



I-20 INFORMATION AND INSTRUCTIONS FOR INTERNATIONAL MASTER'S STUDENTS FROM CANADA

Note: The I-901 SEVIS fee must be paid before submitting the I-20 at the port of entry (or border crossing). Payment options and additional information is available at: <http://www.ice.gov/sevis/i901/index.htm>. The I-901 SEVIS fee is entirely separate from the WWU SEVIS Administration Fee instituted at Western.

1. Submit the original official supporting documents (bank letter and/or support letter from sponsor, or verification of employment) and receipt for I-901 SEVIS fee with the Certificate of Eligibility for Non-Immigrant F-1 Student Status (I-20) to the U.S. Bureau of Citizenship and International Services (BCIS) office at the port of entry (or border crossing).
2. You must read all information on page 2 of the I-20 BEFORE you sign in the presence of the BCIS officer.
3. If approved, you will receive an I-94 form (post card size) which is attached to your I-20. You must carry the I-20 with attached I-94 with you at all times while in the U.S.
4. When the student visa has been issued and you have registered for classes, you must obtain validation from the Designated School Official (DSO) at Western Washington University within the first 15 days of the initial quarter of attendance. Please contact Richard Bruce for a brief appointment: Richard.Bruce@wwu.edu, or (360) 650-6517. Your WWU student account will be charged \$100 for the SEVIS Administration Fee at the first quarter of attendance and once each academic year thereafter.
5. During the first week of classes you must obtain tuberculosis (TB) screening at the WWU Student Health Center. You are required to report in person or you will not be allowed to attend classes. Contact the Student Health Center (360) 650-3400 for an appointment.
6. The I-20 will be issued by the Graduate School for two years. However, to remain in status you must obtain re-validation (enrollment verification and signature on the I-20) every six months by the DSO at WWU. (see step 4 above)
7. If you are currently in the U.S. on an F1 visa, you will not be required to return to your home country for processing. You may obtain new eligibility by following the "Transfer Institution" procedures. Contact the DSO at your current institution for authorization and eligibility requirements. Your current institution must report the transfer status through SEVIS. The DSO at WWU will confirm the transfer transaction after you have registered for the graduate program. (see step 4 above)
8. If enrollment is not continuous and interrupted for more than one quarter, the I-20 must be re-issued by the Graduate School. You will be required to submit updated official financial documents (bank letter and/or support letter from sponsor, or verification of employment) to the Graduate School for a new I-20.
9. The Graduate School defines minimum enrollment as 2 credits for graduate students if you have completed all other course work. If you have questions about minimum enrollment, maintaining student status, or other concerns contact: Patricia.Wood@wwu.edu, or (360) 650-3571.