2.2.2 Requirements for New International Students: Implementation

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1. Obtaining F-1 Visas for Degree-Seeking Students

The following steps must take place as soon as possible after the student has accepted the offer of admission.

<table>
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<tr>
<th>PROCESS STEPS</th>
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</table>
After accepting the offer of admission, logs into their Axess account and submits an online transaction request for I-20 (including for dependents, if applicable), to the Graduate Admissions Office. For information see https://gradadmissions.stanford.edu/admitted-students/entering-stanford/international-students/student-visas

Indicates, on the I-20 request form, whether the form should be sent by regular airmail or agrees to pay courier service. (If couriered, this charge is added to student’s bill.)

1. Must also provide the following documents in the online I-20 request form (in PDF format):
   - Legible copy of the passport page(s): photo page with machine-readable strip including page with current expiration date if not on the same page.
   - Verified sources of funding documents in US dollars that meet or exceeds the Estimated Student Expense budget.

Note: Applicants to the School of Medicine MD program, Graduate School of Business or School of Law have a separate visa request form. The student submits those forms to the school to which he or she is applying, and that school forwards the completed package to Graduate Admissions.

2. After verification of all academic credentials, receipt of ETS scores and evidence of sufficient English proficiency, submits the online I-20 form to Bechtel International Center.

3. Reviews financial documents and creates form in PeopleSoft Pass

4. Batch processes the I-20 in SEVIS and retrieves the processed I-20.

   Prints and signs the I-20 form and either mails directly to the new student or notifies the department to pick up.

5. Note: Departments should make arrangements with Bechtel staff ahead of time if they would like to pick up and to mail these forms. These arrangements are already in place for the Schools of Medicine, Law and Business.

6. Clears student for matriculation and places enrollment hold.

7. Pays the SEVIS fee and applies for a visa with the necessary documents and visa fee to the US State Department (Embassy location).

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2. Obtaining J-1 Visas for Degree-Seeking Students

### PROCESS STEPS

#### RESPONSIBILITY
After accepting offer of admission, logs into their Axess account and submits an online transaction for the DS-2019 (including for dependents, if applicable), to the Graduate Admissions Office. For information see https://gradadmissions.stanford.edu/admitted-students/entering-stanford/international-students/student-visas

Indicates, on the DS-2019 request form, whether the form should be sent by regular airmail or agrees to pay courier service. (If couriered, this charge is added to student’s Autumn bill.)

Must also provide the following documents in the online DS-2019 request form (in PDF format):

- Legible copy of the passport page(s): photo page with machine-readable strip including page with current expiration date, if not on the same page.
- Verified sources of funding documents in US dollars that meet or exceeds the Estimated Student Expense budget.

Note: Applicants to the School of Medicine MD program, Graduate School of Business or School of Law have a separate visa request form. The student submits those forms to the school to which he/she is applying, and that school forwards the completed package to Graduate Admissions.

2. After verification of all academic credentials, receipt of ETS scores and evidence of sufficient English proficiency sends request to Bechtel International Center.


5. Prints and signs the DS-2019, and either mails directly to the new student or notifies the department to pick up.

Note: Departments should make arrangements with Bechtel ahead of time if they would like to pick up and to mail these forms. These arrangements are already in place for the Schools of Medicine, Law and Business.

6. Clears student for matriculation and places enrollment hold.

7. Pays the SEVIS fee and applies for a visa with the necessary documents and visa fee to the US State Department (Embassy location).

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### 3. Initial Registration

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upon issuance of the I-20/DS-2019 and matriculation for a new student, places an enrollment hold on the student’s record.</td>
<td>Graduate Admissions</td>
</tr>
</tbody>
</table>
2. Upon arrival at Stanford, enters a local address in Axess.  
   Student

3. Attends a session of "Maintaining Your Legal Status" workshop, offered by Bechtel International Center.  
   Student

   After completion of 2 and 3 above, presents photocopies of the following information at the Bechtel International Center:
   - Pages from the student’s passport:
     - the visa stamp page
     - expiration of passport page
     - photo page
   - The I-94 card (front and back)
   - The I-20 (pages 1 & 3) of the DS-2019 (front page only).

4. Upon presentation of the above documentation, releases the enrollment hold for the student.  
   Bechtel

5. Retains all documentation in their files.  
   Bechtel

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4. Summer Session Enrollment

The following steps are for graduate students who intend to take summer courses, including language courses, at Stanford in advance of commencing their degree program at Stanford. This does not apply to enrollment in subsequent summer quarters.

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Establishes intensive English language coursework as a provision of admission and notifies the student.</td>
<td>Graduate Admissions</td>
</tr>
<tr>
<td>2. Indicates a desire to enroll in Stanford’s Summer Session program, including the intensive language program, by checking the appropriate box on the I-20 request form, and submits an application to the appropriate Summer Session Program Office.</td>
<td>Student</td>
</tr>
<tr>
<td>3. Notifies the student and the Graduate Admissions Office of acceptance in Stanford’s Summer Session Program.</td>
<td>Summer Session</td>
</tr>
<tr>
<td>4. For new incoming matriculated graduate students who intend to take Summer Session courses at Stanford in advance of commencing their degree program, sends I-20 request to Bechtel, and initiates a Summer Visitor (non-matriculated student) status in PeopleSoft Student Administration for the Summer quarter preceding the initial Autumn term.</td>
<td>Graduate Admissions</td>
</tr>
<tr>
<td>5. Reviews student's financial documents and issues the appropriate visa certification.</td>
<td>Bechtel</td>
</tr>
</tbody>
</table>
6. Upon arrival at Stanford University, presents necessary documentation at Bechtel International Center (see steps described in 2.3, above).  

7. Enrolls for appropriate Summer courses in Axess.  

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## 5. English Placement Examination

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Establishes a requirement for completion of the English Placement Examination as a provision of admission and notifies the student.</td>
<td>Graduate Admissions</td>
</tr>
<tr>
<td>2. If required, the student is expected to take the English Placement Examination at the start of the graduate program.</td>
<td>Student</td>
</tr>
<tr>
<td>3. Issues student an evaluation form, listing the courses that the student is required and/or recommended to take before degree completion.</td>
<td>English for Foreign Students program</td>
</tr>
<tr>
<td>4. Completes requirements</td>
<td>Student</td>
</tr>
<tr>
<td>5. Confirms that student has met requirements before degree completion.</td>
<td>Department</td>
</tr>
</tbody>
</table>

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Links
[1] https://gradadmissions.stanford.edu/admitted-students/entering-stanford/international-students/student-visas