

International Student Visa Process Checklist

The International Student & Scholar Services (ISSS) team has developed a checklist of general tasks to help you obtain your student visa and prepare you for arrival to Babson. For expanded information and resources, visit www.babson.edu/issnew.

Timeline	Item	Completed?
Upon acceptance	<p>Submit your first deposit (<i>degree-seeking students only</i>). Ensure that you have activated your Babson email and submitted your first deposit, following guidance from the Admissions Office. Make sure to check your Babson email regularly, as other offices may send you important information with action items and deadlines.</p>	
Upon acceptance	<p>Meet and learn about the ISSS team! Become familiar with the main ISSS website.</p> <ul style="list-style-type: none"> • Learn more about the ISSS staff. • Find out where we are located on campus. • Learn when we have open advising walk-in hours. • Review the latest statistics report on Babson's international population. <p>Take a virtual tour of campus! Undergraduate Students / Graduate Students</p>	
Upon acceptance/ deposit	<p>Gather and scan documents. To prepare for the online immigration document request, you will need to obtain a variety of documents and turn them into electronic files (.pdf, .jpg, .png preferred). Financial documents can take a while to obtain, so plan ahead and make sure to check the Evidence of Funding page to verify which documents will be accepted. The minimum amount of funding you will need to document is displayed in the Form I-20/Form DS-2019 online request.</p>	
Within <u>four months</u> of program start date	<p>Request immigration document (Form I-20/Form DS-2019) from Babson. Once you begin the online application, you may start and continue your application at another time. Your place and information will be saved as long as you access it from the same computer. Upon submitting your request, it will be reviewed and processed within two weeks. <i>Note: Incomplete or missing documents may delay this processing time, so ensure that you have followed all instructions. You will receive an automated email from UPS/DHL with a tracking number once your request has been processed. We request that you do not contact us within the two-week window, as it slows down processing. ISSS will email you if additional documents are needed.</i></p>	
Upon receiving Form I-20/Form DS-2019	<p>Pay SEVIS fee. This is a fee mandated by the U.S. government for all international students accepted to a U.S. school and applying for F or J student visas.</p> <ul style="list-style-type: none"> • Review the tutorial for additional information. • Print confirmation of the payment, as it will be needed for the visa interview. • Students already in F or J status do not need to pay the fee again, but retain the receipt from the original payment. • Dependent family members do not need to pay the SEVIS fee. 	
Varies by appointment date	<p>Schedule and attend appointment for student visa. Read our 10 Points to Remember. Make sure that all documents, including your Form I-20/Form DS-2019 are returned to you. Processing times for visa issuance will vary. Ensure that you received the correct visa type and that all information is correct.</p>	

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<p>After securing your visa</p>	<p>Prepare for Travel/Living in the U.S.</p> <ul style="list-style-type: none"> • Learn about Boston and the weather. • Research local transportation & housing • Review our Living in the U.S. resources. <ul style="list-style-type: none"> ○ Learn about Driving in Massachusetts with a Foreign License. Getting an <i>International Drivers Permit</i> in your home country is highly recommended. • Consider bringing cultural items such as clothing and artifacts to share with the community. 	
<p>Within 30 days of your program start date</p>	<p>Travel to United States. Make sure that your passport and Form I-20/Form DS-2019 are in your carry-on luggage or on your person.</p> <ul style="list-style-type: none"> • Review some tips here. <p>Upon arrival, ensure that your passport is stamped with the appropriate visa category with “D/S” noted.</p> <ul style="list-style-type: none"> • You can also check your I-94 Arrival record to ensure this is also correct. <p>Additional information will be provided at Orientation.</p>	
<p>Upon arrival</p>	<p>Check in with ISSS and attend immigration session All new international students will need to “check-in” with immigration documents. You will receive detailed information prior to Startup about how to take care of this.</p> <p>All students are also required to attend a mandatory Immigration Information Session. Details about your program’s session will be communicated separately.</p>	
<p>First week of classes</p>	<p>Review and report your U.S. address and contact information. Go to the Babson HUB > Academic Support > Glavin Office > ISSS > Immigration Address Reporting Form</p> <p><i>You are required to review & submit this form each semester, or within 10 days of any change.</i></p>	
<p>Throughout your program</p>	<p>Stay connected to ISSS!</p> <ul style="list-style-type: none"> • Come visit us during our walk-in advising hours. • Follow the Glavin Office on Facebook. • Attend any of our events throughout the year. 	

International Student & Scholar Services (ISSS)

Glavin Office of International Education (Glavin Office)

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