

# Instructions for Applicants with International Credentials and Those Seeking F-1 or J-1 Visas

The instructions on this page are for applicants presenting academic credentials from institutions of higher learning located outside the United States. Only those applicants seeking F-1 or J-1 visas must complete the **Form for Applicants Seeking F-1 or J-1 Student Visas**. Please note that immigration documents (I-20/DS-2019) required for F-1 and J-1 visas will not be issued until you complete and sign the form (pages 21–22).

## Deadlines for Applicants Seeking F-1 or J-1 Visas

Application deadlines for applicants seeking F-1 or J-1 visas are one month prior to the deadlines printed in the Graduate Program Requirements Chart (page 23). If a specific deadline is not listed on the chart, applicants should use the following deadlines:

Term	Deadline
Fall	February 15
Spring	October 1
Summer	February 1

## Special Requirements for Applicants Presenting International Credentials

George Mason requires all applicants presenting international credentials to provide official copies of school transcripts in their original language and notarized or certified translations of the school transcripts and all other official documents in English (if applicable).

Applicants with international credentials must have their credentials evaluated. Applicants may choose to use an outside agency or have them validated by George Mason, using the following guidelines:

- Translations and evaluation services are listed on the National Association of Credential Evaluation Services web site at [www.naces.org](http://www.naces.org). These services charge a fee, which is paid by the student. Be sure to inform the service that you are applying to George Mason University and provide the address of your department so that it can forward your evaluation to the appropriate admissions office.
- George Mason will evaluate your credentials free of charge but all required documents must be sent to your admissions office **at least one month before stated deadlines**. Failure to submit documents early or failure to submit all required documents will delay the review of your application.

## Transcripts and Certificates

You must submit official records (transcripts) from each college or university you have attended and certificates of degrees or diplomas you have received. Please list on the application the exact university degree(s) you have received. If detailed transcripts are not available, the certificates must

be accompanied by official statements that show the class or quality of degrees and marks received on degree examinations, as well as the maximum number of marks obtainable.

You may submit **copies** of transcripts and degree diploma certificates **only** if a notary public has validated them. Graduate applicants must show documents proving award of either a four-year bachelor's degree or equivalent, or a graduate degree.

Holders of three-year bachelor's degrees must also submit transcripts of any postsecondary school courses or exam results required for university admission in the home country.

## Test of English as a Foreign Language (TOEFL)

Please see explanation of TOEFL requirements on page 2.

## Financial Documents Required

Applicants seeking an immigration document from George Mason must complete and return the **Form for Applicants Seeking F-1 or J-1 Student Visas, along with original bank statements and sponsorship letters**. The student must show that sufficient financial resources are available to cover the cost of the first year of study and that adequate funding will be available from dependable sources for subsequent years. Bank statements must be current; documents older than six months are not acceptable. Stocks and bonds are also not acceptable as proof of funding. **Please be aware that George Mason will not bill sponsors located outside the United States**. Instructions concerning third-party billing are available at the Student Accounts Office, in the *Schedule of Classes*, and on the web at [www.registrar.gmu.edu/calendars.html](http://www.registrar.gmu.edu/calendars.html).

## Issuance of Nonimmigrant Student Visa Documents

Once a student has been approved for admission to George Mason and has submitted acceptable proof of funding, the Office of International Programs and Services (OIPS) will review each case and mail the proper immigration document (Certificate of Eligibility for Exchange for Nonimmigrant [F-1] Student, Form I-20, or Certificate of Eligibility for Exchange Visitor [J-1] Status, DS-2019) directly to the student or a designated contact person.

## Mailing of Immigration Documents

OIPS sends immigration documents and international student orientation information via regular U.S. airmail. If you would like your documents sent via Express Mail, please contact OIPS by e-mail or fax with mailing instructions and a credit card number and credit card expiration date.

## Contact Information

Office of International Programs and Services  
George Mason University  
4400 University Drive, MS 4C3  
Fairfax, VA 22030  
U.S.A.  
Phone: 703-993-2970  
Fax: 703-993-2966  
E-mail: [oips@gmu.edu](mailto:oips@gmu.edu)  
Web: [www.gmu.edu/student/oips](http://www.gmu.edu/student/oips)

## International Students Outside of the United States

To apply for a visa, students should be prepared to show the following documents at the U.S. embassy or consulate overseas: I-20 or DS-2019, passport, letter of admissions to George Mason, proof of financial support, proof of payment of the \$100 Student and Exchange Visitor Information System (SEVIS) fee, and strong evidence of intent to return to their home country after completion of studies. For more specific information, students should contact the nearest U.S. embassy or consulate to find out about application requirements, procedures, hours, fees, and processing times or go to [www.travel.state.gov](http://www.travel.state.gov). It is the student's responsibility to be aware of the terms and conditions of his or her admission and authorized stay in the United States.

## International Students with F-1 or J-1 Status Transferring to George Mason from Another School in the United States

Students who wish to attend George Mason after attending another school in the United States must have maintained their F-1 or J-1 status to be eligible for an immigration transfer. Along with the **Form for Applicants Seeking F-1 or J-1 Student Visas**, they must submit copies of their current Form I-20 or DS-2019, passport, visa, and I-94 card.

For F-1 visa holders, OIPS will prepare an I-20 for the student and send instructions for completing an immigration transfer. A transfer of F-1 status from one school to another may be accomplished by providing evidence that the student maintained full-time enrollment and was "in status" the previous semester. OIPS has a School Transfer Form that may be used for this purpose. International students should contact OIPS for the form, and the previous school must release the student's record for transfer in SEVIS.

**Please note:** The school transfer procedure must be completed within the drop/add period of the student's first semester at George Mason.

The procedure for J-1 students is somewhat different. **Transfers of J-1 sponsorship from another university to George Mason must be completed before the current DS-2019 expires.** Once a J-1 student has been approved for admission and acceptable financial documents have been submitted, the current international student office must be contacted to release the student's SEVIS record to George Mason. Only then will OIPS be able to prepare the DS-2019 Form and give it to the student.

## International Students in the United States on a Visa Other than F-1 or J-1

International students already in the United States with an immigration status other than F-1 or J-1 are asked to complete and return the **Form for Applicants Seeking F-1 or J-1 Student Visas**. Please call OIPS at 703-993-2970 to determine whether a change of status is necessary and possible.

**Please note:** Those who enter the United States on a tourist visa (either B-1 visitor for business or B-2 visitor for pleasure) are now prohibited from enrolling in school and beginning classes until Citizenship and Immigration Services has approved a change to student status. F-2 dependents are also prohibited from studying full time or in degree programs.

Those who have entered on the visa waiver program must return to their home country to obtain a student visa before they can start their studies at George Mason.

## Applicants Living Abroad

If you live outside the United States, you may give permission to another individual living in the United States to act on your behalf during the admissions process. Submit a letter with your application listing the name, address, and telephone number of your designee. Please sign and date the letter. Without formal written permission, George Mason may not disclose information regarding your application to another individual or agency.

## International Student Orientation

All new F-1 and J-1 international students (including transfers and those who have recently changed from another nonimmigrant status to F-1 or J-1 status) must attend International Student Orientation. Held the week before the beginning of each semester, the orientation covers immigration regulations, employment options and limitations, health issues, health insurance information, academic policies, cultural adjustment to life in the United States, practical tips, and more. Visit the OIPS web site at [www.gmu.edu/student/oips](http://www.gmu.edu/student/oips) for the time and the location of orientation.

## For Additional Information

Office of International Programs and Services  
George Mason University  
4400 University Drive, MS 4C3  
Fairfax, VA 22030  
U.S.A.  
Phone: 703-993-2970  
Fax: 703-993-2966  
E-mail: [oips@gmu.edu](mailto:oips@gmu.edu)  
Web: [www.gmu.edu/student/oips](http://www.gmu.edu/student/oips)

## Personal Information

Please print your full name exactly as it appears on your passport or birth certificate. Immigration documents (I-20/DS-2019) required for F-1 and J-1 visas will not be issued until you complete this form (front and back) and return it along with supporting documents with your application.

Applicant's Name\* \_\_\_\_\_  Male  
Last (family name) First Middle  Female

Date of Birth\* \_\_\_\_\_ City and Country of Birth\* \_\_\_\_\_  
Month/Day/Year

Country of Citizenship\* \_\_\_\_\_

Country of Legal Permanent Residence\* \_\_\_\_\_

E-mail \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Foreign Residence Address\* **(Please note: It is MANDATORY that you provide this address so that we can issue your I-20/DS-2019)** \_\_\_\_\_

U.S. Address (if applicable) \_\_\_\_\_

Where would you like your I-20/DS-2019 mailed? \_\_\_\_\_

Previous or current George Mason identification number (if known) \_\_\_\_\_

*\*Mandatory information*

## Immigration Information

What type of immigration document are you requesting from George Mason?

I-20 (F-1 status)  DS-2019 (J-1 status)

**All students must attach a copy of the identification page of their passport or if passport is unavailable, a copy of their birth certificate.**

Are you currently in the United States?  Yes\*  No

\*Please attach a copy of your current immigration document (Form I-20, DS-2019, or other) and I-94 card.

If yes:

1. What is your current immigration status?  F-1  J-1 Other: \_\_\_\_\_

2. If currently in F-1 or J-1 status, please list school or university you are currently attending. \_\_\_\_\_

3. Are you planning to leave the United States before coming to George Mason?  Yes  No

4. If yes, when? \_\_\_\_\_

## Information about Dependents Who Will Accompany You

If your family will accompany you, you must show evidence of an additional U.S. \$5,000 per year for your spouse and U.S. \$2,500 for each child. **For each dependent, please attach a copy of passport identification page or birth certificate.**

Please complete:  I plan to come alone.  
 I plan to bring the following dependents who will enter the United States with me. (Complete below.)  
 The following dependents are currently with me in the United States and will remain with me.

Name \_\_\_\_\_  
Last (family name) First Middle

Date of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

City and Country of Birth \_\_\_\_\_ Country of Legal Permanent Residence \_\_\_\_\_

(Please continue on separate sheet if needed.)

## Funding

- You must demonstrate that you have sufficient funds available for your academic and living expenses.
- You or your sponsor will be responsible for all payments according to scheduled George Mason payment dates for each semester.

**The estimated costs for the 2004–05 academic year (12 months)**

	<b>Undergraduate</b>	<b>Graduate (9 credits)<sup>1</sup></b>	<b>Graduate w/ Assistantship<sup>2</sup></b>
Tuition and Fees	\$15,816	\$11,862	\$3,090
Books and Supplies	\$955	\$1,000	\$1,000
Housing (shared)	\$4,850	\$6,600	\$6,600
Food	\$2,190	\$1,800	\$1,800
Transportation	\$1,339	\$1,000	\$1,000
Personal Expenses	\$2,000	\$2,200	\$2,200
Insurance (mandatory)	\$2,200	\$955	\$955
<b>Estimated Total Costs</b>	<b>\$29,371</b>	<b>\$25,417</b>	<b>\$16,645</b>

<sup>1</sup>F-1 and J-1 students are required to study full time during the fall and spring semester but are not required to attend the summer term. Tuition costs are based on full-time minimum enrollment for fall and spring and do not include tuition for optional summer term.

<sup>2</sup> Tuition may vary for students holding assistantships. In-state tuition benefits (as shown at left) may be provided for master's and PhD-level students with assistantships. Full or partial tuition waivers may be granted to students with teaching or research assistantships. Stipends and benefits are determined by each academic department. You may use your stipend as partial proof of financial support.

**Source of Funding**

Please complete the chart below and attach all financial verification documents for each funding category that you use. **Acceptable** financial support documents include checking, savings, certificate of deposit, and money market accounts. **Unacceptable** financial support documents include stocks, bonds, and statements of company assets. Documents must be original bank statements or an original letter on bank letterhead signed by a bank official. **Documents must be less than six months old.**

<b>Source of Funds</b>	<b>Year 1 (amount pledged)</b>	<b>Years 2–4 (amount pledged)</b>
<b>1. Self-support</b>	\$	\$
You must enclose an original bank statement or letter on the bank's stationery to verify the amount you indicate.		
<b>2. Parents or Individual Sponsor</b>	\$	\$
Your parents or sponsor must sign the certification portion below and enclose an original bank statement or letter on their bank's stationery to verify their ability to provide you with the indicated funds.		
<b>3. Your Government</b>	\$	\$
Enclose a signed copy of award letter with current date, amount in U.S. dollars, and beginning and ending date of award period.		
<b>4. George Mason University</b>	\$	\$
Enclose a copy of George Mason University award letter for assistantship, scholarship, grant, and tuition waiver.		
<b>5. Other</b> (please specify)	\$	\$
Enclose signed affidavit from an authorized person to certify the accuracy of this entry.		

**Undergraduate students must show a total of \$29,371. Graduate students must show a total of \$25,417. Please refer to the table above.**

**PLEASE NOTE**

- Students holding F-1 or J-1 visas should not anticipate employment as a means of support while at George Mason. Employment for students with F-1 and J-1 visas is restricted.
- The payment schedule is printed in the *Schedule of Classes* and can be found online at [registrar.gmu.edu](http://registrar.gmu.edu).

**APPLICANT:** I certify that the information provided here is correct and complete. I will be responsible for adhering to all university tuition, fees, room and board, and health insurance payment schedules.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date and place signed

\_\_\_\_\_  
Print name Last (family name) First

**PARENT/SPONSOR:** This is to certify that I have read the information provided by the applicant on this form; it is true, accurate, and complete; and the funds are available and will be provided as stated.

\_\_\_\_\_  
Signature of parent/sponsor

\_\_\_\_\_  
Print name Last (family name) First

\_\_\_\_\_  
Relationship to applicant

\_\_\_\_\_  
Address