

Instructions: How to Complete This Form

PLEASE **DO NOT SUBMIT** THIS PAGE

Who should complete this form?

This form is for international students who are admitted to The Fletcher School of Law and Diplomacy for Fall 2019 semester enrollment, **and** who need to obtain a U.S. nonimmigrant visa to pursue full-time study, such as an F-1 visa.

What Visa Should I Apply for?

If you are enrolling at The Fletcher School as a *student*, **you must apply for an F-1 visa regardless of your funding sources** (personal, family, relative, Fletcher scholarship, non-government/private/employer, educational loan, etc.) **UNLESS** you are required to apply for a J-1 visa by a government-based scholarship.

If you are coming to Fletcher under a “non-Fletcher” J-1 sponsorship

If you are enrolling at The Fletcher School with a “non-Fletcher” J-1 visa sponsorship (e.g., Fulbright) you don't need to submit this form.

If one of the following descriptions applies to you

You **DO NOT** need to complete this form. Instead, please submit *The Fletcher School Data Form* (see details in the bottom of this page) :

- A U.S. permanent resident (“Green Card” holder) – a copy of *Permanent Residency card* is required;
- You are currently under **Temporary Protection Status (TPS), Asylum/Refugee status**, or similar status under the U.S. immigration category – *Employment Authorization Document (EAD) card* or *Permanent Residency Card* required;
- You possess a **valid visa** and its status is based on employment, such as an **A, G, H, TN visa** or its dependent visa – a copy of the US nonimmigrant visa stamp or Change of Status approval I-94 is required;
- You possess a **valid J-2 visa status** from a different U.S. academic institution than The Fletcher School – a copy of the DS-2019, along with a copy of J-2 visa stamp is required

How to complete this form

- Please fill out **all applicable sections**, including the financial sponsorship section.
- Please **submit separate funding documents** regarding ALL of your financial sponsors, including Fletcher scholarships, financial loans, non-Fletcher scholarships, and personal funding.
- Submitting an incomplete form or invalid documents will delay the process of issuing an I-20. **If you have any questions about this form, please email Reiko Ohmura, Senior International Student and Scholar Advisor (Tufts University International Center – Fletcher Office): reiko.ohmura@tufts.edu**

How to Submit This Form

Scan the completed form along with all applicable documents and send them **via email** to Reiko Ohmura: **reiko.ohmura@tufts.edu**. If you prefer to send the original documents via airmail or international express courier, please send them to:

Reiko Ohmura, Senior International Student
and Scholar Advisor
Tufts International Center
160 Packard Ave., Medford, MA 02155
U.S.A (Phone) (1) 617-627-2815

Deadline – Friday, May 24, 2019, U.S. Eastern Standard Time (by email)

ATTENTION: Students enrolling at The Fletcher School under “non-F visa” status (Eligible US nonimmigrant visa status to study, or “third-party sponsored” J-1 visa or its dependent visa)

If you are enrolling at The Fletcher School under one of the visa statuses that allows the visa bearer to pursue a full-time academic degree program in the U.S., please **DO NOT** fill out this form. Instead, **submit** the “*Fletcher School Data Form*” that is available at **the Tufts International Center website**: Go to <https://global.tufts.edu/international-center/immigration-resources/new-students-scholars-and-faculty> and click ***Graduate Students in The Fletcher School*** menu.

Please submit the form along with (1) a copy of your passport; (2) a copy of your visa stamp; (3) printout of the most recent I-94 record (download at the US Customs and Border Protection website: <https://i94.cbp.dhs.gov/i94/#/home>)

Visa Document Request Form for New Fletcher International Students

Personal Information

Last Name _____ First Name _____

Name must be listed exactly as it appears on the Identity and expiration page of your passport. If you have only one name, please list it under "Last Name."

Gender _____ Marital Status _____ Date of Birth _____
(Same as passport) (Month Date, Year)

City of Birth _____ Country of Birth _____

Country of Citizenship _____ Permanent Residency _____
*If you have multiple citizenships, list the country that corresponds to your visa application (If applicable)

Permanent Address (non-U.S. address)

Street _____ City _____

State/Province _____ Postal Code _____ Country _____

Phone (Country Code) _____ Email _____
 Home Mobile/Cell

Admitted Program Information

Starting Semester _____ Degree/Program _____

Are you a dual/joint-degree student? Yes – please continue to the following
 No – please go to "Current Visa Status (if you are in the U.S.)"

If you are admitted for a dual/joint degree, please select the other program/school _____

If you selected "Other" above, please list your school here _____

Please list your assigned academic term and location of your dual/joint-degree program
(If you have more than four terms to complete the dual/joint-degree program, please let us know in Remarks)

[1st Term] Fletcher Another School _____ semester [2nd Term] Fletcher Another School _____ semester
Term / Year Term / Year

[3rd Term] Fletcher Another School _____ semester [4th Term] Fletcher Another School _____ semester
Term / Year Term / Year

[Remarks] _____
(If any)

Current Visa Status (If you are in the U.S.) – only if applicable.

If you are currently in the U.S., please indicate your current visa status _____

While at The Fletcher School, will you continue to maintain your current visa status? Yes No

If no, how will you obtain your F-1 visa? Return to home country and apply for it at the US Embassy
 File a Change of Status in the U.S.

F-1 or J-1 Visa Status

If you are in F-1 or J-1 visa status and currently in the U.S., please indicate the name and location of your current (or previous) U.S. school and attendance information. You need to submit the SEVIS Transfer Form as well.

Name of School _____ Address _____

Date of Attendance (From) _____ (To) _____
(Month Date, Year) (Month Date, Year)

Are you currently in the U.S. as an F-1/OPT ? Yes – please list OPT start and end date _____
(start) (End)
 No

Dependents (If applicable)

Please list your spouse or child (must be 0 to 20 years old) who will be joining you in the U.S. during your time at The Fletcher School. You need to include additional funding for each of your dependents in order to enable them to apply for an F-2 visa. A copy of each dependent’s passport is required.

Ms. Mr.

Last Name First Name Date of Birth City of Birth Citizenship Spouse / Child

Ms. Mr.

Last Name First Name Date of Birth City of Birth Citizenship Spouse / Child

Sources of Funding

You must demonstrate your ability to pay for tuition and living expenses while attending The Fletcher School at Tufts University. Any funds (including personal) must be accompanied by an Affidavit of Support Form from your sponsor as well as a copy of the original financial award letter or bank statement. All sources of support that you submit must be: in U.S. dollars, current (within three months), addressed to Tufts University, and written in English or accompanied by an English translation.

- Student’s Personal* \$ _____
 - Family \$ _____
 - Employer \$ _____
 - Non-Governmental Scholarship (including The Fletcher School) \$ _____
 - Home Government \$ _____
 - Educational Loan \$ _____
 - Other \$ _____
- Total Amount \$ _____**

Submit Request

Once you are ready to submit all of your documents (including this form), you may email everything to reiko.ohmura@tufts.edu. Please enter the following under the email subject line: **VDR2: Last Name, First Name (Fletcher)**

If you do not use the subject line indicator, **VDR2: Last Name, First Name (Fletcher)**, processing times for your visa document could be delayed.

Receiving Visa Document

Please indicate the way in which you would like to receive your I-20 (or DS-2019). The International Center strongly recommends that you receive the document by **eShip Global**. Our preference is FedEx or DHL.

- eShip Global: Register an account at <https://study.eshipglobal.com> and schedule a pick-up at the Fletcher School (Reference: Initial Visa Document). Please choose “**Reiko Ohmura-Fletcher School**” as the sender.
- Regular Airmail or US domestic Mail – this option is not available after June 15. No tracking number available.
- Pick up in person at the International Center-Fletcher Office (Fletcher Registrar’s Office, 160 Packard Ave., Medford, MA)

Document Submission Check List

Please check all appropriate boxes below. Your *Certificate of Eligibility* (I-20) will be issued once all the required documents are submitted to The Fletcher School:

Required for ALL students

- Visa Document Request Form for New International Students** (either online or paper form) – completed, signed by all relevant parties
- Copy of a **valid passport** (with a **minimum of 6 months** of validity)
- Affidavit of Support Form** – completed and signed by financial sponsors (including the student him/herself)
- Separately copied or provided** funding proof (such as a personal bank statement, scholarship award letter, government financial assistance statement, or private educational loan statement/guaranteed letter)

Required for students who transfer from another U.S. institution (only students who are currently in the U.S.)

In addition to the documents mentioned above;

- Fletcher School SEVIS Transfer Form** – obtain at **Tufts International Center website** <https://global.tufts.edu/international-center/immigration-resources/new-students-scholars-and-faculty> and click "**Graduate Students in The Fletcher School**"
- Copy of all previous I-20s from current or past U.S. institution
- Copy of visa stamp
- Most recent I-94 (Arrival/Departure) record print-out** (available for download from CBP web site: <https://i94.cbp.dhs.gov/i94/#/home>)
- Copy of EAD Card for OPT employment – **if applicable**
- Copy of your dependents' previous I-20 from current U.S. Institution – **if applicable**
- Copy of your dependents' visa stamp – **if applicable**

Required for students who accompany dependent(s)

In addition to the documents mentioned above;

- Copy of a valid passport (with a minimum of 6 months of validity) of all dependent(s)
- Additional funding for all dependent(s)

Required for students with a same-sex spouse

- Copy of marriage certificate – must be written in English or presented with a notarized English translation

(NOTE FOR SAME-SEX MARRIED COUPLES)

On June 26, 2013, the United States Supreme Court ruled Section 3 of the Defense of Marriage Act (DOMA) unconstitutional. The Department of State, Bureau of Consular Affairs has advised consulates (the US Embassy or Consulate) that their officials may issue derivative visas based on same-sex marriage if the marriage is "recognized in the place of celebration." That is, ***if the country where the couple married recognizes same-sex marriage as legal, then the U.S. government will recognize the union as legal for visa issuance, irrespective of where the couple plans to reside.***

The Fletcher School may issue a *Certificate of Eligibility* (I-20) to a same-sex spouse for his/her F-2 dependent visa application, once the marriage is verified.

Student's Acknowledgement and Signature

Please sign below if you are ready to submit all necessary documents listed above

By signing below, I confirm that I have read and understood the information on this form and all that is required to obtain my visa document (I-20). The information I have provided is a complete and accurate representation.

Signature _____ Name _____ Date _____
(print) (MM DD, YYYY)

**2019-2020 ESTIMATE OF EXPENSES
INTERNATIONAL GRADUATE STUDENTS**

Fletcher School of Law and Diplomacy

| Program | Tuition/Fees | Living/Books | Health Insurance/Service Fees | Total |
|------------------------------|--------------|--------------|-------------------------------|--------|
| MA | 48,584 | 19,000 | 3,718 | 71,302 |
| LLM | 48,584 | 19,000 | 3,718 | 71,302 |
| MALD | 48,584 | 19,000 | 3,718 | 71,302 |
| MIB | 56,860 | 19,000 | 3,718 | 79,578 |
| Ph.D. - Internal Admit* | 24,292 | 19,000 | 3,718 | 47,010 |
| Ph.D. - Direct Admit | 48,584 | 19,000 | 3,718 | 71,302 |
| Semester Exchange | 0.00 | 9,500 | 1,422 | 10,922 |
| Dual-Degree** 2 Semesters | 48,584 | 19,000 | 3,718 | 71,302 |

Final figures are subject to approval by the Trustees of Tufts University in May 2019.

Deadline to Request the *Certification of Eligibility (I-20 or DS-2019)* for Fall 2019 Semester enrollment: Friday, May 24, 2019 by 5:00 pm US Eastern Standard Time via email: reiko.ohmura@tufts.edu

Request a *Certificate of Eligibility (I-20 or DS-2019)* for Your Dependent

If married and your spouse will accompany you to the United States, please add \$5,000 per year to the living expenses listed above. For each child who will accompany you (must be younger than 21,) add \$4,000 per year.

Please Note: Because individuals on student visas must certify that funds are available to finance their education, it is not expected that students will need to work beyond the limits of on-campus jobs. Although part-time (not to exceed 20 hours per week) on-campus work is allowed, these jobs are limited. Please keep in mind that the U.S Citizenship and Immigration Services severely limits off-campus work for students, and, in most cases, does not allow it at all within the first academic year. You must check with the International Center before considering off-campus employment. We expect that the funding source(s) you are certifying to us will be available to you and that you will not need financial assistance upon arrival at Tufts University.

***An Internal Admit Ph.D. student** is a "Doctorate student who graduated from the MALD (Master of Arts in Law and Diplomacy) degree program" from The Fletcher School and continuing directly to our Ph.D. program.

****Dual-Degree program** students must indicate the name of the programs/schools, the assigned academic term, and the location where the student takes courses at The Fletcher School and the affiliated school on the online visa documents request form.

Updated: March 2019

The Fletcher School of Law and Diplomacy
Academic Year (AY) 2019-2020 Affidavit of Support Form

This form needs to be completed by the financial sponsor of a Fletcher incoming international student who has a financial sponsor. If the student has **more than one sponsor, each must complete** this form. For **the student's own funds**, please write the student's name and put "Self" in the "Relationship to Student." Please indicate below if **the sponsor is an organization or group**, such as the student's current employer, scholarship offering organization, or educational loan provider.

Regardless of the sponsorship, all guaranteed funds need to be certified on a separate document, such as a bank statement, scholarship offer letter, admissions statement with scholarship information, employer's funding guarantee letter, or an educational loan approval letter. For more detail about "valid funding documents," please refer to the **Instruction for Submitting Valid Funding documents** (page 6).

1. **Name of student** _____
(Last Name) (First Name)
2. **Is the student's sponsor an organization or group?** Yes No – please continue to No. 4
3. **If yes, please check one of the following**
 Employer Non-Governmental Scholarship Provider (including The Fletcher School) Home Government
 Educational Loan Private Organization Other _____

[ATTENTION]

***If the sponsor is an organization or group (including The Fletcher School), you do not need to continue beyond this point.** Please attach a separate funding document (or copy) of your sponsorship, scholarship, or financial guarantee letter to this form.

4. **Name of Sponsor** _____
(Last Name) (First Name)
5. **Relationship to Student** _____
6. Mr. Mrs. Ms. Other
7. **Contact Information of Sponsor**

Street City/Town

State/Province/Prefecture Postal Code Country

Phone Number (include country code) Email Address (if any)

Certification by Financial Sponsor

I guarantee to provide to the student mentioned above the following amount of money to pay for the student's education-related expenses for his/her study at The Fletcher School of Law and Diplomacy in the academic year 2019-2020:

(Total) U.S.\$ _____

In doing so, I attest that I have set aside this money for the sole purpose of the student to use for his/her education-related expenses (100% available as of today.) I also certify the separate document has been issued **within the last three months** from today. Additionally, I understand that I am responsible for notifying the student promptly if my financial sponsorship becomes unavailable.

Name of Sponsor (Print) Signature of Sponsor Date

Instructions for Submitting Valid Funding Documents

PLEASE DO NOT SUBMIT THIS FORM

Funding Sources and Amounts

Please list information for all applicable funding sources. Funds and financial sponsorship information contained on this form will be reported to the U.S. Immigration and Customs Enforcement, and **any funds listed on this form must be available, in full, upon your arrival in the United States and to The Fletcher School.**

(IMPORTANT)

1. Please attach **a separate document(s)**, such as **bank statements** and **scholarship letters**, for **all of your funding sources**. For **scholarships**, please attach **a copy of the document outlining your scholarship information (for your Fletcher scholarship, a copy of admission letter is sufficient)** or **email printouts**.
2. If you have an **educational loan** as part of your funding, you **may** submit confirmation of your application. However, **your I-20 cannot be issued until proof of your loan approval** is sent to The Fletcher School.
3. We do **NOT** accept any of the following documents for I-20 issuance:
 - investment portfolios, fixed date savings or deposits that cannot be liquidated (cashed out) without paying penalty fees;
 - retirement plans;
 - available lines of credit (including credit card);
 - deeds to real estate;
 - leases with rental income;
 - salary agreements or paystubs;
 - income tax forms;
 - public provident funds, bond, gold/precious metal savings statement;
4. Funding document(s) **must be issued within 3 months** from the date you fill out the Certification of Funds form.
5. The amount of funds can be in a foreign currency. However, funds must be stated in **numeric figures (e.g.: ¥1,800,000, € 65,000)**
6. If your funding information is in a foreign currency, please attach **foreign currency exchange printouts from an internet currency exchange site** (e.g. XE.com.) Otherwise, we will use the currency exchange rate information on the date when your I-20 is issued.
7. We do **NOT** accept funding documents **written in a non-English language only**. If needed, please **attach an English translation** of the document (the translated document does not need to be notarized). Otherwise, your *Certification of Funds Form* will be considered invalid and will be sent back to you.
8. Incomplete information or the submission of invalid documents can delay the issuance of your I-20. If you have any questions, please contact Reiko Ohmura at reiko.ohmura@tufts.edu as soon as possible.