

## INSTRUCTIONS FOR I-20 STUDENT

1. Because of a fee now being charged by SEVIS (Student & Exchange Visitor Information System) and to help defray the cost of processing I-20s by the Office of Faith Formation, a \$25.00 fee will be charged for each student. Checks should be made payable to The Diocese of Orange and sent to the Office of Faith Formation along with the information forms.
2. I-20's are for students who have or are applying for an F-1 Visa. **If** they have their Visa, please forward a copy to me.
3. Please confirm the students' exact name against the passport and forward a clear copy of the passport along with the information form.
4. If a student wants to transfer to another school, please let the Office of Faith Formation know as soon as possible so the transfer can be processed.
5. If a student graduates or leaves the school for any other reason, please let the Office of Faith Formation know so the student can be deleted from our Diocesan File.
6. It is important that all information on the I-20 form be filled in. The I-20 cannot be processed without it – especially the monetary amounts requested on the second page. Do not total lines 20 and 21 to come up with Line 22.
7. Line 22, “Student’s personal funds” reflects the amount of money on the bank statement which is allocated for the students’ expenses. The parent or guardian must show proof (a bank statement) that they have enough money to cover the school and living expenses of the student(s). Make a copy for your file and send one to the Office of Faith Formation.
8. Have the principal sign each I-20 Information Form before sending it to the Office of Faith Formation.
9. Processing the I-20's will take up to 10 days from the time **I** receive the paperwork. More often than not they will be turned around quickly.
10. Please advise our office the **first day** of attendance for the I-20 student. The **initial attendance** must be changed to **continued attendance** on the SEVIS system.