International Student Visa Request Support Guide

As an international student, in order to attend The George Washington University, you must obtain an I-20 (F-1 seeking students) or DS-2019 (J-1 seeking students). Please read this guide in its entirety, as it will help you understand the visa request process. If you have any questions, please contact The GSEHD Office of Student Life at gsehdosl@gwu.edu.

**Visa Request and Financial Certification Form**

After you have been offered admission and commit to attend GWU, you must complete the Visa Request Form for the academic year to which you applied. If you applied to start in Fall 2019, you must fill out the 2019-2020 form. We cannot accept outdated forms. Please go to graduate.admissions.gwu.edu to access the most up-to-date form.

When completing the Visa Request Form (VRFC), please provide clear, complete, and accurate information.

**Section 1: GENERAL INFORMATION**

**Question 1:** Write your name exactly as it appears on your passport.

**Question 2:** Your permanent address must be located outside of the United States.

**Question 3:** Please fill out the correct start term and year to which you are applying.

**Question 4:** The GW school to which you are applying can be written as “GSEHD,” which stands for Graduate School of Education & Human Development.

**Question 5:** The GW degree and program to which you are applying must be written properly. Please review your admissions offer letter or speak with your admissions coordinator if you are unsure of the degree or program name.

**Question 6:** Please fill in your present visa status.

**Question 7:** If you are currently in the United States, please state your immigration status and provide the answers to the corresponding questions. If you are not currently in the United States, please leave fields 7A-D blank.

**Question 8:** If you are bringing dependents (i.e. spouse, children), please indicate this information on the form.

Please check the information you provided more than once to ensure accuracy.
Section 2: ACADEMIC AND LIVING

This section provides a detailed break-down of the costs associated with attending GWU, including tuition, living expenses, books and supplies, and health insurance. This is the total amount of sufficient funds you must provide for each year of attendance.

Section 3: SOURCE OF FUNDS

This chart indicates your sources of funding and how much each source will provide for each year of your program. On your Visa Request Form and supporting financial documentation, please update the table to indicate the cost for each year of your program. Please pay close attention to the following information:

a. Please complete the source of funds table to show sufficient funding for each academic year
b. You must indicate on the chart the exact amount for each source of funding for the length of your entire program (2 years for MA, 4-5 years for Ed.D/Ph.D)
c. Multiple sources of funding are acceptable. See the following information for a description of the acceptable sources.
   i. Self-Support: the source of funding comes directly from you
      a. If this is your main source of funding, then you must provide liquid assets for your entire program
   ii. Family or Individual Sponsor: the source of funding comes directly from a family member or another individual
      a. May provide full or partial funding
      b. If this is your main source of funding, sponsor must provide liquid assets for at least 1 year of attendance for your program
      c. Your family or individual sponsor must sign the official certification portion of the VRFC
   iii. Government Agency or Other Sponsoring Organization: the source of funding comes directly from a government agency or organization other than GWU or GSEHD.
      a. Agency or organization can provide full or partial funding
      b. If this is your main source of funding, sponsor must provide assets for your entire program.
      c. Must provide an official Sponsorship Letter that includes the following information:
         • The start and end dates of the sponsorship
         • The amount of the sponsorship per academic year
- The name of the student they are sponsoring
- The name of the University and School (The George Washington University Graduate School of Education & Human Development
- The degree the student is pursuing
- If this is your ONLY source of funding, the letter must state that it covers all costs associated with tuition, living expenses, books and supplies, and health insurance.
- *Attention all Saudi SACM Students: We only accept “Financial Guarantee” letters. We do not accept “For Admissions Purposes” letters.

iv. **GW** – the source of funding comes directly from The George Washington University
   a. Includes any scholarships or grants GW has awarded you
   b. You must provide the Official GW Award Letter containing
      - Official GW Letterhead
      - Award amount
      - Duration of the program

v. **Other** – the source of funding is not included in the categories listed above

**Supporting Financial Documents**

Funds must be **liquid** in the form of savings accounts, checking accounts, or a sweep money market account, no exceptions. We do **not** accept investment portfolios, foreign loan statements, real estate certificates, or income statements as forms of funding.

*In order to prove a source of funding and submit the documents successfully, please provide official bank statements that must include the following information:*

  i. Account number
  ii. Name of account holder
  iii. Total available funds
  iv. No more than one year old
  v. For each source listed on the Visa Request Form, please make sure all bank documentation is submitted
  vi. Financial documents should be provided in certified United States currency (USD), if possible.
  vii. If the documents are not in English, please have them officially translated by a certified translation agency. **ALL documents must be in English.**

Please make sure you **sign** the Visa Request Form and check to ensure the accuracy of the information. GSEHD accepts all documents electronically and the Visa Request Form and
supporting financial documents can be sent to gsehdosl@gwu.edu. Failure to submit the documents as described will result in a delay of the issuance of your form I-20 or DS-2019.