

**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 2019 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 International Partnership Program **first** and The Fletcher School thereafter. **Even if you are planning to enroll in different English as Second Language program than the Tufts program, the process is the same as below.**

PLEASE BE ADVISED: You **DO NOT NEED** to submit Fletcher School's *Visa Document Request Form* **UNTIL** arriving at the Tufts University English Language program.

STEP 1: Apply for Tufts International Partnership Program (IPP) via online – after creating an account as a *First-Time User*, “*Summer Institute for International Scholars*” <http://students.tufts.edu/international-programs-and-partnerships/future-students/graduate-and-professional-students/institute-international-scholars>

- Follow the program requirements on 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 (from Tufts University English Language Program web page) <http://students.tufts.edu/international-programs-and-partnerships/current-students/pre-arrival-checklist/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 (from *Study in the USA*: Department of Homeland Security web site)
<http://studyinthestates.dhs.gov/getting-to-the-united-states>

Student Life (from Tufts International Partnership Program web page) <http://students.tufts.edu/international-programs-and-partnerships/current-students/life-tufts>

STEP 4: Before graduating from Tufts International Partnership 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 **Visa Document Request Form** along with other required documents online at International Center website (see below)

(Document to Submit to Tufts International Partnership Program office)

① **Fletcher School International Student Transfer Form** – please fill out and sign “Student” section and submit it to the IPP office. Obtain at <https://secure.ase.tufts.edu/icenter/immigration/default.aspx#GradUndergrad>

(Document to Submit to Fletcher School Registrar's Office in July/August)

① *Visa Document Request (VDR) Form-Fletcher School* at Tufts International Center website:

<https://secure.ase.tufts.edu/icenter/immigration/default.aspx#GradUndergrad>

② Funding / Financial document(s) for your Fletcher academic program* - download to the site above

③ Copy of your passport biographical page** (must have minimum 6 months of validity for future) - download to the site above

④ Copy of your “Tufts English Program” I-20** - download to the site above

⑤ Copy of your F-1 visa** - download to the site above

*: if you need an I-20 for your dependent(s), please add expenses for each of your family members 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 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 2019 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 Reiko Ohmura (reiko.ohmura@tufts.edu) (1)-617-627-2815.