

Carnegie Mellon University

OFFICE OF INTERNATIONAL EDUCATION INSTRUCTIONS

The information requested on the International Student Information form is required from you to issue a Certificate of Eligibility (I-20 or DS-2019) for Carnegie Mellon University. International students must have a Certificate of Eligibility in order to legally enter and/or remain in the United States. Complete all forms accurately and mail it along with all required supporting documents to:

Carnegie Mellon University
Office of International Education
5000 Forbes Avenue
Posner Hall, 1st Floor
Pittsburgh, PA 15213, USA

CHECKLIST

Before mailing these forms, you should review all details carefully. Keep a copy of these completed forms for your records. Forms that are sent by email or fax will not be processed. Incomplete and illegible forms and/or packages will not be processed.

Be sure to include all of the following as one complete package.

- Completed International Student Information Form (pages 1 & 2 only)**
- Completed Affidavit of Support (if required)**
- Original financial documentation**
- Copy of the picture page of the passport (for student and dependent(s))**
- Transfer In Form (ONLY for students who are currently in the U.S. in F-1 visa status)**

ALL FINANCIAL DOCUMENTATION MUST:

- Be in English (or an official translation).
- Be original documents (no copies, faxes or scans).
- Be dated less than six months from the date of submission.
- Clearly state the name of the account holder in English and the available balance in the account. If necessary, foreign currency will be converted upon review of the file.

- Investment accounts (stocks, bond, mutual funds, etc.) will be accepted at 50% of the current value. Submit an original investment statement clearly indicating all of the requirements noted.
- Financial support must equal or exceed tuition and expenses for the first academic year. However, there must also be proof of support for the remainder of the academic program. Therefore, you and/or your sponsor must include additional financial documentation or a letter explaining how future expenses will be paid.
- Internet bank accounts must clearly state the name of the account holder in English, account balance and date.
- Bank documentation should be one single page. Do not submit lengthy bank statements with transaction history.
- You should obtain at least three sets of original financial documents. Submit one set with this application and keep one set for your visa application and to carry with you to present to the immigration officials upon entry to the U.S.
- Notarized statements aren't required.

NOT ACCEPTABLE: Life insurance policies, tax statements, payroll statements, personal property, retirement/pension accounts, Chartered Accountant statements, real estate (either the rental of and/or the intended sale of).

It's in your best interest to submit clear and concise documentation to help the process go smoothly.

Packages containing incomplete information or insufficient funding will not be processed.

TRANSFER OF SEVIS RECORD

Students who are currently attending a high school in the United States in F-1 visa status must request a transfer of the SEVIS record before the I-20 can be processed for Carnegie Mellon. The student shall meet with the administrator at the high school to determine a "release date." The administrator shall complete the "Transfer In Form" and the student shall include the form when submitting the International Student Information Form packet. The I-20 for Carnegie Mellon will be processed on or shortly after the "release date." You may access the "Transfer In Form" on cmu.edu/oie/foreign-students/coming-to-cmu.html, "Coming to Carnegie Mellon from within the U.S."

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SHIPMENT OF I-20 OR DS-2019 CERTIFICATE OF ELIGIBILITY

The Office of International Education (OIE) at Carnegie Mellon University has partnered with University Express Mail Service (UEMS), also known as eShipGlobal, for the shipment of immigration documents. This service is at your expense and will allow you to receive your I-20 or DS-2019 through DHL, FedEx or UPS within 3-5 days after the label has been processed.

OIE will email you when the I-20 or DS-2019 has been processed. The email will include your SEVIS ID number as well as instructions on how to create a shipping label.

Do NOT create the shipping label until you receive an email from OIE instructing you to do so.

You may also choose to use eShipGlobal to send your International Student Information Form and required documentation TO Carnegie Mellon University. If you choose to do this, start by creating a student account, select "Send documents to your Universities," Carnegie Mellon University and choose the Office of International Education.

Be very careful to select the correct Carnegie Mellon University Office of International Education office address to avoid any delays.

To create a student account in eShipGlobal, simply follow the instructions using this link:
<https://study.eshipglobal.com>.

1. Log in to eShipGlobal. Don't go through DHL, FedEx or UPS directly.
2. You'll be required to register a new student account using your email and password.
3. Enter your complete mailing address including postal code, phone number and email. (Student ID is not required.)
4. You'll need a credit card (Visa, MasterCard or Discover only) to pay for the service.

Pay close attention to all of the information submitted as errors will result in a delay of the processing and shipment of your immigration document.

If you have questions about how to use this service, visit the FAQ section of eShipGlobal or email student.
support@eshipglobal.com.

NOTE: Due to the high volume of packages received in OIE, we are unable to confirm the receipt of your forms. Phone and email inquiries will not be acknowledged. OIE will contact you via email if additional information is needed.

Beginning in May, your I-20 or DS-2019 Certificate of Eligibility will be processed upon receipt, review and approval of all necessary documents.

You will receive SEVIS fee, visa application and arrival and orientation information with your I-20 or DS-2019 Certificate of Eligibility.

Questions? Visit cmu.edu/oie/faq/index.html, FAQ for new international students or email the Office of International Education at oie@andrew.cmu.edu.