Visa Process for INITIAL F-1 International Students UTHSC-H Sponsored

Start

1. UTHSC-H School
   - Admission granted
   - Issues Admission Letter to prospective student and sends copy to OIA

2. Registrars’ Office
   - Registrar’s System (SIS APPL / CS) shows
   - Admit
   - Conditional, or
   - Provisional status
   - (depending on status reasons the process continues)

3. Office of International Affairs (OIA)
   - OIA collects info from Registrar’s database regarding prospective student
   - E-mails prospective student with information about visa process and required documents needed to issue Form I-20
   - OIA reviews & accepts documentation
   - OIA issues Form I-20 thru SEVIS (Student and Exchange Visitor Information System)
   - Mails out Form I-20 and other information to student via regular mail or via express mail at students’ or school’s expense.
   - E-mails student to confirm mailing and provide mailing tracking # if applicable
   - OIA removes holds and completes registration in SEVIS.

4. Prospective Student
   - Assembles and forwards all required documents to OIA
   - Student confirms receipt of Form I-20 to OIA
   - Pays SEVIS fee and schedules visa appointment at U.S. Embassy or Consulate
   - Student travels and arrives in the U.S. no more than 30 days prior to start. Upon arrival, checks-in with OIA, completes I-9 (if applicable) and attends international orientation

5. U.S. Embassy or Consulate Abroad
   - Accepts Visa stamp application, reviews it, and issues visa stamp

End

A minimum of 2 months time is generally required to process an INITIAL F-1 SEVIS Form I-20 for an international applicant, excluding visa change of status application through U.S. Citizenship and Immigration Services, or visa stamp application through a U.S. Embassy or Consulate abroad.