



## HOW TO APPLY FOR A STUDENT VISA

Congratulations on your acceptance into the Pace University. Now that you have your Form I-20, you have to make an appointment with your nearest U.S. Embassy or Consulate and apply for your F-1 student visa. Please note that you must go to the U.S. Embassy or Consulate in your home country.

Before you make an appointment, please read the following:

- **Passport:** Your passport should be updated before you leave the country. It must be kept valid at least six months into the future at all times. If you have to renew your passport in the U.S., you can go through your country's Consulate or Embassy.
- **Form I-20:** Make sure your name, date of birth, country of birth and citizenship are correct. If there is a mistake, please contact Undergraduate Admission immediately! The I-20 is used to obtain the F-1 student visa at the U.S. Embassy or consulate in your home country. It is also necessary for entrance into the United States.
- Please make sure that you sign, print your name and date the Form I-20. Also, make sure that your Form I-20 is properly endorsed by the Designated School Official (DSO).
- **SEVIS Fee:** Effective September 1, 2004, the USCIS requires a fee to be paid for maintaining the Student and Exchange Visitor Information System (SEVIS). This fee will be required under certain circumstances as outlined in the attached SEVIS Fee Instructions. Please be sure to carefully review the requirements and procedures for paying this fee.

The Day of the Appointment:

- Bring your passport, Form I-20, acceptance letter, financial documentation, and SEVIS fee receipt of payment
- At the embassy or consulate you will fill out a OF-156 (Application for Nonimmigrant Visa) and possibly pay a processing fee
- The amount of time it takes to process a student visa varies from country to country, so we suggest that you apply at least three to four weeks before you plan to travel to the U.S.

- Please remember that you are applying for an F-1 visa (Student Visa)
- During your interview, please expect the following questions:
  - Why do you want to study in the U.S.?
  - Why do you want to study at Pace University?
  - Why did you choose Pace University?
  - How will your English and degree from Pace University apply in your home country?
- PLEASE BE ADVISED THAT: you must convince the U.S. consular official that you will not reside in the United States. It is very important to show strong ties to your country such as residence, family or social ties, documents showing membership in professional organizations and religious groups, family business, bank accounts, or job offer. Please note that U.S. Government officials like documents. You should also be direct and honest with your answers.
- IMPORTANT TO NOTE: Your visa does not determine the length of time you may stay in the United States. It is just permission to enter the country. If your visa expires during your studies, you do not have to be concerned unless you intend to travel outside the United States. If your visa expires and you would like to travel overseas, you have to apply for a new visa.

### Port of Entry

When you arrive into the United States, a customs agent may inspect your luggage. Also, your Form I-20, passport, financial documentation, and acceptance letter will be examined.

Very Important: Do not leave your passport, Form I-20, and baggage unattended. Also make sure that you bring along contact numbers, and U.S. quarters (25 cents) to make emergency phone calls.

- As you meet the INS official at the Port of Entry, please make sure that the I-94 card and Form I-20 are marked "D/S" meaning "duration of status." Before you leave INS at the Port of Entry please make sure that your documents are stamped correctly and you have all your documents.

### Facts

1. The law sees you as someone who does not plan to remain in the US permanently. The person who decides whether or not to give you a visa is a "consul." Student visas are only given to a person who can convince the official that they will return home permanently.
2. You must have a good academic or professional reason for coming to the U.S. Explain to the consul how Pace University will help you achieve your academic and professional goals.

3. Consuls are impersonal when administering laws. In the U.S., laws are applied equally to all people regardless of nationality, status or gender. Do not try to negotiate or discuss personal issues with the consul.

What if your visa was denied?

If your visa was denied and you felt like you were improperly interviewed, please contact a supervisor. Please note that they have to give you a letter with reasons why you were denied a visa into the United States. Before leaving, ask the U.S. consular official when you can reapply (some countries may ask you to wait as long as 6 months).

If there are mistakes on your I-20:

If you have any questions regarding information on your I-20 or corrections that need to be made please contact the appropriate office immediately:

### **New York City Campus**

Office of Undergraduate Admission

One Pace Plaza

New York, NY 10038

(212) 346-1323

[intladm@pace.edu](mailto:intladm@pace.edu)

Office of Graduate Admission

One Pace Plaza

New York, NY 10038

(212) 346-1531

[intlgradadmission@pace.edu](mailto:intlgradadmission@pace.edu)

### **Westchester - Pleasantville**

Office of Undergraduate Admission

861 Bedford Road

Pleasantville, NY 10570

(914) 773-3746

[intladm@pace.edu](mailto:intladm@pace.edu)

Office of Graduate Admission

The Vineyard

861 Bedford Road

Pleasantville, NY 10570

[intlgradadmission@pace.edu](mailto:intlgradadmission@pace.edu)