## 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/issssnew](http://www.babson.edu/issssnew).

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Item</th>
<th>Completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Upon acceptance</strong></td>
<td>Submit your first deposit (<em>degree-seeking students only</em>). 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 deadlines to be aware of.</td>
<td></td>
</tr>
</tbody>
</table>
| **Upon acceptance** | Meet and learn about the ISSS team! Become familiar with the main ISSS website.  
• Learn more about the four members of the ISSS team.  
• Find out where we are located on campus.  
• Learn when we have open advising walk-in hours.  
• Find the three other teams that make up the Glavin Office.  
• Review the latest statistics report on Babson’s international population. | |
| **Upon acceptance** | 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. | |
| **Within four months of program start date** | 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 10 business days. 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 with a tracking number once your request has been processed. Please do not contact us within the 10-day window, as it slows down processing. If any further information is needed, ISSS will email you. | |
| **Upon receiving Form I-20/Form DS-2019** | 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.  
• 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. | |
<p>| <strong>After paying SEVIS Fee</strong> | Schedule appointment for student visa. Find your local U.S. embassy or consulate and research which documents are needed for your visa application and interview. | |</p>
<table>
<thead>
<tr>
<th>International Student Visa Process Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
|  | **After securing your visa** | **Prepare for Travel**  
- Learn about Boston and the weather.  
- Review our [Living in the U.S.](#) resources.  
- Consider bringing cultural items such as clothing and artifacts to share with the community. |
|  | **Within 30 days of your program start date** | **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.  
- Review some tips [here](#).  
Upon arrival, ensure that your passport is stamped with the appropriate visa category with “D/S” noted.  
- You can also [check your I-94 Arrival](#) record to ensure this is also correct.  
Additional information will be provided at Orientation. |
|  | **Upon arrival** | **Check in with ISSS and attend immigration session**  
Prior to any scheduled check-in session during your program’s Orientation, you may check in with your immigration documents:  
- In person at the Glavin Office front desk  
- [Online](#)  
All students are also required to attend a mandatory Immigration Information Session. Details about your program’s session will be communicated separately. |
|  | **First week of classes** | **Review and report your U.S. address and contact information.**  
Go to the [Babson HUB](#) > Academic Support > Glavin Office > ISSS > Immigration Address Reporting Form  
*You are required to review & submit this form each semester, or within 10 days of any change.* |
|  | **Throughout your program** | **Stay connected to ISSS!**  
- 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 Multicultural & International Education (Glavin Office)  
Babson College | Hollister Hall | 231 Forest Street | Babson Park, MA 02457-0310 USA  
T: +1.781.239.5607 | F: +1.781.239.5232 | isss@babson.edu | www.babson.edu/ISSS