponsor letter.

CERTIFICATION OF FINANCES
University of the Pacific, McGeorge School of Law

C. **Other official documents**

For yourself:

1. *Identification:* We need a copy for your passport ID page, to ensure accuracy on your I-20 form.

2. *Health Insurance:* Pacific McGeorge has a mandatory health insurance policy. You will automatically be enrolled in our health insurance. You may request a waiver, if you decide to purchase your own health insurance policy. Note that your health insurance policy needs to meet our requirements in order to be waived out of our health insurance. Please visit our website at <http://www.pacific.edu/Campus-Life/Student-Services/Health-Services/Health-Insurance/Insurance-Waivers.html> to learn more about our requirements. We highly recommend you to get your waiver approved **before** purchasing a health insurance policy that is not ours.

If you are traveling with dependent(s):

1. *Identification:* We need a copy for the passport ID page for each of your dependent(s).

2. *Health Insurance:* We need proof that all the dependents will carry medical insurance while in the United States.

3. *Proof of Relationship:* We need a copy of either a birth certificate or a marriage certificate.

Note – All documents need to be in English. If the original is not in English, please submit a **certified translation.**

CERTIFICATION OF FINANCES
University of the Pacific, McGeorge School of Law

D. Application for I-20 (Complete and Return to Pacific McGeorge)

Family Name (Surname) _____

First Name (Given name) _____

Date of Birth: Month _____ Day _____ Year _____

City and Country of Birth _____

Country of Citizenship _____

Country of Permanent Residence _____

Date of First Enrollment in J.D. or LL.M. Program _____

Expected Date of Graduation _____

U.S. Visa Status (e.g. F-1, F-2, J-1. N/A) _____

Email: _____

Phone Number: _____

Dependents (Complete **ONLY** if spouse or children will accompany you to the U.S.). If you need additional space, please provide information on an attached page.

Dependent Number 1

Family Name (Surname) _____

First Name (Given name) _____

Date of Birth: Month _____ Day _____ Year _____

City and Country of Birth _____

Country of Citizenship _____

Country of Permanent Residence _____

Dependent Number 2

Family Name (Surname) _____

First Name (Given name) _____

Date of Birth: Month _____ Day _____ Year _____

City and Country of Birth _____

Country of Citizenship _____

Country of Permanent Residence _____

CERTIFICATION OF FINANCES
University of the Pacific, McGeorge School of Law

E. Sponsorship & Certification of Funding (Complete and Return to Pacific McGeorge)

The funds for my education will be distributed as follows:

	Applicant	Dependents	Total	Amount to be assured for each year and source	
				Amount	Source* (myself, sponsor such as parents, scholarship, etc.)
1 st Year	US\$ 45,950	US\$	US\$	US\$	
				US\$	
				US\$	

Dependents will accompany me to the US. Number of dependents: _____

I (please print your name), _____, certify that I am submitting official documentation that the total amount of funds that I have available **for my full year of study** at University of the Pacific is US\$ _____.

I have also submitted official documentation that the total amount of funds that I have available for the full year for the above listed dependents is US\$ _____.

Check one:

- I am sponsoring myself. I have enclosed an original letter from my bank.
- I have a sponsor. I have enclosed an original letter from the sponsor and an original letter from the sponsor's bank.
- I have more than one sponsor. I have enclosed an original letter from each sponsor and an original letter from each sponsor's bank.
- A government agency or institution is my sponsor. I have enclosed an original letter of sponsorship.

I certify that the financial information given is complete and accurate.

Signature of applicant _____ Date _____

Please make copies of all financial documents for your records. You may have to show proof of adequate funding to U.S. consular officials when applying for a visa.

NOTE: You must be formally accepted to the University of the Pacific, McGeorge School of Law and must have submitted the Application for I-20 and Sponsorship and Certification of Funding, along with all other required supporting documents to our satisfaction before the University will send you an I-20 form for your visa application.

Mailing address to send I-20:

CERTIFICATION OF FINANCES
University of the Pacific, McGeorge School of Law

EXAMPLE OF COMPLETED FORM

	Applicant	Dependents	Total	Amount to be assured and source	
				Amount	Source* (myself, sponsor such as parents, scholarship, etc.)
				US\$ 40,000	Myself
	US\$ 45,950	US\$	US\$ 45,950	US\$ 5,950	Parents or Sponsor
				US\$	