Step-by-Step Instruction: How to Obtain I-20 for Tufts Summer English Language Program and The Fletcher School of Law and Diplomacy

This instruction is to help conditionally admitted international students for The Fletcher School Fall 2018 intake. Please read through this information flyer carefully in order to understand what you need to do to request an I-20 form to the Tufts University Summer English Language Program first and The Fletcher School thereafter. Even if you are planning to enroll to different English as Second Language program than the Tufts program, the process is same as below.

**PLEASE BE ADVISED:** You **DO NOT NEED** to submit Fletcher School’s *Certification of Sources and Funds* form **UNTIL** arriving at from Tufts University English Language program.

**STEP 1:** Apply for Tufts University Summer Language Institute program via online – after creating an account as a *First-Time User,* “Summer Institute for International Scholars” [https://ies.admissions.tufts.edu/apply/](https://ies.admissions.tufts.edu/apply/)
- Follow the program requirements how to obtain I-20 for your Summer English program enrollment.
- Obtain I-20 form from the Language Program office

**STEP 2:** Apply for an F-1 Visa to the U.S. Embassy/Consulate in your home country
- (Resource) [Visa](http://students.tufts.edu/international-programs-and-partnerships/visa-information)

**STEP 3:** Once granted an F-1 visa, prepare your travel for coming to Tufts University Summer English program
- U.S. immigration regulation allows its F-1 visa holders to enter the U.S. 30 days prior to his/her I-20 start date.
- (Resource) [Getting to the United States](http://studyinthestates.dhs.gov/getting-to-the-united-states) from *Study in the USA*: Department of Homeland Security web site
- [Student Life](http://students.tufts.edu/international-programs-and-partnerships/life-tufts) from Tufts University English Language Program web page

**STEP 4:** Before graduating from Tufts University Summer English program...
- Before your English Language graduation, you need to request the Tufts English Language Program office to **transfer your I-20 form record** to The Fletcher School in order to get your “Fletcher Program I-20.”
- Submit Fletcher School’s *Certification of Sources and Funds* form along with other required documents to Reiko Morris, The Fletcher School Registrar’s Office (see below)

**Document to Submit to Tufts English Language Program office**
- 1. *Fletcher School International Student Transfer Form* – please fill out and sign “Student” section and submit it to the English Language Program office.

**Document to Submit to Fletcher School Registrar’s Office in July/August**
- 1. *Fletcher School Certification of Sources and Funds* Form
- 2. Funding / Financial document(s) for your Fletcher academic program*
- 3. Copy of your passport biographical page** (must have minimum 6 months of validity for future)
- 4. Copy of your “Tufts English Program” I-20**
- 5. Copy of your F-1 visa**
  - *: if you need an I-20 for your dependent(s), please add expenses for each of your family member to your “necessary costs.”
  - **: If you are coming to the Fletcher School with your dependent(s), please submit copies of his/her I-20, passport and F-2 visa along with your documents.

**STEP 5:** The Fletcher School issues you (and your dependent, if applicable) I-20 form
- After receiving all necessary documents, your Fletcher School Designated School Official (as knows as International Student Advisor) will issue your I-20 form. You will receive your Fletcher I-20 at *the Summer 2018 Tufts Summer Institute for International Scholars* graduation ceremony.
- If you have any questions regarding your “I-20 Transfer” from Tufts English Language Program to The Fletcher School, please let your Fletcher School Designated School Official, Reiko Ohmura ([reiko.ohmura@tufts.edu](mailto:reiko.ohmura@tufts.edu)), (1)-617-627-2815.