TO: New International Students

FROM: Kathy Skinner
Director International Education

RE: Visa Process

1. Student applies and is admitted to Belmont University

2. International Education Office prepares an I-20 (F-1 student) or DS-2019 (J-1 exchange visitor) and mails it to the student abroad

3. Student contacts nearest American Embassy or Consulate to determine the process of visa issuance for F-1 or J-1 visa

4. Student takes or sends (per Embassy or Consulates instructions) I-20 or DS-2019 and Belmont University’s letter of admission to America Embassy or Consulate and applies for F-1 or J-1 visa

5. If student is granted a visa, visa officer prints the visa in student’s passport. (If visa is denied contact Kathy Skinner or Tim Stewart at Belmont University. E-mails: skinnerk@mail.belmont.edu / stewartt@mail.belmont.edu)

6. Student travels from home country to U.S. port of entry where he presents his passport, visa and I-20 or DS-2019 to INS inspector. Student is granted or denied admission to the U.S. Student may now enroll at Belmont University for the time specified on his immigration document.

7. **Processes vary at ports of entry.** Beginning Jan. 2003 INS inspectors will take the I-20 from entering students and send it to INS headquarters for data entry. INS then returns the I-20 to the school official (K. Skinner or T. Stewart). The International Education Office then returns the entry document to the student.

*Travel Note:*
Students must have I-20 or DS-2019 signed by Kathy or Tim in order to re-enter the country after traveling abroad.