

# Duke University Visa Services

## Trinity College/Pratt School of Engineering □ Graduate/Professional Schools

### Data Collection & Request for Temporary Visa Form

#### STUDENT Version – Instructions for Part II

Visa Services issues documents for F-1 and J-1 visas for students coming to study at Duke. Please complete the online Request for Temporary Visa Form and send the signed signature page from it, along with other required documentation, to the program or school to which you have been admitted. Your program/school will forward your completed application for visa document(s) to us. Our office reserves TWO WEEKS from the time of receipt of ALL required documentation to issue visa document(s) from your sponsoring program/school.

You also may find it helpful to consult our web site at: [https://visaservices.duke.edu/category/visa\\_app\\_entry\\_us.php](https://visaservices.duke.edu/category/visa_app_entry_us.php)

#### REQUIREMENTS

The following are the requirements for issuing an I-20 for an F-1 student visa or a DS-2019 for a J-1 student visa. *Please note the visa documents cannot be issued until ALL documents listed below are received and we have confirmation from your program that you have been admitted.* **YOU MUST DO THE FOLLOWING:**

- 1. Complete Part II of the Request for Temporary Visa Form (online).** Part I of this form will be completed by your sponsoring academic program department.
- 2. Collect proof of appropriate financial support.** The minimum funding requirements for the issuance of visa documents are established by the program you plan to attend. Obtain the student budget from your program to determine the amount of funding you must prove in order for visa documents to be issued. You must prove funding for the first academic year of your program for the **TOTAL** estimated cost of the program, including tuition, fees, and living expenses, etc. (*NOTE: some Duke schools or programs may require proof of funding for the entire length of your program.*) You also must prove that you have the required additional amount if you need visa documents for family members to come to the U.S. The following items are acceptable documents to establish proof of financial support for visa purposes.

##### **General notes on proof of funding.**

Original financial documents are **strongly** preferred (faxes are not accepted). These documents must be in English and not self-translated. They must clearly identify the source, funding amount, type of currency, and dates of coverage. Funds must be liquid assets – no real estate or stocks/bonds may be presented. Acceptable forms of funding include, but are not limited to, personal checking/savings account statements, scholarship award letters from home universities, government grant award letters, etc. Funding documentation should be no more than four (4) months old from the date Visa Services receives a completed Web Form application with supporting funding documentation.

**A)** If you will be funded by personal or family funds, please provide bank statements or bank letters showing personal or family member savings sufficient to meet the minimum funding requirements. If you will have a private sponsor (e.g. parent, uncle, cousin, etc.), then in addition to their financial documents, s/he also must provide a personal letter clearly confirming:

- their RELATION to you,
- their INTENT TO SPONSOR your stay in the U.S. specifying the AMOUNT and DURATION of their support,
- and, if they are currently in the U.S., their CITIZENSHIP and U.S. VISA STATUS.

**OR**

**B)** If you will NOT be funded by personal or family funds, present an official letter on letterhead from the funding source (i.e. employer, government agency, home university, etc.) confirming the following three items:

- the TOTAL AMOUNT of funding to be provided to you, specifying the amount and currency,
- the DATES during which funding will be provided,
- and the SIGNATURE OF A PERSON in the organization who is AUTHORIZED TO GUARANTEE those funds.

**NOTE: ALL DOCUMENTS NOT IN ENGLISH MUST BE ACCOMPANIED BY AN ENGLISH TRANSLATION**

Another option for confirming proof of funding is simply to use the “Official Certification of Sources of Funds and Amounts” Form provided below. Please be advised, however, that some banks only will provide statements/letters written on their letterhead.

**IMPORTANT NOTE:** If you do not initially show you have sufficient funds to meet the minimum funding requirements to bring your spouse and/or child(ren) into the U.S., note the following: At the time you are requesting dependent visa documents, you must present a current document (e.g. bank statement, sponsor letter, etc.) demonstrating you will have the necessary living expense coverage that meets the funding requirement for yourself and any family members who will join you for the following calendar year or until your program's end date, whichever date is earlier.

- 3. Return** the signed signature page from the online Part II of the Request for Temporary Visa Form and proof of financial support **DIRECTLY TO YOUR PROGRAM/SCHOOL.** Mail all documents **TOGETHER** to your program/school.

#### MAILING PROCEDURES

Visa Services **strongly encourages** students to have their visa documents sent via Express Mail unless otherwise requested. All documents are sent via DHL Worldwide Express, and actual mailing costs vary depending upon the physical address. Please consult your Admissions Office to determine if there will be any additional mailing charges.

## A COMPARISON OF THE F-1 AND J-1 VISA CLASSIFICATIONS FOR STUDENTS

	F-1 Student Visa	J-1 Exchange Visitor Student Visa
<b>ELIGIBILITY RESTRICTIONS</b>	None	J-1 students cannot be completely self-funded unless participating in a formal exchange program.
<b><u>EMPLOYMENT OPTIONS</u></b> <b>ON-CAMPUS</b>	Duke-sponsored F-1 and J-1 students may work on-campus up to 20 hours per week while school is in session and up to 40 hours per week during school holidays.	
<b>OFF-CAMPUS</b>	Duke-sponsored F-1 and J-1 students <u>may</u> be authorized for unforeseen economic hardship and employment related to their fields of study before or after completion of studies as applicable.	
<b>PRACTICAL/ACADEMIC TRAINING EMPLOYMENT RELATED TO STUDIES</b> <b>- TIME LIMITS</b>  <b>- JOB OFFER REQUIRED</b>	12 months total for training in field of study. Training which is <i>required</i> for the degree may not have a maximum time limit.  A job offer <i>may</i> or may not be required for training which is not required for the degree.	The training time in field of study may not exceed the total time spent pursuing studies in the academic program. Absolute maximum time limit on training: Non-degree students: 24 months Degree students: pre-doctoral=18 months post-doctoral=36 months.  A job offer <b>is</b> required and must be obtained within 30 days of completion of studies.
<b>ABILITY TO CHANGE VISA CLASSIFICATION</b>	Changing to another visa classification is fairly easy.	Changing to another visa classification may not be possible if subject to the Two Year Home Country Physical Presence Requirement. See information below.
<b>WORK AUTHORIZATION FOR SPOUSE</b>	Dependents <b>cannot</b> obtain work authorization.	Dependents may apply for permission to work from the Immigration Service.

### IMPORTANT INFORMATION ABOUT THE J-1 EXCHANGE VISITOR VISA

If you are considering coming to the U.S. on a J-1 visa, please read the following important information about this visa category.

#### • Home Residence Requirement

The J-1 Exchange Visitor Program is designed to facilitate international educational exchange between the U.S. and citizens of other countries. Because our government and foreign governments have a shared interest in having the exchange visitor (J-1 visa holder) return home at the end of his/her program, the J-1 should be used *only* for temporary activities and not as a bridge to permanent resident status. To ensure that exchange visitors **do** return home, the J-1 may carry with it a requirement that the alien, after completion of his/her program here, be physically present in the home country for (2) years before returning to or remaining in the U.S. in a visa class that permits employment. This "home residence requirement" applies to the following four groups of people: 1) those who receive U.S. government funding for exchange such as Fulbright scholars or National Institutes of Health fellows; 2) those who receive foreign government funding for exchange such as AMIDEAST-Peace Fellows; 3) those whose skills or training are on a "skills list" filed by the home government with the U.S. government; and 4) foreign physicians, regardless of funding or skills list, who receive clinical graduate medical training in the U.S.

#### • Prohibition against Category Change

All J-1 Exchange Visitors are in one of various categories: college and university student; trainee; teacher; professor; research scholar; short-term scholar; specialist; alien physician; international visitor; or secondary school student. Generally, an Exchange Visitor may not change from one category to another; however, under exceptional and unusual circumstances, it may be possible to apply to the Department of State (DOS) for permission. A request for a change of category usually takes several months to be processed and is usually denied.

#### • Health Insurance Requirement

**All J-1 Exchange Visitors must carry health insurance** that meets the following minimum criteria for themselves **and** their J-2 dependents for the full duration of their stay in the U.S. on J visas. Government regulations stipulate that if the J visa holder willfully fails to carry the minimum coverage of health insurance, the J-1 sponsor must terminate the program and report the termination to the Exchange Visitor Program, the government agency that controls this visa program.

#### Required insurance specifications

1. The policy must provide medical benefits of at least U.S. \$50,000 per accident or illness.
2. The policy must provide repatriation of remains benefits of at least U.S. \$7,500.
3. The policy must provide medical evacuation benefits of at least U.S. \$10,000.
4. The policy must have a deductible of *no greater than* U.S. \$500 per accident or illness.
5. The policy must have a co-insurance payment of *no greater than* 25% or less per accident or illness of the covered benefits.
6. The policy must meet one of the following minimum rating requirements established by the Exchange Visitor Program:

A.M. Best rating of "A-" or above *or* Insurance Solvency International, Ltd. (ISI) rating of "A-1" or better *or* a Standard & Poor's Claims-Paying Ability rating of "A-" or better *or* a Weiss Research, Inc. rating of B+ or better, **OR** be part of a health benefits program offered on a group basis to employees or enrolled students by a designated sponsor, **OR** be offered through or underwritten by a federally qualified Health Maintenance Organization (HMO) or eligible Competitive Medical Plan (CMP) as determined by the Health Care Financing Administration of the U.S. Department of Health and Human Services, **OR** be backed by the full faith and credit of your home country's government.

**Duke University Visa Services**  
**Trinity College/Pratt School of Engineering ❖ Graduate/Professional Schools**

**OFFICIAL CERTIFICATION OF SOURCES OF FUNDS AND AMOUNTS – OPTIONAL**

**\* This must be completed by the PROSPECTIVE INTERNATIONAL STUDENT  
if original support letters and financial documents are not being sent.**

**All questions must be answered.**

**Type or print clearly.**

SURNAME (FAMILY NAME): \_\_\_\_\_

(Please write all names as they appear in your passport.)

GIVEN NAME OR NAMES: \_\_\_\_\_

**FUNDING:**

Specify all your sources of funding and the amounts to be provided to you by each funding source. The total amount of funding support must meet the minimum funding required by your program. Proof of financial support as discussed in the instructions on the cover sheet must be submitted with this form in order for Visa Services to issue visa documents.

FUNDING SOURCE	AMOUNT	FUNDING SOURCE	AMOUNT
Family Funds	\$ _____	Personal Funds	\$ _____
Duke University	\$ _____	Home Government	\$ _____
U.S. Government	\$ _____	International Organization	\$ _____
Current Employer	\$ _____	Private Foreign Sponsor	\$ _____
Private U.S. Sponsor	\$ _____	Home University	\$ _____
Other. Please specify _____			\$ _____

**IMPORTANT NOTES:**

For all funds from non-Duke sources, the student must provide proof of financial support before visa documents can be issued. Original financial documents are **strongly** preferred (faxes are not accepted). These documents must be in English and not self-translated. They clearly must identify the source, funding amount, type of currency, and dates of coverage. Funds must be liquid assets – no real estate or stock/bonds may be presented. Acceptable forms of funding include, but are not limited to, scholarship award letters from home universities, government grant award letters, personal checking/savings account statements, etc.

Once again, **visa documents cannot be issued without this proof of funding.** It will be wise for students to obtain 2 copies of their financial documents, for they are expected to present these documents at the time they apply for their visa stamps.

**IMPORTANT NOTE:** If you do not initially show you have sufficient funds to meet the minimum funding requirements to bring your spouse and/or child(ren) into the U.S., note the following: At the time you are requesting dependent visa documents, you must present a current document (e.g. bank statement, sponsor letter, etc.) demonstrating you will have the necessary living expense coverage that meets the funding requirement for yourself and any family members who will join you for the following calendar year or until your program's end date, whichever date is earlier.

**OFFICIAL CERTIFICATION OF SOURCES OF FUNDS AND AMOUNTS**

This is to certify that I have read the information given by the applicant on this form, that it is true and accurate, and that the funds are available.

Bank Officer's Signature \_\_\_\_\_  
Bank Officer's Name (Please print) \_\_\_\_\_ Title \_\_\_\_\_  
Name of Bank \_\_\_\_\_  
Address of Bank \_\_\_\_\_ Date \_\_\_\_\_

This is to certify that I have read the information given by the applicant on this form, that it is true and accurate, and that the funds are available and will be provided as specified.

Parent's or Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent's or Sponsor's Name (Please print) \_\_\_\_\_  
Relationship of Sponsor to Applicant \_\_\_\_\_  
Address (if different from the student) \_\_\_\_\_

# DUKE UNIVERSITY and HEALTH SYSTEM

Durham, North Carolina

Duke Visa Services  
Smith Warehouse: Bay 7, 1<sup>st</sup> Floor  
114 S. Buchanan Boulevard, Box 90790  
Durham, NC 27708

Telephone: 919-681-8472  
Facsimile: 919-681-8492  
E-mail: [visahelp@mc.duke.edu](mailto:visahelp@mc.duke.edu)  
Web: <http://www.visaservices.duke.edu>

## CONFIRMATION OF ENGLISH PROFICIENCY

(To be completed by authorized Duke departmental designee)

The U.S. Department of State (DoS) requires that J-1 sponsors must verify that prospective exchange visitors possess sufficient English proficiency to participate in his/her program and to function on a day-to-day basis in the United States.

DOS states that this requirement is prompted because it finds that *“too many exchange visitors lack sufficient English proficiency to perform their jobs or complete their academic programs; to navigate daily life in the United States; to read and comprehend program materials; to understand fully their responsibilities, rights, and protections; and to know how to obtain assistance, if necessary.”* [79 FR 60294, 60301]

**Effective January 5, 2015**, Duke departments sponsoring J-1 visitors must provide verification to Duke Visa Services, through completion of this form, that one of the following objective measures of English proficiency has been met (*please check below the option used*). Please provide supporting documentation of how the applicant's English language proficiency was measured, to be made available to the federal government upon request.

☐ A recognized English language test (e.g. TOEFL exam);

☐ Signed documentation from an academic institution or English language school; or

☐ A documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option.

Date of interview (mm/dd/yyyy): \_\_\_\_\_

Interviewer name and Duke title: \_\_\_\_\_

I hereby confirm that the individual named above has demonstrated appropriately his/her proficiency in English.

Name: \_\_\_\_\_

Title & Sponsoring Duke Department: \_\_\_\_\_

Telephone \_\_\_\_\_ Email address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date