



## **I-20 and F-1 VISA PROCESS**

After an international student has been accepted to Menaul School, the family must:

- sign and return the enrollment contract
- submit the tuition deposit
- send a copy of the student's passport
- send a bank statement showing availability of at least \$40,000 USD

### **Step 1: Issuance of I-20**

When the contract and all required documents and payments have been received, the Admission Office will register the student with SEVIS and issue an official I-20. The completed I-20 form will then be sent via express mail to the student.

### **Step 2: Payment of SEVIS I 901 Fee**

The easiest way to pay the fee is to pay online: [www.FMJfee.com](http://www.FMJfee.com). It is important to remember:

- You will need your I-20 or DS-2019 to fill out the form.
- Pay the fee by credit or debit card online or check or money order.
- Print the receipt if paying on line. Get a receipt if paying by mail.
- Bring this receipt with you to the consular interview.

### **Step 3: F-1 Visa Application and Interview**

Once the student has received the I-20, the student is then able to complete an online visa application and schedule an appointment with the U.S. consulate or embassy in their home country. You may also complete a paper visa application (Form OF-156) at the US Consulate.

**Online Nonimmigrant Visa Application, Form DS-160** – [Learn more](#) about completing the [DS-160](#). You must: 1) complete the online visa application and 2) print the application form confirmation page to bring to your interview.

**Photo** –You will upload your photo while completing the online Form DS-160. Your photo must be in the format explained in the [Photograph Requirements](#).

### **Schedule an Interview**

You may not make this appointment date more than 90 days prior to the registration date listed on your I-20.

- Expect 2-3 weeks to get an appointment with the U.S. agency, and as long as 3 months to receive approval for the visa.
- With this in mind, Menaul usually cannot issue an I-20 later than July 30th and expect a student to obtain a visa in time to be on campus by the start of the school year in August.
- It is always advisable to contact the U.S. agency in your home country regarding timelines for obtaining a visa.

#### **Step 4: Documentation & Consular Interview**

Following is a list of documents you should take with you to the U.S. consulate or embassy. **Always confirm with the U.S. consulate or embassy which documents are necessary.**

1. Completed Nonimmigrant Visa Application, completed online or obtained from the U.S. consulate or embassy (Form OF-156), with photo.
2. Completed I-20 from Menaul School. Do not bring I-20's issued from other schools you do not plan to attend.
3. I -901 fee payment receipt
4. Passport, which must be valid for at least six months after your proposed date of entry into the U.S.
5. Letter of acceptance from the school.
6. One passport sized photograph.
7. Scores from any standardized tests, such as the SSAT, iTEP, TOEFL, TOEFL, Jr. or SLEP.
8. Grades from the past school year.
9. Financial documentation that shows sufficient funds to cover the cost of tuition, room and board, books, and other related expenses such as bank statements.
10. Proof of business ownership, or ownership of property in your home country.

The purpose of the **consular interview** is to enable the consular officer to determine the student's academic interests and English language proficiency. It is also to ensure that the applicant is a legitimate candidate for a student visa and that they do not intend to immigrate to the US. Although there is not a set list of questions, applicants should be prepared to answer a variety of questions related to why you wish to study in the U.S., why you are interested in a particular school and questions related to the documentation you have provided.

- Parents should go to the interview with the student.
- Be neatly groomed and nicely dressed.
- Be very familiar with Menaul School and be prepared to answer questions like:
  1. Why do you wish to study at this school?
  2. Who is the Head of School? Who is the admission director or international student advisor?
  3. How large is the school?
  4. Where is it located, and how will you travel there?
  5. Is it a boys, girls or co-ed school?
  6. In what country do you want to attend college or university?
  7. In what country will you work when you are finished with your education?
- **Do Not** – go to the interview with incomplete information.
- **Please Note - F-1 students may not immigrate to the US and are expected to return to their home country when they have completed their studies.**

#### **Step 5: Visa Approval/Denial**

If your visa is approved, you may pay a visa issuance fee if applicable to your nationality, and will be informed how your passport with visa will be returned to you. If your visa is denied, you will receive a letter indicating why. This is not a final denial of entry into the US. You should collect the additional information needed or requested and make another appointment for review you do not apply again, you may submit a copy of your denial to Menaul School to obtain your refund for your enrollment deposit