

How to Apply for F1 status/I-20

The Diocese of Davenport is approved to issue I-20's for International Students wanting to attend Catholic schools in Grades Kindergarten – 12.

Several events must take place before a foreign student may attend a U.S. school. These events start before the student arrives in the United States. Application steps include:

- The potential non-immigrant student applies to the SEVIS – approved school
- The school determines if the student fully meets their admission requirements and has the financial ability to pay for the education and living expenses
- Each school that admits the student, will create an initial SEVIS record for the student and send the signed copy of the Form I-20 to the student, after the proper paperwork is completed and accepted
- The prospective student chooses the school and pays the SEVIS I-901 fee using the Form I-20, see the SEVP website at www.ice.gov/sevis for a full list of questions and answers about the SEVIS fee.
- The prospective student must apply to either: the local U.S. consulate for a visa if not in the United States (see the State Department website at http://travel.state.gov/visa/temp/types/types_1268.html for more information)
- The POE, if the student is a citizen of a visa exempt country or USCIS for a change of status to F-1 or M-1 (see the USCIS website at www.uscis.gov) if a current non-immigrant in the United States.

If the school admits the student, as DSO we are required by regulation to record specific biographic and financial information about the student in SEVIS that will be necessary to issue a Form I-20.

Prospective non-immigrant students who are not in the U.S. must apply to the local U.S. consulate for an F-1 visa exempt. This requires a visa interview. The student must bring several items to the interview.

- The signed Form I-20 form the school the student plans to attend
- Evidence that the SEVIS I-901 fee has been paid
- A signed passport, valid for at least six months after the date of entry into the United States
- A Form DS-156, Non-immigrant Visa application with photo
- A Form DS-157A, Supplemental Non-immigrant Visa Application
- A Form DS-158A, Contact information
- Transcripts and diplomas from previous institutions
- Scores from standardized tests, such as the English Proficiency, TOEFL, SAT, GRE, and GMAT
- Financial evidence of sufficient funds to cover tuition and living expenses for at least the first year of study

We have a procedure that needs to be followed in order to be issued and I-20 with the Diocese of Davenport.

Procedure to follow when applying for an I-20 with the Diocese of Davenport

1. Contact the school where you are interested in attending to see if there is room for the grade you will be entering.
2. Some schools require a phone interview or a person-to-person interview so verify with the school if this needs to be done.
3. You need to get academic acceptance from the school before downloading the forms that are required to issue an I-20.
4. Notification needs to be given to the Diocese of Davenport, attn: Virginia Trujillo, either by yourself or principal upon your acceptance with an Acceptance Letter.
5. Go to the website and print off the required forms and complete:
 - a. Application for Admission (make sure the name on this form matches our current VISA)
 - b. Declaration of Finances
 - c. English Proficiency Test (required for all grades)
6. After forms are filled out completely and you enclose a check or money order for \$400 please send to the Diocese of Davenport Attn: Virginia Trujillo. Once the documents are reviewed, and then an I-20 will be issued. Virginia Trujillo will send the I-20 and Declaration of Finances to the address of your choice (U.S. or Home Country), please include. There will be a mailing fee if we have to mail the I-20 out of the U.S. Items that should be included in this mailing to the Diocese of Davenport are listed below:
 - a. Application for Admission
 - b. Declaration of Finances
 - c. Bank statement of family account
 - d. English Proficiency Test – evaluation page from the internet or circled original test
 - e. Standards of Conduct
 - f. Cashiers Check or Money Order for \$400 in US dollars made payable to: Diocese of Davenport
 - g. Copy of Visa – if they have one
 - h. Copy of I-94 – if they have one
 - i. Copy of Passport – if they have one
 - j. Copy of medical and immunization records
 - k. Two (2) letters from English teachers or tutors
 - l. 1 paragraph written by the student on why they want to attend our school.
 - m. Transcripts from last school attended (in English)
 - n. If parent is not in the U.S. please provide a written, signed and dated letter of intent from the guardian of the student stating that they will be responsible for all academic costs and any other costs that would be needed while the student is attending our school, including costs for medical emergencies. Please include name of guardian, address, phone, student name and school name and city on the letter of intent.
 - o. International students are subjected to the immigration regulations of the U.S. Department of Justice

You must complete all steps of the admission procedure, including those listed above, before the Diocese of Davenport can issue an I-20 form, as required by the United States government before it will grant a student visa.

If all these items are not received, it will delay the process of issuing the I-20.

Send application, forms, supporting financial documents and \$400 money order/cashiers check to:
Virginia Trujillo, DSO

Diocese of Davenport
International Students Services Office
2706 N Gaines St.
Davenport, IA 52804
Tel: 563-324-1912 x256
Fax: 563-324-5811
Email: Trujillo@davenportdiocese.org

Students must pay the I-901 fee prior to applying for a visa and may prove payment of fee by:

- A receipt printed when paying on the Internet at <http://fmjfee.com> with a credit card
- A receipt from Western Union when using the Western Union QuickPay option
- A Form I-797 receipt mailed

The student is required to pay only one SEVIS fee – not one fee per Form I-20.