



## INTERNATIONAL STUDENT IMMIGRATION QUESTIONNAIRE MBA PROGRAM

In accordance with U.S. federal regulations, this form is used to determine the immigration status of all non-U.S. citizens admitted to Georgetown University. A completed Immigration Questionnaire and requested documentation must be received prior to arriving at GU. Please note that individuals who enter the United States in B-1/B-2 or F-2 status are not legally permitted to enroll in a degree program. If you hold U.S. citizenship, you must enter the United States with a U.S. passport.

ALL non-U.S. citizens (including U.S. Permanent Residents) must complete and return this form to: Ms. Giovanna Ubillus, Office of International Programs (OIP), 1421 37<sup>th</sup> St., NW, Box 571013, Washington, DC 20057-1013. Email: [gu3@georgetown.edu](mailto:gu3@georgetown.edu), Telephone: (202) 687-5867. Please see Part 2 for information on any additional documents you may need to submit along with this questionnaire.

Applications to participate in the CLED Three-Week English Course (<http://cled.georgetown.edu/programs/professional/premba/>) must be sent directly to CLED at: 3607 O St. NW, Washington, DC 20007. OIP will NOT forward any CLED documentation for the English course.

### PART I: BIOGRAPHICAL INFORMATION

Last (Family) Name(s): <i>(as the name appears in your passport)</i>	First (Given) Name(s):	Middle Name(s):
Date of Birth (Month/Day/Year):	Gender (Male or Female):	
City of Birth:	Country of Birth:	
Country/Countries of Citizenship: <i>(List primary country of citizenship first. You must use this passport to enter the United States.)</i>	Country/Countries of Legal Permanent Residence:	
Degree, Department/Program/School, and Term in which you plan to enroll: MBA -McDonough School of Business		
What is your occupation in your home country? If student, indicate undergraduate or graduate.		

**A. Home Country Address:**  
**(REQUIRED)**

**B. Address where you prefer your I-20/DS-2019 to be mailed:**  
NOTE: If you are requesting expedited delivery (Federal Express) your address cannot be a Post Office Box.

Please mail I-20/DS-2019 to Home Country Address

This address is valid until: \_\_\_\_\_ (month/day/year)

Street (Line 1):	Street (Line 1):
Street (Line 2):	Street (Line 2):
City:	City:
Province/Territory/State:	Province/Territory/State:
Postal Code:	Postal Code:
Country:	Country:
Telephone Number: <i>(include country &amp; city code)</i>	Telephone Number: <i>(include country &amp; city code)</i>
E-mail Address:	Spouse Email Address:

**PART 2: VISA INFORMATION**

Please read all options carefully and mark [X] the one item that best applies to you

[ ]	<p>I intend to enter the United States and study on an F-1 or J-1 non-immigrant student visa at Georgetown University. I know I must enter the United States with a Georgetown University-issued I-20 or DS-2019 Form and an F-1 or J-1 visa in my passport.</p> <p><i>Please provide a copy of the biographic page of your passport. Complete parts 3, 4 and 5.</i></p>
[ ]	<p>I am currently in the United States in an immigration status other than F-1 or J-1. I intend to change my immigration status to F-1 or J-1. My current immigration status is: _____. (Please choose one option below)</p> <p>1. _____ I will not be leaving the United States prior to the start of my program at Georgetown. I understand that I must to apply to USCIS for a change of status. I understand that the change of status application does not provide me with a student visa stamp in my passport. <i>Please retain a copy of your entire application, including the check. Contact OIP if you need assistance.</i></p> <p>2. _____ I plan to apply for an F-1 or J-1 visa stamp at a U.S. Consulate or Embassy abroad prior to the start of my program.</p> <p><i>Please provide a copy of the biographic page of your passport. Complete parts 3, 4 and 5.</i></p>
[ ]	<p>I am currently studying in valid F-1 or J-1 immigration status at Georgetown University and will be changing degree programs. If I am outside the United States, I know I must enter the United States with my NEW Georgetown University-issued I-20 or DS-2019 Form.</p> <p><i>Complete parts 3, 4 and 5.</i></p>
[ ]	<p>I intend to study in an immigration status other than J-1 or F-1. Please indicate your immigration status here: _____</p> <p><i>Please provide documentation confirming your status: I-94 card or USCIS approval notice. Go to part 5. Do not complete parts 3 &amp; 4.</i></p>
[ ]	<p>I intend to study on a J-1 non-immigrant visa issued by a non-Georgetown sponsoring agency. Name of sponsoring agency issuing your DS-2019 Form: _____</p> <p><i>Go to part 5. Do not complete parts 3 &amp; 4.</i></p>
[ ]	<p>I am or will soon become a U.S. Permanent Resident ("Green Card" holder). A# _____</p> <p><i>Please provide a copy of your Green Card or confirmation from USCIS. Go to part 5. Do not complete parts 3 &amp; 4.</i></p>
[ ]	<p>I am currently studying in valid F-1 or J-1 immigration status at a U.S. institution other than Georgetown University or have completed studies in F-1 status at a U.S. institution within the last five months. I must transfer my immigration status from that institution to Georgetown University.</p> <p>Name of current educational institution: _____</p> <p>SEVIS Transfer Release Date: _____</p> <p><i>Please provide a copy of the biographic page of your passport, completed Transfer-In Form, copies of your previously issued I-20 or DS-2019 Form, I-94 card, and visa. Also, please see additional requirements for transfer students below. Complete parts 3, 4 and 5.</i></p>

**ATTENTION TRANSFER STUDENTS:**

If you are already in the United States studying at another university, you must transfer your student immigration status to Georgetown University. Transfer students should note:

- Contact your International Student Advisor at your previous school to release your SEVIS record to Georgetown. GU will issue your I-20 or DS-2019 Form *only* after receiving a Transfer-in Form (<http://oip.georgetown.edu/iss/transfer.htm>) and all other requested supporting documentation. The transfer release date must be reached before GU can issue your document.
- Transfers must occur within 60 days following successful completion of a program of study at another school or within 60 days following an authorized period of Optional Practical Training.
- If you depart the United States during this transfer period, you must use the GU-issued I-20 or DS-2019 Form when you re-enter.

**PART 3: ACADEMIC YEAR ESTIMATED EXPENSES FOR GEORGETOWN UNIVERSITY STUDENTS**

Prior to issuance of an I-20 or DS-2019 Form, U.S. federal regulations require Georgetown University to obtain certification that students have financial resources adequate to provide for their expenses without resorting to unauthorized employment. Georgetown University has estimated nine month expenses for the 2008-2009 academic year as follows:

Please choose ONE option by signing your initials in the space provided below:

1) **MBA Program only (Start Date: August 8, 2008):**  
 Tuition and Fees = \$40,295  
 Living Expenses = \$15,550  
 Books and Insurance = \$4,276  
**Total for which you must show financial documentation: \$60,121**

I WILL NOT be participating in the CLED Pre-MBA English Course \_\_\_\_\_ (please initial)

or

2) **MBA Program & CLED Three-Week English Course (Start Date: July 21, 2008):**  
 MBA Tuition and Fees = \$ 60,121  
 English Course Tuition = \$2,500  
 Living Expenses = \$ 1,730  
 Insurance = \$393  
**Total for which you must show financial documentation: \$64,744**

I WILL be participating in the Pre-MBA English Course & have sent my application directly to CLED \_\_\_\_\_ (please initial)

**Please note:** Immigration documents will not be issued until the student has deposited with both the MBA program and CLED.

**Please note:** Students who do not apply for the Pre-MBA English Course with this questionnaire and then decide to participate at a later time will require a revised immigration document and will be charged additional FedEx fees. Students who apply for the English Course and then decide not to participate will also need a new immigration document and will be charged additional FedEx fees.

**DEPENDENTS**

If your spouse and/or family will be accompanying you in the United States during your program of study, you must show an additional **\$7,775 per year for the first dependent and \$3,888 per year for each additional dependent.** Dependents *are legal spouses and children under age 21 only.* Please complete the following information for each dependent for whom you will request F-2/J-2 status and submit a photocopy of the biographic page of their passport. Additional dependents can be listed on a separate sheet of paper. **Please note that dependents in F-2 status are restricted from both employment and full-time study in the United States.**

1. \_\_\_\_\_  
 Last name(s) / First name/Given name(s) / Middle name(s) / Spouse/Child / Date of Birth (mo/day/yr)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 City and Country of Birth / Citizenship / Country of Legal Permanent Residence / Gender (male/female)

2. \_\_\_\_\_  
 Last name(s) / First name/Given name(s) / Middle name(s) / Spouse/Child / Date of Birth (mo/day/yr)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 City and Country of Birth / Citizenship / Country of Legal Permanent Residence / Gender (male/female)

3. \_\_\_\_\_  
 Last name(s) / First name/Given name(s) / Middle name(s) / Spouse/Child / Date of Birth (mo/day/yr)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 City and Country of Birth / Citizenship / Country of Legal Permanent Residence / Gender (male/female)

4. \_\_\_\_\_  
 Last name(s) / First name/Given name(s) / Middle name(s) / Spouse/Child / Date of Birth (mo/day/yr)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 City and Country of Birth / Citizenship / Country of Legal Permanent Residence / Gender (male/female)

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**PART 4: OUTLINE OF FINANCIAL DOCUMENTATION**

List your financial resources in U.S. dollars on the lines below. Your resources must equal or exceed the total estimated expenses calculated in Part 3. Under each source, you will find an explanation of the **required** forms of documentation you must submit with this questionnaire.

Only **ORIGINAL** financial documentation dated no earlier than six months in advance of submission is acceptable. Do not fax, photocopy, or email financial documents. (Students must carry a 2<sup>nd</sup> set of original financial documentation when traveling.)

OIP will only accept financial documentation in the forms listed below:

	US\$
<b>PERSONAL FUNDS</b> Documentation required: An original bank statement or bank letter in English and on official bank paper indicating the date your account was opened, the current balance, and type of currency. Current balance must appear in numeric figures. (Please see sample letter on the next page)	
<b>FAMILY FUNDS</b> Documentation required: 1) An original letter of support in English from an individual who intends to provide for your expenses. The letter must indicate, in numeric figures and in U.S. Dollars, the amount of funds to be provided, the duration of the support, and the individual's relationship to you; (Please see sample letter on the next page)  AND  2) An original bank statement or bank letter in English and on official bank paper indicating the date the individual's account was opened, the current balance, and type of currency. Current balance must appear in numeric figures. (Please see sample letter on the next page)	
<b>SPONSORING ORGANIZATION FUNDS</b> Documentation required: An original letter in English from a sponsoring organization that indicates the amount of funds (in numeric figures and in U.S. Dollars) to be provided to you and the duration of the award. If your sponsoring organization requires that you hold J-1 Exchange Visitor status, this requirement must be clearly stated in the letter from your sponsor.	
<b>GEORGETOWN UNIVERSITY FUNDS</b> Documentation required: If you have been awarded funding from Georgetown, submit a <u>copy</u> of the award letter.	
<b>LOAN FUNDS</b> Documentation required: Please provide the original loan approval letter and/or contact information for the lending institution.	
<b>TOTAL FUNDS</b> Total funds documented must equal or exceed the total estimated program cost calculated in Part 3.	

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**Receiving your Form I-20 or DS-2019 by Federal Express:**

Georgetown University will cover the cost of sending your immigration documents to you by first class airmail only. This form of delivery can take up to 4 weeks and cannot be tracked or confirmed. If you wish to have your I-20 or DS-2019 Form sent via expedited delivery, **Federal Express**, please indicate so below and we will bill your credit card for the cost of this service.

(Please note: Your address cannot be a Post Office Box if you are requesting express mail.)

Signature: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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CHECKLIST FOR COMPLETE SUBMISSION OF THE VISA STATUS QUESTIONNAIRE:

Have you enclosed...

- a photocopy of the biographic page in your passport and in the passports of any dependents
- ORIGINAL financial documents showing numeric amounts and type of currency
- an original letter of support from sponsor (if applicable)
- completed Transfer-In Form (transfer students only)
- credit card number and expiration date (if Federal Express mailing requested)

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PART 5: SIGNATURE AND DATE

I certify that all of the above reported information is true and accurate and that I will arrive in the United States by my program start date listed in Part 3.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Month Day Year

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<u>SAMPLE LETTER FROM RELATIVE</u>	<u>SAMPLE LETTER FROM INDIVIDUAL'S BANK</u>
<p>Date</p> <p>Georgetown University Office of International Programs 1421 37<sup>th</sup> Street, NW Washington, DC 20057-1013</p> <p>Dear Sir/Madam:</p> <p>Please be advised that I, Mr. John Smith, father of Georgetown student Jane Smith, will be financially responsible for my daughter's tuition and living expenses for the duration of her studies at Georgetown University. I will provide US \$70,000 per year during her academic stay in the United States.</p> <p>Sincerely, <i>John Smith</i></p>	<p>Date</p> <p>Georgetown University Office of International Programs 1421 37<sup>th</sup> Street, NW Washington, DC 20057-1013</p> <p>Dear Sir/Madam:</p> <p>Our records indicate that Mr. John Smith has maintained a personal account with our bank since 01/01/1999 and maintains a current balance of US \$70,000.</p> <p>Sincerely, <i>Mike Hoya</i> Bank Manager</p>