PLACE-BASED SESSIONS (all 5)

VISA/I-20 Documentation Required

PRIOR TO ARRIVING

1. Submit online web form. The NSOE Registrar will provide the student with the log-in, ID and password for each place-based session.

2. Provide the most current mailing address in the online web form.

3. Financial documents/bank statements. Proof of funding to cover estimated expenses for the place-based session. NSOE Registrar will provide estimated costs prior to the place-based session. Note/Exception: In order to obtain the first I-20 and enroll in the DEL-MEM program, the student must provide proof of funding for up to one academic year.

For the place-based sessions, students can send financial documents as an email attachment if they choose to nsoe-registrar@duke.edu. If not, mail original hard copies to Nicholas School of the Environment/308 Research Drive/Box 90330/Durham, NC 27708.

4. Photocopy of the student’s passport and submit to the NSOE Registrar

5. Submit a signed copy of the last page of Part II of the online web form to the NSOE Registrar

AFTER YOU ARRIVE

1. Complete the registration form

2. Complete the acknowledgement of responsibility form

3. Make a photocopy of your passport biographical page

4. Make a photocopy of your F-1 visa stamp in your passport

5. Make a photocopy of your first page of the I-20

6. Submit to the NSOE Registrar. The registrar can assist with copies if needed. For the Washington, D.C trip, send documents listed in 1 through 5 to nsoe-registrar@duke.edu.

IMPORTANT ➔ Once we receive the student’s required documents, we will access your I-94 to verify the student’s entry status. Remember, the student’s I-94 must indicate that the student entered the U.S. under the F1 student visa status. Failure to present the appropriate entrance status will disqualify the student from participation in the place-based session.