

# Visa Application Guide for Sanford School Graduate Students

Congratulations again on your admittance to the Sanford School of Public Policy at Duke University! We are pleased you have accepted our offer of admission. It is now time to begin the visa request process.

This guide will help you navigate the visa process and ensure that you have all of the proper documentation you need to submit to Duke Visa Services. We hope that you will find it informative and comprehensive. Please be sure to read the entire guide before beginning the visa request process.

Note that no one is guaranteed to receive a visa. We encourage you to wait to make irreversible arrangements to study in the United States until your visa is in hand. Any arrangements made earlier are entirely at your own risk.

If you have any questions during the visa application process, please do not hesitate to contact me at [akmarzhan.kasmaganbetova@duke.edu](mailto:akmarzhan.kasmaganbetova@duke.edu).

Warm regards,



Akmarzhan Kasmaganbetova  
Program Assistant  
Master of International Development Policy Program

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## Documentation Checklist

Please use this checklist to help ensure that you have collected all of the documentation you need before mailing to our office. Not all checklist items will apply to everyone.

Webform Part II is completed and submitted for review.		
Webform Signature Page is printed and signed.		
Copies of your passport and previous US Visas are clear and legible.		
Copies of your spouse's passport and previous US visas are clear and legible.		
Copies of your marriage certificate are clear and legible. Certified English translation is attached.		
Copies of your children's passport and previous US Visas are clear and legible.		
Copies of your children's birth certificates are clear and legible. Certified English translations are attached.		
Originals of proof of funding documents are collected.		
Certified English translations are attached to any funding documents not written in English.		
All documents have been scanned and emailed to Akmarzhan Kasmaganbetova. Check for errors or missing information <b>before</b> mailing.		
<b>After Mailing</b>		
Mailing Service Used:	Tracking Number:	Date Mailed:

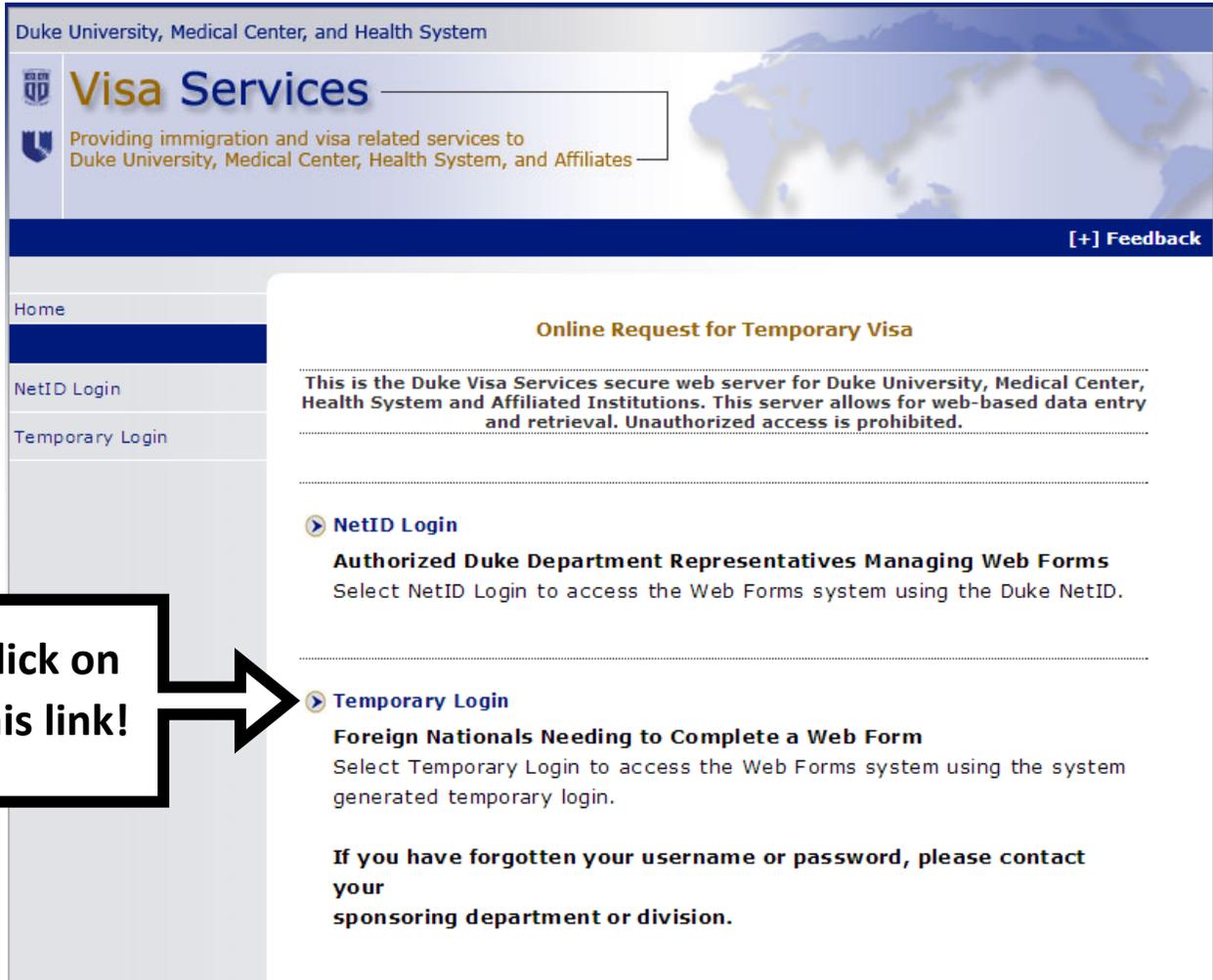
# The Visa Request Process



## Online Visa Request Form

Duke Visa Services issues documents for F-1 and J-1 visas for students coming to study at Duke University. In order for them to issue you these documents, you must complete the Request for Temporary Visa Form online using the login information provided.

When you first click on the link in the email, you will be brought to this page:



The screenshot shows the Duke University, Medical Center, and Health System Visa Services website. The header includes the Duke University logo and the text "Providing immigration and visa related services to Duke University, Medical Center, Health System, and Affiliates". A navigation menu on the left lists "Home", "NetID Login", and "Temporary Login". The main content area is titled "Online Request for Temporary Visa" and contains a security notice: "This is the Duke Visa Services secure web server for Duke University, Medical Center, Health System and Affiliated Institutions. This server allows for web-based data entry and retrieval. Unauthorized access is prohibited." Below this, there are two main options: "NetID Login" for authorized Duke Department Representatives and "Temporary Login" for foreign nationals. A callout box with a black border and white background contains the text "Click on this link!" with a large black arrow pointing to the "Temporary Login" link.

Duke University, Medical Center, and Health System

**Visa Services**  
Providing immigration and visa related services to Duke University, Medical Center, Health System, and Affiliates

[+] Feedback

Home

NetID Login

Temporary Login

### Online Request for Temporary Visa

This is the Duke Visa Services secure web server for Duke University, Medical Center, Health System and Affiliated Institutions. This server allows for web-based data entry and retrieval. Unauthorized access is prohibited.

▶ **NetID Login**  
**Authorized Duke Department Representatives Managing Web Forms**  
Select NetID Login to access the Web Forms system using the Duke NetID.

▶ **Temporary Login**  
**Foreign Nationals Needing to Complete a Web Form**  
Select Temporary Login to access the Web Forms system using the system generated temporary login.

**If you have forgotten your username or password, please contact your sponsoring department or division.**

**Click on this link!**

You will click on the link titled "Temporary Login." **Even if you have attended Duke University in the past**, use the "Temporary Login" page to access your visa webform. You will need to change your password upon logging in. Please write down your password somewhere safe in case you forget it.

Each webform consists of two sections, Part I and Part II. You are responsible for completing **Part II** of the webform. Part I of this form is completed by the MIDP staff. Please be sure to review all of the information you enter into Part II carefully before submitting your form for review (Please see the step-by-step instructions for Part II in the next page).

Once you have **reached the end of Part II**, you will see this page:

<a href="#">Home</a>	<b>Department:</b>
<a href="#">View My Requests</a>	<b>YOU MUST CHECK THE VERIFICATION BOX BELOW.</b>
<a href="#">View Department Requests</a>	
<a href="#">Review Complete Web Form</a>	
<b>PART I</b>	<b>YOU MUST PRINT THIS PAGE, SIGN IT AND RETURN IT TO THE SPONSORING SCHOOL OR DEPARTMENT WITH YOUR OTHER DOCUMENTS.</b>
I. Visa Classification	<a href="#">CLICK HERE TO PRINT THIS PAGE</a>
IIa. Duke Affiliation	
IIb. Duke Affiliation	
III. Expenses	
IVa. Duke Funding	
IVb. Duke Funding	
V. Other Funding	
VI. Mailing Procedures	
VII. General Comments	
<b>PART II</b>	<b>The applicant for sponsorship must read and sign the following:</b>
I. Instructions & Prefs	The information given on this request form and on any attached sheet(s) is true, correct, and complete according to my best information.
IIa. Student Information	I understand that all information is subject to validation and/or verification by Duke University.
IIb. Student Information	I authorize any and all entities as may be contacted to release any records and/or information that may pertain to me or to my dependents regarding visa status, immigration status, enrollment, or work authorization status in the U.S. I hereby release such entities from any and all liability in conjunction with the release of said records and/or information.
III. Addresses	
IV. Mailing Preferences	
V. Education	
VI. Languages	
VIIa. Immigration History	I authorize Duke University to release any records and/or information pertaining to me or to my dependents regarding visa status, immigration status, attendance, or work authorization status in the U.S. to any affiliate of Duke in connection to my stay in the U.S. I hereby release Duke University from any and all liability in conjunction with the release of said records and/or information.
VIIb. Immigration History	
VIIc. Immigration History	
VIIIa. Dependents	
VIIIb. Dependents	
IX. Release	
X. Signature Page	

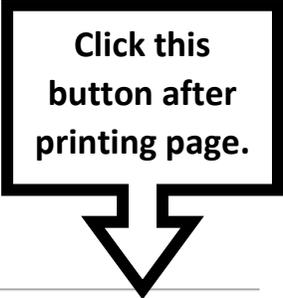
**YOU MUST READ AND SIGN THE FOLLOWING: The information given on this visa request form and on attached sheet(s) is true, correct, and complete according to my best information.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

I verify this information to be correct.

EmplID:  
Name (Registrar):  
Date Student Verified Information To Be Correct:  
Date Student Submitted Part II Web Form To Department:

[< Go Back](#) [Review & Submit Form](#)



You will need to print **this page only**, sign, and submit to our office, along with the other required documentation (explained below). Duke Visa Services requires that **the original** signature page be mailed to the University for processing. They do not accept faxes or scans of the signature page.

Once you have printed the page, click on the **“Review & Submit Form”** at the bottom of section X. We will be notified once you have submitted your webform for review.

# Step-by-step Instructions for Part II of the Webform

## Section I - Instructions and Preferences

1. You are asked to read the additional instructions indicated there, and then verify the box “I have read the additional instructions”.
2. **Check the appropriate box what visa class you prefer to be issued.** Which visa you will apply for depends on your individual circumstances. Duke Visa Services has prepared a comprehensive chart comparing the F-1 and J-1 visa. We recommend reviewing the chart to help you decide which visa is right for you: [https://visaservices.duke.edu/category/F1\\_J1\\_Visa\\_Comparison.php](https://visaservices.duke.edu/category/F1_J1_Visa_Comparison.php)

Sometimes, your sponsor or university agreement will stipulate which visa you must have. If that is the case, we will let you know. Please be sure to review which visa you apply for before submitting your visa webform to our office. It can be difficult to change the type of visa you are applying for after the paperwork has already been submitted.

Choose “Other” only if your visa is being sponsored by an organization such as Fulbright. Even in this case, you still need to complete the webform. Duke Visa Services requires this information be submitted by all international students studying at Duke University. You do not need to mail your proof of funding to our office.

3. The box should be checked to “No” as this question is not applicable to Sanford School.
4. Check the appropriate box whether you do plan or not plan to attend the DCID Summer English Institute. Prior to that, please see page 17 of this Visa Guide for the details of **the DCID Summer English Institute.**

## Section IIa - Student Information

- 1-4. Enter your biographical information.

## Section IIb - Student Information

1. Countries of Citizenship - enter the countries for which you hold citizenship.
2. Indicate your current passport details. **If you do not yet hold a passport or renewing it,** select the country that will be issuing your new passport. Once you receive your new passport, please email the scan to [akmarzhan.kasmaganbetova@duke.edu](mailto:akmarzhan.kasmaganbetova@duke.edu) .
3. Enter the country that you hold a legal permanent residence (even if you are currently working abroad).
4. Indicate the current or most recent position, occupation or profession (i.e. student, professor, scientist, etc.) in country of legal permanent residence and number of years held. If you are working abroad and have not changed your legal permanent residence, you can enter the current position abroad.
5. Choose which United States embassy or consulate at you will apply for visa (Note: Canadian citizens do not need visa stamps in passports.)
6. If you already know, enter your proposed port of entry into the US (i.e. airport, seaport, border crossing, etc.) Not required if applying for a transfer or change of visa status in the U.S.

### Section III – Addresses

1. Enter your email address.
2. Fill in **“Permanent Foreign Address”** (required). The permanent foreign address is a lasting or remaining address, not in the United States, that is not expected to change in status, condition, or place. For most people, their home address is considered their permanent address. Use a relative’s address if necessary.

**“Foreign Home Address”**: Your home address where you temporarily and currently reside. Fill it in only if it is different than your permanent foreign address.

**“Foreign Office Address”**: Your office address where you currently work or study.

**“US Home Address” and “US Office Address”**: These sections only apply to people who are currently residing in the United States and are applying for a student visa. If you do not currently live in the United States, leave these sections blank.

### Section IV - Mailing Preferences

1. Choose your **preferred mailing address** to receive your immigration documents for visa application (I-20 and DS-2019).
2. You can leave additional comments or special mailing information there if needed.

### Section V - Education

1-4. Answer “yes” or “no” questions regarding your education.

### Section VI - Languages

1. Enter the list of languages you know, other than English, and your level of skill for each.

### Section VIIa - U.S. Immigration History

1. Read and check the box on advisory regarding making travel plans.
2. Choose “Yes” if you currently in the US and answer A, B, C and D questions.

### Section VIIb - U.S. Immigration History

1. During the last seven years, have you been in the U.S. in any visa class other than tourist? (tourist visa categories are B-1, B-2, WB, and WT) If “Yes”, answer A and B (then if Yes” - C, if further “yes” - D) questions.

### Section VIIc - U.S. Immigration History

1-5. Answer “yes” or “no” questions regarding your and your relative’s immigration history.

### Section VIIIa – Dependents

*Note:* Complete this section only if you have a spouse and/or children. If they are already in possession of a valid passport, submit legible copies of the passport biographic and expiration page(s) for each dependent. **If your dependents are applying and/or waiting for new passports (except for name changes purposes)**, you can email the scans of the new passports to us when they are ready. Meanwhile, you may proceed with the visa process.

If your spouse or children will accompany you as dependents we must also have a copy of evidence of marriage and copies of birth certificates for each child.

1. Answer the question “Will your spouse and/or any of your children have their own positions in the U.S. that will give them their own student or work visa?”
2. Enter information on spouse (biographical information and passport details). Answer the question “Will your spouse have his/her own positions in the U.S. that will give them his/her own student or work visa?” Most likely, the answer is “No”, and you have to select the appropriate box below that applies to the spouse’s situation:
  - Spouse will need a dependent visa document issued. (Select this **if your spouse is arriving to Durham with you** and you are applying for his/her dependent visa at this time)
  - Spouse will **not** come to the U.S., OR is in U.S. and will **not** need a visa. (Select this **if your spouse is not arriving with you to Durham** and you are not applying for his/her dependent visa at this time)
  - Spouse is already in the U.S. and will need a transfer, extension, or change of visa status

### Section VIII b - Dependents

*Note:* Only unmarried children under 21 may be included as dependent family members.

2. Enter information for each child (biographical information and passport details). Answer the question “Will your child and/or any of your children have their own positions in the U.S. that will give them their own student or work visa?” Most likely, the answer is “No”, and you have to select the appropriate box below that applies to the child's situation:
  - Child will need a dependent visa document issued. (Select this **if your child is arriving to Durham with you** and you are applying for his/her dependent visa at this time)
  - Child will **not** come to the U.S., OR is in U.S. and will **not** need a visa. (Select this **if your child is not arriving with you to Durham** and you are not applying for his/her dependent visa at this time)
  - Child is already in the U.S. and will need a transfer, extension, or change of visa status.

*Note:* **If you have more than 3 children**, check the box that says so. This means then you need to send the same information on each additional child to us **in an email**.

### Section IX - Release of Information

Duke Visa Services provides information about international students and scholars to other Duke offices that may wish to invite you or your family members to special events or may need your assistance with international patients, visitors, students, or staff. Choose the option you prefer based on how much involvement you would like with other Duke entities.

### Part II Section X - Signature Page

Please see page 6 of this Visa Guide for details.

## Required Documentation

*Note:* Visa Services will not begin processing your visa until they have received the required documentation that supports your webform. Once they have received the documentation, please allow 3-6 weeks for processing.

### Biographical Information

#### *For You:*

Everyone is required to send legible, electronic copies of the biographic and expiration pages of your passport. If possible, please send color scans of these pages. Make sure that your full name, the passport number, date of birth, and photograph are clearly visible. If you are currently applying for a passport, please let us know. Once you have received the passport, you may send us the scans at that time.

If you have previously lived in the United States within the last seven years, or are currently here, we will also need copies of your visa documentation.

- For F-1 or F-2 visa holders, send copies of your I-20 and passport stamp.
- For J-1 or J-2 visa holders, send copies of your DS-2019 and passport stamp.
- For H-1 visa holders, send copies of your I-794 Approval Notice.

#### *For Your Spouse:*

If your spouse will be joining you, we will need legible, electronic copies of the biographic and expiration pages of his or her passport. If possible, please send color scans of these pages. Make sure that the full name, passport number, date of birth, and photograph are clearly visible.

If he or she has previously lived in the United States within the last seven years, or he or she is currently here, we will also need copies of his or her visa documentation.

- For F-1 or F-2 visa holders, send copies of the I-20 and passport stamp.
- For J-1 or J-2 visa holders, send copies of the DS-2019 and passport stamp.
- For H-1 visa holders, send copies of the I-794 Approval Notice.

We will also need a copy of your marriage certificate. This certificate should be **in English** or include a **certified English translation**. We cannot accept English translations done by you.

#### *For Your Children:*

If your children will be joining you, we will need legible, electronic copies of the biographic and expiration pages of their passports. If possible, please send color scans of these pages. Make sure that the full name, passport number, date of birth, and photograph are clearly visible.

If your children have previously lived in the United States within the last seven years, or they are currently here, we will also need copies of their visa documentation.

- For F-2 visa holders, send copies of the I-20 and passport stamp.
- For J-2 visa holders, send copies of the DS-2019 and passport stamp.

We will also need a copy of their birth certificates. These certificates should be **in English** or include a **certified English translation**. We cannot accept English translations done by you.

## Proof of Funding

You must collect proof of appropriate financial support. You should obtain at least two original copies of your proof of funding. One set of originals you will mail to our office. The second set of originals will need to be shown at the US Embassy or Consulate when applying for the visa stamp. You may also be asked to show proof of funding when you enter the United States at the port of entry.

### *Minimum Funding Requirements*

The minimum funding requirements for the issuance of visa documents have been established by Duke. You must prove funding for the **total estimated cost** of the first academic year of the program. This includes tuition, fees, living expenses (\$1600 per month), and health insurance. If you will be attending the DCID Summer Academic Institute, you must also prove funding for the cost of the Institute that can be found here: <http://dcid.sanford.duke.edu/academics/midp/summer-academic-institute>. You can find the current costs of the MIDP program here: <http://dcid.sanford.duke.edu/admissions/midp/tuition-fees>.

If your family will be coming to the United States with you, you must also prove that you have the required additional amount of funding. The amount of funding that must be demonstrated for a spouse is \$750 per month and the amount for each child is \$350 per month.

#### **Example 1:**

John Smith is a two-year MIDP fellow. He is 35 years old and will be attending the DCID Summer Academic Institute.

Funding Item	Amount
Tuition	\$38,701
Fees	\$8,410.5
Health Insurance*	\$3,535
Living Expenses	\$19,200
DCID Summer Academic Institute	\$3,000
Summer Health Insurance**	\$270
<b>TOTAL</b>	<b>\$73,116.5</b>

*\* Duke student health insurance will be activated automatically during the fall semester. Coverage is provided for the entire academic year.*

*\*\*This is the prorated cost of Duke student health insurance for July month when the Summer Academic Institute is held.*

John will need to prove funding for at least \$73,116.5 when submitting his documentation. Please review [our website](#) for the most current funding requirements.

## Example 2:

Mariko Ueda is a one-year MIDP fellow. She is 27 years old and will be bringing her husband and daughter with her to Durham.

Funding Item	Amount
Tuition	\$38,701
Summer Tuition	\$9,672
Fees	\$8,550.5
Health Insurance	\$3,535
Living Expenses	\$19,200
Living Expenses (husband)	\$9,000
Living Expenses (daughter)	\$4,200
<b>TOTAL</b>	<b>\$92,858.5</b>

Mariko will need to prove funding for at least \$92,858.5 when submitting her documentation. Please review [our website](#) for the most current funding requirements.

### *Forms of Funding*

Acceptable forms of funding include, but are not limited to, the following:

- Official personal checking/savings account statements
- Official family checking/savings account statements
- Scholarship award letters from home universities (original on letterhead)
- Government grant award letters (original on letterhead)
- Employer sponsorship letters (original on letterhead)

Forms of funding must reflect liquid assets. The following are **not** acceptable forms of funding:

- Real estate
- Stocks and bonds
- Credit cards

All documentation for forms of funding must include the following information:

- Must be in English or have a certified English translation. We cannot accept English translations done by you.
- Must clearly identify the source (name of bank, etc)
- Must show the funding amount or amount in account for bank statements
- Must show the type of currency (USD, Mexican Peso, etc)
- Must show the dates of coverage. For example, "August 2014 – May 2016".
- Documentation must be less than one year old.
- For scholarships, grants, etc, letter must state that funding is for studying at Duke University.

### Bank Account Statements

If the bank account is in your name only, a copy of your most recent bank account statement is sufficient. If the statement is not in English, you will need to provide a certified English translation. The statement will need to show the amount of funds currently in the bank account. We cannot accept statements or bank letters that state “average amount of funds for the past six months” etc.

If you will be funded with family funds, or you have a joint account with your spouse or a family member, in addition to the bank statement you will **also** need to provide a sponsorship letter. This sponsorship letter needs to be provided by **each** person named as an owner of the bank account. The name(s) on the support letter must match the name(s) on the bank statement.

The sponsorship letter should include the following information.

- Their **relation** to you
- Their **intent** to sponsor your stay in the United States specifying the **amount** and **duration** of their support.

Example of a sponsorship letter:

July 1, 2014
Juan Hernandez 100 Maple Street Sacramento, CA 94202 916-555-1234
Lois Yelverton Duke Visa Services 114 S. Buchanan Blvd. Durham, NC 27708
SPONSORSHIP OF MARCO HERNANDEZ
I, Juan Hernandez, will financially support the educational program of my son, Marco Hernandez, in the amount of \$8,000 per year for his two-year program at Duke University. Please see the attached bank statement for proof of funding.
Sincerely,
<i>Juan Hernandez</i>
Juan Hernandez

### Grants and Scholarship Letters

If you will be funded by your employer, home government, home university, etc, you will need to provide a sponsorship letter on **OFFICIAL LETTERHEAD** from the funding source. The letter should confirm the following three items:

- The total amount of funding being provided to you, specifying the amount and currency
- The dates that funding will be provided
- The signature of the person in the organization who is authorized to guarantee those funds

Be sure that if the sponsorship letter includes funding for items such as health insurance, the letter includes the exact amount of money being funded for the health insurance.

#### **Example 1:**

Jimmy Carter is a one-year MIDP fellow. He has received a generous scholarship from the Ministry of Education in Belgium. The Ministry has provided the following letter as Jimmy's proof of funding.



This letter proves \$150,000 in funding for one year of study at Duke University.

## Letters of Sponsorship from Non-Family Members

If someone who is not a family member is funding your studies and/or living expenses, you will need to have him or her complete an I-34 document. This is used to verify that the person who is sponsoring does not have other family members that they must support. This form can be found here:

<https://www.uscis.gov/i-134>

### **Example 2:**

Jen Kao is a two-year MIDP fellow. She is receiving sponsorship from her government agency. The agency has provided the following letter for Jen.

 AGENCY	
No 12 An Jia Lou Road Chaoyang District Beijing, China	
Doc #114466	30 April 2018
To Whom It May Concern:	
This letter is to certify that Deputy Director Jen Kao has been awarded education sponsorship under the Domestic Funding of Foreign Training program. This funding will be provided from August 2018 to July 2020 for her studies at Duke University. The funding will pay for the following expenditures:	
<ol style="list-style-type: none"><li>1. Travel costs from Beijing to RDU \$2,000 USD</li><li>2. Tuition \$38,701 USD</li><li>3. University fees \$8,410.5 USD</li><li>4. Annual health insurance fees \$3,535 USD</li><li>5. Monthly living stipend \$2,000 USD</li><li>6. One time book and supply allowance \$1,000 USD</li></ol>	
Any additional costs will be paid by Ms. Kao.	
With regards,	
汪曦	
Xi Wang Chief Officer xi.wang@example.gov	

This letter proves funding for \$77,646.5 in her first year of study at Duke University.

## Required Documentation FAQs

### **Do I need to submit a birth certificate for myself?**

No. Duke Visa Services only requires a birth certificate for each of your children if you are requesting a visa for them.

### **May I submit a copy of my family registry in lieu of birth certificates?**

If you are in a country that uses a family registry system (for example, Japan), you may submit the family registry paperwork, in English or with a certified English translation, as a substitution for your children's birth certificate.

### **My passport has expired. Do you still need a copy of it?**

If your passport has expired and you are applying for a new one, it is still helpful for us to have the expired passport copy on file. Once you have received the new passport, we will update our records with the copy of your new passport. Please be sure to email us a scan of the new passport as soon as possible.

### **My baby does not yet have a passport. What should I do?**

Let us know that you are applying for a passport for your child. Once the passport arrives, you can email us the copy of the passport at that time. You do not need to wait to mail the rest of your documents as long as you email us the passport scan in a timely manner.

### **I studied in the United States last summer but did not need to obtain a student visa at that time. Do I need to submit information on my tourist visa?**

No. You only need to submit visa documentation for previous travel to the United States if you obtained an F-1 or F-2, J-1 or J-2, or H-1 visa.

### **I'm not sure my proof of funding documents are correct. Can you check them for me before I mail them?**

Yes! We strongly encourage you to scan all of your documents (signature page, biographical information, and proof of funding) and email them to us before you mail them to our office. We can review your documents and check for accuracy. This can save some time in processing your paperwork once it arrives at our office.

### **Do I need to mail the originals to the MIDP office? Can I just fax you the information?**

Duke Visa Services requires that we receive originals of all of your proof of funding before they will process your visa request. Once we have entered your information into Part I of the webform, we send the original documentation to Duke Visa Services. We ask that you send your proof of funding documentation at the same time you send us your webform signature page.

### **My bank will only provide bank account statements in Spanish. Can I send you these statements?**

If your bank will not provide bank account statements in English, you will need to provide a certified English translation of the bank account statement. We cannot accept translations done by you. You may

also provide a letter on official letterhead, in English, from your bank detailing the name on the account, the amount of funds currently available in the account, and the type of currency.

**My parents will be sponsoring my funding from their joint bank account. Can I submit a sponsorship letter from just my father?**

If both your mother and father's names appear as owners of the bank account, they will both need to sign the sponsorship letter. Please be sure they include both of their names on the letter and they both sign the letter. Also please be sure that the bank account statement or letter is in English or is accompanied by a certified English translation.

**My scholarship letter from my government says it covers my education costs in full but does not include an exact dollar amount. Is that okay?**

All funding letters must at least include a total funding amount and the type of currency in order to be accepted by Duke Visa Services. A statement such as "this scholarship covers the total educational costs of the program" with no monetary amount will not be accepted. If your scholarship letter is missing this information, please ask your funding organization to provide you with an addendum, on official letterhead, stating the total monetary amount of the scholarship. This letter should be signed by the same individual that provided the original scholarship letter.

## DCID Summer Academic Institute

This Institute is designed to prepare MIDP and MPP international graduate students for the rigors of US graduate-level education. The Institute will develop and strengthen your academic and public policy-related communication and computer skills, as well as help you acclimate to the US university environment. To find out more about this four-week program, please see the link:

<http://dcid.sanford.duke.edu/academics/midp/summer-academic-institute>

Please note: this is a non-degree, pre-academic program. No credits will be awarded and it does not count towards any Duke degree.

**If you plan to attend the Institute, please select "Yes" in the relevant line of Part II of the webform.**

Then please complete your registration for the Institute by filling out the form found [here](#) and returning it by email to [akmarzhan.kasmaganbetova@duke.edu](mailto:akmarzhan.kasmaganbetova@duke.edu). You will also need to provide proof of funding for the enrollment fee of the Institute in your visa documentation.

## Mailing Your Documentation

When mailing your documentation, we strongly suggest that you use a courier service such as FedEx or DHL. By using these services, you are able to track your shipment and your documents will arrive in a timely manner. In the past, we have had documents get lost in the mail for weeks or months when using the postal service. Unfortunately, there is nothing we can do if your documents become lost and you will need to mail your documents a second time in that situation.

When preparing your package, please keep in mind the following tips:

- Please be sure to mail us all of your documents as soon as possible! If you delay in mailing your documents, it could cause problems in arriving on time to start the program.

- Make sure that all documents are in English or have certified English translations and are clearly legible.
- Do not staple, bind, or tape your documents. Paper clips are acceptable.
- Do not hole punch your documents.
- Do not fold, bend, or crease your documents. Please be sure to use an envelope that allows the documents to lay flat.
- Use the checklist on page 3 to help you ensure that you have included all the necessary documents.

You will mail your documents to the following address:

**Akmarzhan Kasmaganbetova**  
**Duke Center for International Development**  
**302 Towerview Road; Rubenstein Hall 293**  
**Box 90237**  
**Duke University**  
**Durham, North Carolina USA**  
**27708-0237**  
**Phone: 919-613-9387**

Once we receive your package, we will email you to notify you it has arrived. We will then forward your completed application for your visa to Duke Visa Services. Please allow 3-6 weeks for processing once we have notified you that your documents have arrived to our office.

## After Mailing Your Documentation FAQs

### **I've mailed you my documents. Now what?**

Once we receive your documents in the mail, we will email you to inform you. We will review the documents to check for completion and then forward them to Duke Visa Services. Once Duke Visa Services has received permission from the federal government to issue your paperwork, they will mail you your I-20 or DS-2019 via FedEx or DHL.

### **Can I schedule my visa interview after mailing you the documents?**

You will need to wait until Duke Visa Services provides you with your SEVIS number before you can schedule your visa interview.

### **Can you tell me my SEVIS number?**

Duke Visa Services does not provide us with your SEVIS number. Once they have the documentation ready for you, they will send it to you right away. If you have not received your information after six weeks, please let us know.

### **Do I pay the SEVIS I-901 fee or does Duke University pay the fee?**

You are responsible for paying the SEVIS I-901 fee.

### **Why is my major listed as "International Relations and Affairs" on my visa documents?**

The system Immigration uses for visa applications has specific category types the university must use. Due to this, the Master of International Development Policy falls under the category of “International Relations and Affairs” for the purposes of the visa application process.

**There is incorrect information in my visa documents. What should I do?**

Please notify us as soon as possible if you find an error in your visa documents.

**Once I receive my visa stamp, how soon can I enter the United States?**

You are allowed to enter the United States up to 30 days before the start of your visa. For example, if your visa start date is August 20, 2018, you can enter the United States any time **after** July 20, 2018.

**May I book my travel to the United States before I receive my visa stamp?**

You are advised to confirm your travel arrangements to the United States **only after** obtaining your immigration documents from Duke and a visa stamp from the US embassy or consulate. If you confirm any travel plans prior to the receipt of documents, you do so at your own risk. We cannot guarantee that you will receive your documents or obtain your visa stamp prior to a particular departure date.

## Arriving in the United States

**You must report to Duke’s Visa Services office within the first three days after you arrive in the United States** to register your arrival with them. Failure to register at the Visa Services office in a timely manner may result in your visa being revoked.

We strongly recommend that you plan to arrive in the United States **at least two weeks before MIDP’s new-student orientation program begins** (i.e., **three weeks before the beginning of classes**) so that you will have time to make arrangements for a comfortable life in the area before your studies begin to make demands on your time. If you have any questions, please feel free to email [akmarzhan.kasmaganbetova@duke.edu](mailto:akmarzhan.kasmaganbetova@duke.edu) .