OBTAINING AN F-1 VISa: BY TRAVEL TO A U.S. CONSULATE

Please allow FIVE business days for the document to be completed. You will be notified by e-mail once the document is ready or if we have any questions about your request.

YOUR INFORMATION

Name: _______________________________ TC ID #: __________________

E-Mail: _______________________________ Tel #: __________________

Program: ____________________________ Degree Level: ___________

Step 1
Please submit to OIS:
1. Completed Application for Visa Certificate (AVC) form
2. Original financial documents. (See AVC for details. Originals will be returned to student.)
   (If changing from F-2 to F-1, please provide proof of support for both students.)
3. TC admission letter
4. Copy of your passport (bio, expiration and current visa pages)
5. Copy of your dependent’s passport information (if applying for F-2)

Step 2
1. To apply for an F-1 visa in your home country, please go to www.travel.state.gov for detailed visa application instructions.
   • Keep in mind that scheduling a visa interview appointment often takes time (1 week or more). Be sure to make your travel arrangements accordingly.
   • If you have questions about applying for a visa in a country other than your home country, please see an advisor at OIS.
2. Reminder: Most U.S. Consulate will request for the following documents. Be sure to obtain your documents ahead of time if applicable.
   • Valid passport
   • TC I-20 with valid travel signature
   • Proof of financial support (that matches the I-20)
   • Proof of current nonimmigrant status
   • TC Admission letter
   • Proof of current registration at TC (if enrolled)
   • Official transcript(s) of all U.S. study
   • F-1 Visa application form: www.travel.state.gov
   • I-901 Receipt for $100.00 SEVIS Fee http://www.ice.gov/sevis/i901/index.htm

Step 3
1. Bring your stamped I-20 and new I-94 to the OIS immediately after your return to the U.S.
2. Important reminder: Your SEVIS record must be updated. Bring your stamped I-20, I-94 and passport to OIS up on your return.

I agree for the OIS to act on my request for the above.

Name (Signature) __________________________ Date ____________

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