

GETTING TO CLARK:

A GUIDE TO GETTING YOUR I-20 AND VISA

International Students and Scholars Office



CLARK
UNIVERSITY

International Students and Scholars Office

- Corner House, 2nd Floor
- Located to the corner of Charlotte and Woodland Streets
- 142 Woodland Street (if using GPS)
- www.clarku.edu/international-center
- ISSO Staff
- Susannah Marcucci – Director
- Amanda Desai—Associate Director
- Nathan Cruz— International Student Advisor
- Winifred Spillers- Compliance and Support Coordinator





Today's Agenda

- Create I-20 Requests in the ISSO Portal
- Paying your SEVIS fee
- Scheduling a visa appointment
- Unexpected issues with visa appointments
- Entering the US
- FAQs

The ISSO Portal

- As a student, you will access all of your I-20's on the ISSO portal (isso.clark.edu).
- After you pay your deposit, you will receive an email inviting you to activate your Clark email address.
- **You cannot log-in to the ISSO website until you have a Clark email address.**

Welcome to Clark University's ISSO Portal!

Please login to access your user profile, update your SEVIS record and request benefits of your immigration status.



User Login

Log in to get started.

Log in with Campus ID

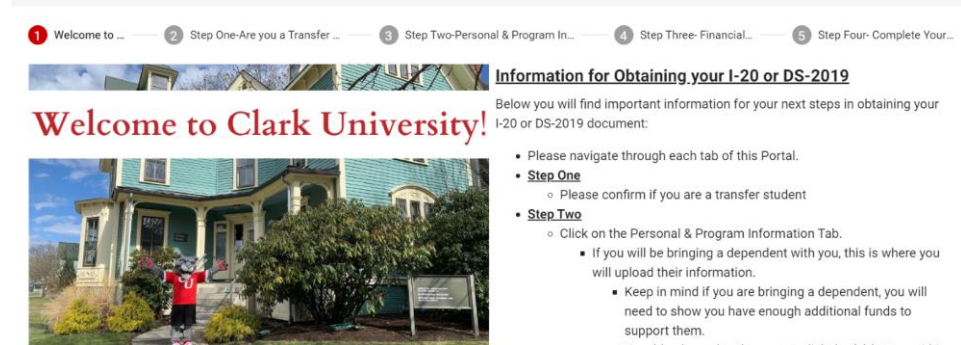
Log in with Portal Account

New User? Create Account

Creating your ISSO Portal Profile



- Once you have logged into your account, you will be brought to the Invited Stage of the ISSO Portal.



- Please navigate through each tab to complete your information to obtain your I-20.

Creating your ISSO Portal Profile: STEP ONE



1 Welcome to ... 2 Step One-Are you a Transfer... 3 Step Two-Personal & Program In... 4 Step Three- Financial... 5 Step Four- Complete Your...

Are you a Transfer Student?

Please complete the below questionnaire.

Thank you.

The ISSO Team

Do you have an active I-20 at another U.S. school and do you want to transfer your I-20? *

Please select one

- Please confirm if you are a Transfer Student.
- If yes, you will be asked to provide information regarding your current US school.

Creating your ISSO Portal Profile: STEP TWO



1 Welcome to ... 2 Step One-Are you a Transfer... 3 Step Two-Personal & Program In... 4 Step Three-Financial... 5 Step Four-Complete Your...

Personal Information

First Name Last Name

Dependent Information

No dependent available

Program Information

Primary Major: 11.0103 - Information Technology Education Level: MASTER'S

Do you currently hold a U.S. visa? *
☐ Yes ☐ No

Current Immigration Document
Form I-20, Form DS-2019, or hiring/invitation letter for employment-based visas
If applicable, please upload a copy of your current immigration status document (i.e. Form I-20, Form DS-2019, or hiring/invitation letter for employment-based visas).

Browse
or drag a file here

I-94
I-94
If applicable, Please upload a copy of your most recent I-94 card/number (see I-94 Guide).

- Click on the Personal & Program Information Tab.
- If you will bring a dependent with you, this is where you will upload their information.
 - Keep in mind if you bring a dependent, you will need to show you have enough additional funds to support them.
 - To add a dependent, be sure to click the (+) button within the Step Two tab and include all required information
- Please confirm if you have a U.S. visa already. If you do, this is where you can upload your immigration documents.

Creating your ISSO Portal Profile

STEP THREE



Financial Documentation *

Please upload 1 PDF file with all financial support documentation for certification.

Browse

or drag a file here

Affidavit of Support

Upload an Affidavit of Support if the funds are not in an account in your name.

Browse

or drag a file here

Next, you will be asked to upload financial documents confirming your ability to cover your expected expenses.

Bank documents must be less than six months old and prove you have enough to support yourself.

Check the [Estimated Costs](#) website to confirm your estimated costs are correct. You will also need to submit an [Affidavit of Support](#) if the funds are not in an account in your name

Creating your ISSO Portal Profile

LAST STEP



1 Welcome to ... — 2 Step One-Are you a Transfer ... — 3 Step Two-Personal & Program In... — 4 Step Three- Financial... — **5 Step Four- Complete Your...**

We look forward to welcoming you to Clark University! Please click the Complete Button to move to the next stage of the ISSO Portal.

Some reminders as you move to the next stage of the ISSO Portal:

- Keep in mind it can take up to 5 business days for your request to be reviewed. Business Days are Monday-Friday.
- Once your I-20 or DS-2019 is ready, you will be emailed to your ClarkU Email account and you will move to our Pre-Arrival Stage of the ISSO Portal.
- Check your ClarkU Email account regularly. This is the official form of communication and that is where you will receive important information regarding immigration, orientation, and your academics.

If you have any questions please email isso@clarku.edu

Thank you.

The International Student and Scholars Team

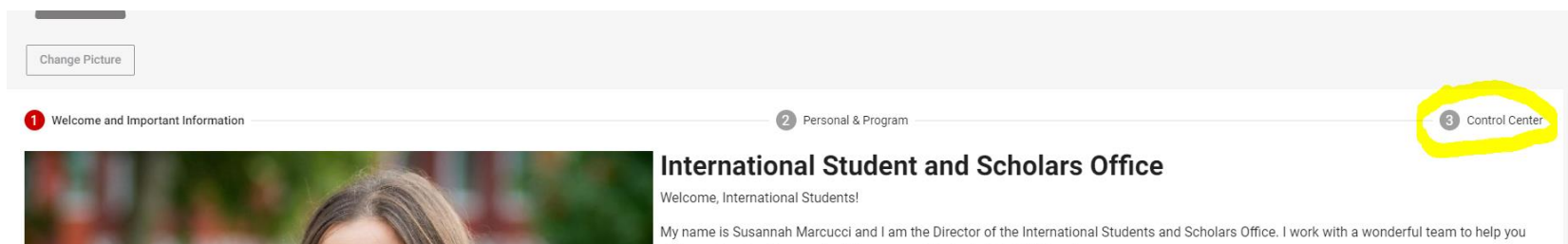
Complete

- Once all is complete, you will navigate to the Complete Your Request Tab and click Complete.
- Keep in mind it can take up to 5 business days for your request to be reviewed. Business days are Monday-Friday.
- **Check your Clark U Email for updates. All updates from the ISSO will be sent to your official Clark U email.**



Downloading your I-20

- After the ISSO has reviewed your New Student Request, we will upload your I-20 to the ISSO Control Center and email your Clark email.
- You will go to the Control Center in the right-hand side of the screen (circled below). The I-20 will be saved in the Documents sections on the lower left-hand side of the Control Center.
- Download, print, and sign your new I-20. You will need it in paper form for your visa interview and when entering the US.



What is on an I-20?

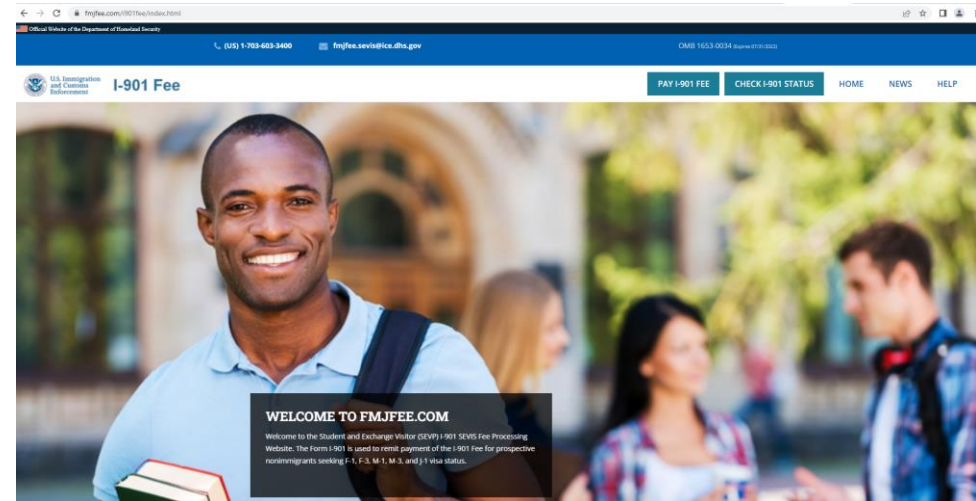


Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038																			
SEVIS ID: N0004720633																					
SURNAME/PRIMARY NAME Sample PREFERRED NAME Student Sample, II COUNTRY OF BIRTH LAOS DATE OF BIRTH 14 MAY 1998 FORM ISSUE REASON CONTINUED ATTENDANCE		GIVEN NAME Student PASSPORT NAME COUNTRY OF CITIZENSHIP LAOS ADMISSION NUMBER LEGACY NAME 	Class of Admission F-1 ACADEMIC AND LANGUAGE																		
SCHOOL INFORMATION SCHOOL NAME SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Helene Robertson PDSO		SCHOOL ADDRESS 9002 Nancy Lane, Ft. Washington, MD 20746 SCHOOL CODE AND APPROVAL DATE BAL214F4444000 03 APRIL 2016																			
PROGRAM OF STUDY EDUCATION LEVEL BACHELOR 2 MAJOR 1 History and Philosophy of Science and Technology 54.0104 MAJOR 2 None 00.0000 PROGRAM ENGLISH PROFICIENCY Required ENGLISH PROFICIENCY NOTES Student is proficient EARLIEST ADMISSION DATE 04 APRIL 2016 START OF CLASSES 01 JUNE 2016 PROGRAM START/END DATE 04 MAY 2016 - 30 MAY 2020																					
FINANCIALS ESTIMATED AVERAGE COSTS FOR: 9 MONTHS <table border="1"> <tr> <td>Tuition and Fees</td> <td>\$ 18,000</td> <td>STUDENT'S FUNDING FOR: 9 MONTHS</td> </tr> <tr> <td>Living Expenses</td> <td>\$ 4,000</td> <td>Personal Funds</td> </tr> <tr> <td>Expenses of Dependents (0)</td> <td>\$ 0</td> <td>Funds From This School</td> </tr> <tr> <td>Other</td> <td>\$ 0</td> <td>Funds From Another Source</td> </tr> <tr> <td></td> <td></td> <td>On-Campus Employment</td> </tr> <tr> <td>TOTAL</td> <td>\$ 18,000</td> <td>TOTAL</td> </tr> </table>				Tuition and Fees	\$ 18,000	STUDENT'S FUNDING FOR: 9 MONTHS	Living Expenses	\$ 4,000	Personal Funds	Expenses of Dependents (0)	\$ 0	Funds From This School	Other	\$ 0	Funds From Another Source			On-Campus Employment	TOTAL	\$ 18,000	TOTAL
Tuition and Fees	\$ 18,000	STUDENT'S FUNDING FOR: 9 MONTHS																			
Living Expenses	\$ 4,000	Personal Funds																			
Expenses of Dependents (0)	\$ 0	Funds From This School																			
Other	\$ 0	Funds From Another Source																			
		On-Campus Employment																			
TOTAL	\$ 18,000	TOTAL																			
REMARKS 																					
SCHOOL ATTESTATION I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcript, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. This school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form. X SIGNATURE OF: Helene Robertson, PDSO DATE ISSUED 04 May 2016 PLACE ISSUED Ft. Washington, MD																					
STUDENT ATTESTATION I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18. X SIGNATURE OF: Student Sample DATE _____ NAME OF PARENT OR GUARDIAN X SIGNATURE _____ ADDRESS (city/state or province/country) _____ DATE _____																					

- Box 1: Your name, birthplace, citizenship, and date of birth. Issuance reason.
- Box 2: Clark's name, address, DSO Info, and School Code
- Box 3: Program details (Level, CIP Code, English language knowledge, program dates)
- Box 4: Financial information (this is an estimate of costs, not a bill)
- Box 5: Special remarks (optional)
- Box 6: Signed by the ISSO
- Box 7: Signed by you by hand (no electronic signatures allowed)

Paying the SEVIS Fee

- Go to fmjfee.com to pay your I-901 SEVIS fee.
- If you already paid the fee to another school, you must [transfer the fee](#) to your new Clark SEVIS record
- Once paid, please save your receipt.





Booking your visa interview

- [Fill out form DS-160](#) to schedule your appointment
- Check the website wherever you will be applying to see if you can apply there and any additional rules that office may have
- Review visa appointment wait times by city [here](#)
- When attending your appointment, you should bring the following documents:
 - Passport
 - I-20
 - SEVIS fee receipt
 - Clark's admissions letter
 - Financial documents confirm ability to pay
 - Any previous US immigration documents

Visa Appointment Issues

- If your visa appointment is scheduled for after classes start, please message us to request an Emergency Appointment Letter. *You must have a visa appointment scheduled to request an expedite*
- If US consulates are not operating in your country or not processing F-1 visa applications, check to see what other countries you can visit to get your F-1 visa.



Administrative Processing



- Please notify us if your application is put into administrative processing, and respond to all requests from the consulate in a timely manner.
- Let us know immediately if the consulate requests anything from us.
- We cannot contact the consulate on your behalf.



U.S. Department of State
NONIMMIGRANT VISA APPLICATION

Administrative Processing

Application ID or Case Number: [REDACTED]
Case Created: 30-Nov-2017
Case Last Updated: 01-Dec-2017

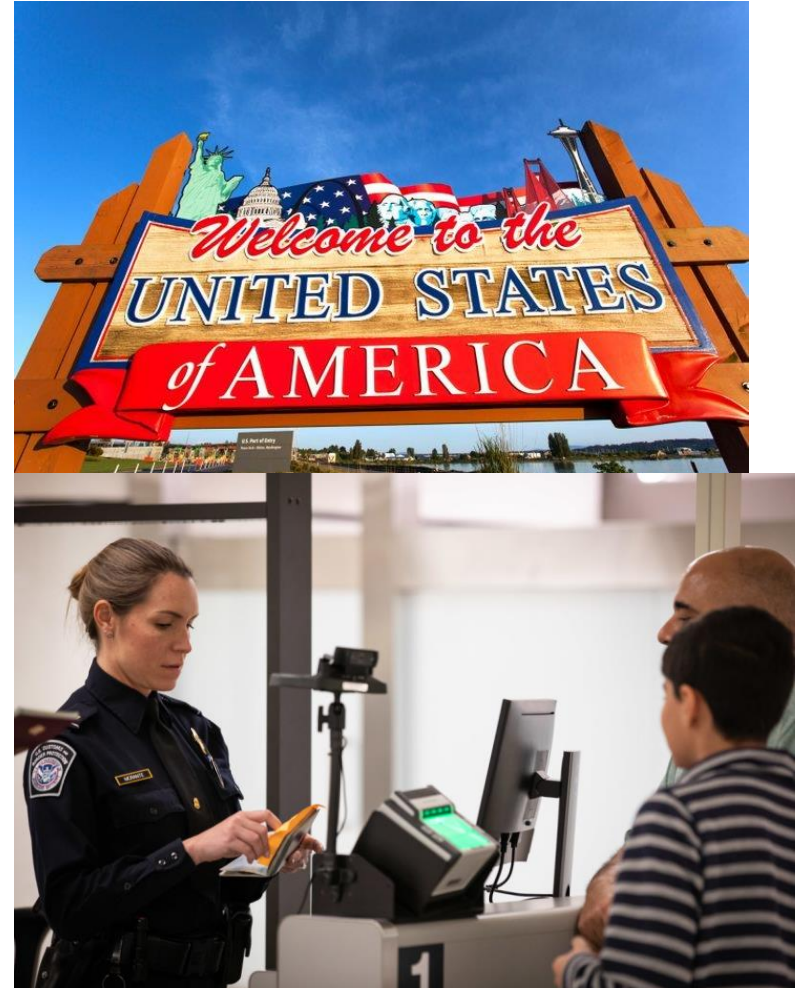
Your visa case is currently undergoing necessary administrative processing. This processing can take several weeks. Please follow any instructions provided by the Consular Officer at the time of your interview. If further information is needed, you will be contacted. If your visa application is approved, and the embassy or consulate is currently holding your passport, it will be processed and made available through China Post, usually within two business days. If your visa application is approved, but you currently have your passport, you will receive e-mail instructions on how to return it to the embassy or consulate.



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Arrival in the US

- You can enter up to 30 days before classes start.
- When entering, carry the following:
 - Passport with valid F-1 visa
 - Printed, signed I-20
 - COVID vaccine documents
 - Clark admission letter and financial documents (recommended)



Arrival at Clark



- As soon as you arrive in the US, you can log into the ISSO portal website, and submit your Immigration Check-in
- You will upload copies of your I-94 and visa
- Provide Clark with your local address on you.clarku.edu



FAQs



- How long until I get my I-20 once I complete my request?
 - Keep in mind it can take up to 5 business days for your request to be reviewed. Business days are Monday-Friday.

FAQs



- What kinds of financial documents are acceptable? How recent should they be?
 - All documents must be no more than 6 months old and liquid assets
 - Saving and Checking Bank Account Statements
 - Loan Approval Notices (May be Conditional Approvals)
 - Private Scholarships
 - If you have a question about a document, please email isso@clarku.edu

FAQs



- What are the Estimated Costs and where can I find them?
 - You can find the [Estimated Costs here](#)
- What is an Affidavit of Support? When do we need it?
 - This document is needed when any financial documents list someone other than yourself. You must use the [Affidavit of Support](#) Clark Form

FAQs



- What is the difference between the estimated costs listed on the I-20, and the total cost of my program?
 - You may have received a total cost of attendance [here](#), [here](#), or [here](#). These different cost calculators give an estimated cost of tuition and fees for the entirety of your program, regardless of program length. On the I-20, the U.S. government only requires us to list the estimated costs of attendance for one academic year (nine months, or two semesters) of a program. Keep in mind, the estimated costs for the I-20 include living costs in addition to tuition and fees.
- Will my scholarship be applied to my I-20?
 - Yes, scholarships will be added to your ISSO portal and I-20 record after you submit your I-20 request in the ISSO portal. If your scholarship amount changes, please submit a Change in Financial Support request in the [ISSO Portal](#) to update your I-20. Please note that you will need to provide your new scholarship letter as part of the request.

FAQs



- How can I have a successful VISA Interview?
 - ISSO cannot guarantee visa success.
 - You should be knowledgeable regarding your program and institution
 - Be able to articulate why you wish to study at Clark and why you wish to study your particular program
 - Confirm connections to your home country to make clear you are prepared to return to your home country
 - Be honest and knowledgeable
 - More information [posted here](#)

FAQs



- Are International students allowed to work?
 - On campus employment is the only permitted employment as an International student in your first two full semesters as a student
 - CPT is only available after two full time semesters and needs prior approval
 - OPT is generally completed after graduation
- For more information [use this link](#)

WELCOME TO CLARK!

MORE INFORMATION AVAILABLE AT
[INTERNATIONAL CENTER – COMING TO CLARK](#)

ZOOM OFFICE HOURS: [FRIDAYS 9:30-11:00AM](#)
[EDT](#)

ISSO – isso@clarku.edu

Susannah Marcucci – smarcucci@clarku.edu

Amanda Desai – adesai@clarku.edu

Nathan Cruz – nacruz@clarku.edu

CLARK
UNIVERSITY



CHALLENGE CONVENTION. CHANGE OUR WORLD.