

NCC International Students

A Cheat Sheet

Who qualifies to get an I-20 to attend an NCC school?

1. Students in K-12 who are not currently in the United States
2. Students in K-12 who are currently in the United States on another type of visa
 - a. B-1 students may NOT attend your school until their visa type is changed to F-1
 - b. Students in the US on other types of visas – ask the conference FIRST before you promise the student he/she can attend

Can a student on a tourist visa in the USA already attend our school?

1. No – not as a full-time student taking courses for grades and/or credit. He/she may only attend as a part-time visitor and may not receive any academic credit or letter grades. (Think of a student AUDITING a college class.)
2. But – the student may attend for up to 18 hours per week on a short-time basis – such as a few weeks as a visitor on vacation.

What documentation does a school submit to the conference to get an I-20?

1. Copy of the picture page of the passport – preferably in color, and quality of copy must be good
2. Copy of high school transcripts from home country (official) if you are accepting a high school student
3. Copy of previous elementary grades if you are accepting an elementary student or a 9th grader
4. Copy of bank statement(s) showing proof of sufficient funds for one year of tuition and living expenses
5. Copy of immunization record (strongly recommended)
6. Copy of NAIS form (this is an NCC generated form that you get from Jenell)
7. Copy of the International Host/Sponsor Form (this is an NCC generated form)
8. Copy of an acceptance letter that was sent from the school to the student (on school letterhead and signed by school official)



**STUDENT
EXCHANGE
VISITOR
INFORMATION
SYSTEM**

What's the timeline for getting an I-20?

1. Gather the documents listed above
2. Submit copies to the Office of Education at least a few months prior to the program start date (the estimated date the student will start school)
3. Keep a set of all documents in a file at the school
4. NCC will send you a copy of the I-20
 - a. Keep one copy in a file with the student's other documents
 - b. Send a copy of the I-20 directly to the student
5. The student is responsible for:
 - a. Making an appointment at the US embassy in the home country
 - b. Paying any required fees
 - c. Passing the interview process and getting an F-1 Visa
 - d. Making travel arrangements to the USA
6. The school is responsible for:
 - a. Ensuring a suitable living arrangement for the student with adequate supervision
 - b. Clarifying up front what is covered by tuition and fees and what is not
7. How and when does a school communicate changes to the conference?
 - a. Use a SEVIS Update Form to communicate all I-20 related events
 - i. Submit when the student first arrives to attend school
 - ii. Submit right after Christmas Break
 - iii. Submit any time a student leaves unexpectedly to return to home country or just leaves school without prior arrangements
 - b. Communicate frequently and thoroughly with the conference – there are things that happen that require NCC to consult with Homeland Security. Please ask questions!!!
- 8. Important terms to know:**
 - a. DSO – Designated Service Officer – that's Jenell Wareham for the NCC
 - b. Local School Official – the primary decision maker and official communicator on each local school campus for international students – and YES, YOU NEED TO HAVE ONE!
 - c. F-1 – the name for a student visa
 - d. I-20 – the name of the form we use to submit to get an F-1 visa
 - e. I-94 – the document issued (electronically) when a student arrives in the USA that indicates the status of the student, what visa they used to arrive, and how long they can stay
 - f. I-901 – the name of a form that the student fills out to pay a fee required for entry
 - g. SEVIS – Student and Exchange Visitor Information System – the website we use to obtain an I-20 and to make changes
- 9. Important things to remember**
 - a. Always make sure NCC knows who is your I-20 go-to person on your campus
 - b. Always make sure this go-to person knows what is expected of him/her regarding paperwork and communication for I-20s
 - c. Always send a SEVIS Update form in August, January, whenever a student arrives on campus for the first time if not August or January, and whenever a student leaves your program
 - d. Always call the conference to ask about any situation that arises with I-20 students BEFORE it's too late
 - e. You can jeopardize the entire conference's ability to offer I-20s to students if you don't comply with all the requirements.