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F-1 Application

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APPLICATION FOR F-1 ELECTIVE STUDENTS

Congratulations on your acceptance to The Mount Sinai School of Medicine's Academic Elective Program!

Part 1: How to obtain the Form I-20, Certificate of Eligibility

The F-1 visa classification is issued to students who will be pursuing a full time or part-time study in the United States in an approved school, university or other institution. The Form I-20, Certificate of Eligibility, is prepared by the Principal Designated School Official (PDSO) or the Designated School official (DSO). This form reflects the program of study, dates of eligibility, financial information, etc.

To get started, you will need to obtain a Form I-20, Certificate of Eligibility, to obtain your F-1 immigration status. International Personnel will provide you with this form. In order for International Personnel to execute your Form I-20, you will need to provide the following documentation: **NOTE: ALL DOCUMENTS MUST BE IN ENGLISH.**

- ❖ I-20 Request Form
- ❖ Copy of updated Curriculum Vitae
- ❖ Copy of letter of good standing from the Dean of your current medical school
- ❖ Copy of biographic page in valid passport (must be valid beyond six months)
- ❖ Copies of all prior U.S. visa status including I-20 forms, etc.
- ❖ Proof of funding (minimum \$1600/month)
- ❖ Proof of health insurance (It is mandatory by the MSSM that students maintain health insurance which is valid in the United States)
- ❖ If immediate family members (such a spouse and children under 21 years of age) will accompany you, please include a copy of your official marriage certificate and birth certificate of children to establish proof of relationship.

Part 2: Where to send the completed application

Sending multiple e-mail inquiries slows down the processing of your application. We do not accept faxes or scanned documentation. Any documentation sent via fax or email will be destroyed. Please review this application thoroughly before making telephone inquiries.

Documents may be sent to International Personnel at the following addresses:

Courier Service:

Mount Sinai Medical Center
International Personnel, HR
Attn: Kyoko Tirado
320 E 94th Street, 5th Floor
New York, NY 10128
Tel: 212-731-7744

Postal Service:

Mount Sinai Medical Center
International Personnel, HR
Attn: Kyoko Tirado
One Gustave L. Levy Place
Box 1514
New York, NY 10029

Always keep a photocopy of your F-1 application and all attached documents you submit to our office for your records.

Address all immigration-related questions to International Personnel. Address all admission-related questions to the Admissions Office at (212) 241-6691.

Part 3: Preparing for your interview

1. Once you have received the Form, I-20 from International Personnel, contact your local US Consulate or Embassy (<http://www.usembassy.gov>) to schedule an appointment to obtain an F-1 Student visa. Many consulates recommend that appointments be made no more than 90 days prior from the intended date of travel, but some can make earlier arrangements for interviews. An interview at the embassy/consulate is required for all applicants except Canadian nationals who are visa exempt. The wait time for an interview appointment can vary and it is advised to apply for the visa interview well in advance. During the visa interview, a quick, two-digit, ink-free fingerprint scan will be taken, as well as a digital photo. Some applicants may be required to undergo an additional background screening, and will be notified when they apply. If you are subject to an additional background screen, your visa issuance may be delayed 4-6 weeks. Please notify our office if you are experiencing visa issuance delays.
2. Complete application Form DS-156, together with a Form DS-158. Both forms must be completed and signed. Some applicants will also be required to complete and sign Form DS-157 if you are a male between the ages of 16 and 45. A separate form is needed for children, even if they are included in a parent's passport.
3. A MRV fee receipt to show payment of the visa application fee, a visa issuance fee if applicable (Please consult the Visa Reciprocity Table) and a separate Student Exchange Visitor Information System (SEVIS) I-901 fee receipt. While all F-1 visa applicants must pay the MRV fee, including all dependents, only the F-1 principal applicants must pay the SEVIS fee.
4. As an initial participant in an exchange visitor program, you will be required to pay a mandatory SEVIS fee of \$200 authorized by Public Law 104-208, subtitle D. section 641. This fee is required for the SEVIS maintenance. If you do not pay the fee and appear for your interview without proof of payment, your visa will not be issued. You have two options for payment. For additional information about the SEVIS fee please visit www.fmjfee.com. Note: This payment can only be made once your I-20 has been issued to you.
 - o If you have Internet access, you can go to www.fmjfee.com and complete the form, pay your fee by credit or debit card and print out your receipt to take with you to the interview. Completing the form online will help ensure that you provide all the information in the correct format. This helps speed processing.
 - o Otherwise, you can download Form I-901 from the website and mail in a paper version to:

By Mail

I-901 Student/Exchange Visitor Processing Fee
P.O. Box 970020
St. Louis, MO, United States, 63197-0020

By Courier (to expedite delivery to SEVP)

I-901 Student/Exchange Visitor Processing Fee
1005 Convention Plaza
St. Louis, MO 63101
United States
Phone Number: 1-314-418-8833 (United States Country Code 011)

Part 4: At the US Embassy/Consulate

Be sure to bring the following to your visa interview:

- ❖ SEVIS generated Form I-20 (sign the form at the bottom of page one, item 11)
- ❖ Passport valid for at least six months after your proposed date of entry into the United States.
- ❖ Letter of acceptance from Mount Sinai School of Medicine
- ❖ Research/Study Plan (Detailed information about your planned studies or research in the U.S. including the name and e-mail address of your advising professor and/or the head of your department in the U.S.).
- ❖ Completed visa applications (DS-156, DS-158, and, if applicable, DS-157)
- ❖ Two (2) 2x2 passport style photographs. (Please visit the www.travel.state.gov website for the prescribed format)
- ❖ A receipt for the I-901 SEVIS fee. If you have not received an official receipt in the mail showing payment and you paid the fee electronically, the consulate will accept the temporary receipt you printed from your computer. If you do not have a receipt, the consulate may be able to see your payment electronically if your fee payment was processed at least 3 business days before your interview.
- ❖ Letter of good standing from current medical school.
- ❖ Proof of Ties to home country (i.e. Proof of economic, social, family, or other commitments that will help demonstrate your intent to return after a temporary stay in the U.S.)
- ❖ Scores from standardized tests required by the educational institution such as the TOEFL, SAT, GRE, GMAT, etc.;
- ❖ Proof of the student's relationship to his/her spouse and/or children (e.g., marriage and birth certificates.); it is preferred that families apply for F-1 and F-2 visas at the same time, but if the spouse and children must apply separately at a later time, they should bring a copy of the student visa holder's passport and visa, along with all other required documents. (if applicable)
- ❖ Documentary financial evidence in the amount indicated on the SEVIS form I-20. You are required to attach documentary evidence as means of support.
- ❖ Please confirm online with the US embassy/consulate in your area for local guidelines, requirements, and updates for visa issuance. (<http://www.usembassy.gov/>)

Do not enter the United States on a visitor visa or under the visa waiver program. If you enter as a visitor or under the visa waiver program, you will be required to return to your home country to obtain the appropriate student visa, and then re-enter the United States in F-1 student visa classification. **You will not be permitted to participate in our academic program unless you have obtained the proper F-1 student visa.**

While Canadian citizens do not require a visa to enter the United States they must present all other required documentation.

Important to Note: No assurances regarding the issuance of visas can be given in advance. Therefore final travel plans or the purchase of nonrefundable tickets should not be made until a visa has been issued.

Unless previously canceled, a visa is valid until its expiration date. Therefore, if the traveler has a valid US visa in an expired passport, do not remove the visa page from the expired passport. You may use it along with a new valid passport for travel and admission to the United States.

Once you have successfully completed the interview, and received your passport with the F-1 visa stamp, you may book your flight.

If you are unable to arrive by the program start date, you **MUST** notify International Personnel immediately. SEVIS is designed to monitor all nonimmigrant exchange students in the United States. If necessary, International Personnel will amend your SEVIS record and issue an updated Form I-20.

F-1 visa holders are permitted to arrive **30 days prior** to the start date of their program.

Upon completion of the program, F-1 visa holders have a **60 day grace period** to remain in the United States. During this grace period, you are not permitted to work or volunteer in any capacity.

Note: Elective students do not qualify for curricular practical training (CPT) or optional practical training (OPT).

Part 5: At the US Port Of Entry

At the US port of entry, inform the inspecting officer that you will be a new student in the United States. You will need to present the following documentation to the immigration officer. (Please be sure to hand carry the following documents):

- ❖ Your passport with issued F-1 visa;
- ❖ Your Form I-20, Certificate of Eligibility;
- ❖ Evidence of financial resources;
- ❖ Evidence of student status, such as tuition receipts, transcripts or letter of acceptance;
- ❖ Paper receipt for the SEVIS fee; and
- ❖ The name and contact information of your designated school official or sponsor

Important Note: *If you are a new student, remember to carry with you the sealed envelope given to you by the U.S. Department of State's Consular Officer -- attached to your passport. It is important that you do not open this envelope.*

Part 6: Upon Arrival/Maintaining Your Status

It is mandated by SEVIS regulations that F-1 student visa holders report to the designated school official directly upon arrival to avoid the automatic cancellation of your SEVIS record. SEVIS allows for a window of 30 days to register. It is suggested that you report to International Personnel as soon as possible.

It is your responsibility to report to your school or program upon arrival so that your school official can validate your participation in SEVIS. The most important documents that must be in your possession and must bring with you to our office upon arrival are:

- ❖ Original Form I-20, Certificate of Eligibility
- ❖ I-94 (arrival/departure card that is given to you at inspections upon arrival to the U.S. This is known as the "little white card" and is stamped with the arrival date to the US)
- ❖ Passport with F-1 visa stamp
- ❖ Receipt of I-901 SEVIS payment

You must maintain contact with your designated school official throughout your stay to ensure your SEVIS data is updated and accurate. Changes may include, U.S address, transferring out, academic program, etc.

The information provided is intended for you to understand the process and procedures before and after your initial entry to our academic program. If you may have any questions or concerns on any visa related issues do not hesitate to contact International Personnel. We are here to help you!

Complete this form and submit this portion only with the required documentation to **International Personnel**.

REQUEST FORM FOR F-1 CERTIFICATION (FORM I-20)

PART I: STUDENT INFORMATION (PLEASE PRINT CLEARLY)

Name: _____
Family Name (as it appears on your passport) First Name Middle Name

Male _____ Female _____ Date of Birth _____
Month/Day/Year

Place of Birth: _____
City, State or Province Country

Country of Citizenship: _____
Country of Legal Permanent Residence: _____ (if dual, indicate which passport you will use to enter the U.S.)

<p style="text-align: center;">Permanent Foreign Address: (required)</p> <hr/> <hr/> <hr/> <p>This mailing address is valid until _____ Month/Day/Year</p>	<p style="text-align: center;">Current U.S. Address: (Upon Arrival)</p> <hr/> <hr/> <hr/>
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Is this the address to which you want correspondence sent to you via air mail? Yes ___ No ___

If no, please print your mailing address below. _____

Home Telephone: _____ Work Telephone: _____

Mobile: _____ Email: _____

ELECTIVE PROGRAM DATES: From _____ / _____ / _____ to _____ / _____ / _____
Mo Day Year Mo Day Year

Are you participating in any other programs (electives, conference etc) with other institution in the US before or after Mount Sinai elective program(s)? YES _____ NO _____

If yes, you must ensure to coordinate your visa sponsorship accordingly.

Have you ever had a U.S visa? YES _____ NO _____ If yes, please indicate the status, (e.g., F-1, H-1B, J-2) _____

PART II: DEPENDENT INFORMATION (PLEASE PRINT CLEARLY)

A. Information about Accompanying Spouse:

Name: _____
Family Name (as it appears on passport) First Name Middle Name

Male _____ Female _____ Date of Birth: _____
Month/Day/Year

Place of Birth: _____
City, State or Province Country

Country of Citizenship: _____
Country of Legal Permanent Residence: _____ (if dual,
indicate which passport you will use to enter the U.S.)

- Spouse will travel with student.
- Spouse will arrive later. Expected arrival date, if known _____.
- Spouse is already in the U.S., and will need a transfer, extension, or change of status.
Please specify: _____.

B. Information of Accompanying Children: (to qualify, the child must be unmarried and under the age of 21)

Name: _____
Family Name (as it appears on passport) First Name Middle Name

Male _____ Female _____ Date of Birth: _____
Month/Day/Year

Place of Birth: _____
City, State or Province Country

Country of Citizenship: _____

Country of Legal Permanent Residence: _____ (if dual,
indicate which passport you will use to enter the U.S.)

- Child will travel with exchange visitor.
- Child will arrive later. Expected arrival date, if known _____.
- Child is already in the U.S., and will need a transfer, extension, or change of status.
Please specify: _____.

Part III: Financial Information

Provide documentation on the amount and sources of funding for your entire academic program. This amount must equal or exceed your estimated expenses. The amount for the duration of your visit must be shown in a bank account or other readily convertible liquid assets. Failure to show sufficient funding will delay issuance of your I-20.

Source and Amount of Funds	First Month	Second Month	Third Month
1. Personal Funds	\$	\$	\$
2. Family or Individual Sponsor	\$	\$	\$
3. Organization Sponsorship	\$	\$	\$
4. MSSM Sponsorship	\$	\$	\$
TOTAL	\$	\$	\$

Examples of the required supporting documents include:

1. Personal funds (a current financial statement on letterhead signed by a bank official).
2. Family or individual sponsor, (please complete the International Personnel Affidavit of Support (below) and a bank statement and/or an employer's statement).
3. Organization sponsorship (copy of the award letter from the organization. The letter should specify the amount of money, which is being provided to you and state if the award is renewable).

All financial documentation must be in English or have an English translation attached to the translated documentation.

Affidavit of Support

To be completed if a family member or other individual who will provide financial support for your MSSM program.

I certify that the information given is an accurate and true statement of my arrangements for financing my studies at MSSM. I also acknowledge that MSSM requires all F-1 students to subscribe to mandatory health insurance. If I have dependents, I acknowledge they must have health insurance as required.

Signature/Print _____ / _____ Date _____

I hereby certify that I am able and willing, and promise to support _____.
Name of Student

With a total of U.S. \$_____ for tuition, fees and living expense for the duration of Elective program at MSSM.

Evidence of my current financial resources accompanies this affidavit.

Signature _____ Date _____

Relationship to Student, (e.g., parent, uncle, cousin, friend) _____

Name & Address: _____