International Graduate Student Process and Checklist

**FOR VISA EXEMPT NONIMMIGRANTS**

(*citizens of Canada, Bermuda, or certain islands*)

☐ Apply to Western following Admission guidelines

   [https://banssb.western.edu/WOL/bwskalog.P_DispLoginNon](https://banssb.western.edu/WOL/bwskalog.P_DispLoginNon)

☐ Submit the following with your application for Admission to Western:

   ☐ Affidavit of Support Form (found on your Graduate Program’s website)

   ☐ A letter of financial support and bank statement showing sufficient funds to cover the first year of study. Original bank statements are required, copies cannot be accepted.

   ☐ A photocopy of the applicant’s passport listing official name, birth date, etc.

   ☐ If the applicant is in the U.S., a photocopy of the visa and I-94 on which the applicant entered the country.

**Send materials to:**

   Western State Colorado University
   Extended Studies, Taylor 303
   600 N. Adams Street
   Gunnison, CO 81231
   Fax: (970) 943-2363

******Be aware of Application deadlines******

- Once the applicant has been accepted by Western, and provided all required documentation, they will receive a DRAFT of their I-20 from the DSO (Laurel Becker or Jessica Vogan) by email. The applicant will review the DRAFT for accuracy and return with any corrections to the DSO.

- The DSO will email the student instructions on how to set up the mailing of their FINAL I-20 from Laurel Becker. Western uses a service called eShipGlobal.

☐ Pay $200, I-901 SEVIS fee. There is an online video tutorial at [studyinthestates.dhs.gov/i-901-sevis-fee-payment-tutorial](http://studyinthestates.dhs.gov/i-901-sevis-fee-payment-tutorial) that will walk you through how to make the payment. You MUST print your receipt at the end of your payment.

☐ The student does NOT need to apply for a visa with their U.S. Consulate if they are a resident of Canada, Bermuda, or certain other islands.
☐ Prepare to enter the U.S. The student must furnish the following documents when entering the country during the Point of Entry inspection:

☐ Their signed I-20

☐ A valid passport

☐ Financial documentation as evidence of ability to pay tuition and living expenses

☐ Proof of payment of the SEVIS I-901 fee

***Additional information about entering the U.S. can be found at http://studyinthesates.dhs.gov/getting-to-the-united-states ***

☐ Once the student arrives at Western, they need to come see Laurel Becker in the Office of Student Affairs, Taylor Hall 301, at their earliest convenience. The student should bring with them:

☐ Their I-20

☐ A valid passport

☐ Their current local address in Gunnison

☐ Their current foreign address

☐ Their intended major field of study

• We will look up their I-94 entry documentation online at the office.

***Students will get an email from the DSO each semester to verify all information is up-to-date. It is REQUIRED that the student reply in a timely manner.

***If a student is planning on leaving the country over holidays/breaks, the MUST come see the DSO before doing so.

***Questions about academics, applying for Social Security cards, applying for a driver’s license, filing taxes, or other items not related to the student’s visa, can be addressed to Katie Wheaton in the Academic Resource Center, Taylor Hall 302.
As a nonimmigrant student, you agree to maintain your nonimmigrant status by:

- Understanding and following the terms and conditions of your nonimmigrant status. Some of these conditions are listed below:
  - Enroll in a full course of study at the beginning of every session (excluding authorized break periods, i.e. summer break)
  - Consult with the DSO (Laurel Becker or Jessica Vogan) before dropping below a full course of study for any reason
  - Report address changes to the DSO within 10 days of the change
  - Report any change in sources of financial support to their DSO
  - See the approval of the DSO/USCIS before engaging in employment or practical training
  - Report any changes in program of study to the DSO
  - Report any change in academic status to the DSO
  - Notify the DSO prior to traveling outside the U.S.
  - Notify the DSO upon applying for change of nonimmigrant status
  - Notify the DSO upon approval of an adjustment of status to an immigrant
  - Consult the DSO to extend your program (if needed)
  - Notify the DSO if you intend to transfer
  - Notify the DSO about changes in dependent status

- Providing the DSO with timely information needed to maintain your SEVIS record. An email will be sent to your Western email each semester to verify your information. Timely response is REQUIRED.