For Students outside the United States applying for an F-1 student visa.

If you are not a U.S. citizen or a U.S. permanent resident, you need an F-1 student visa to study in the United States. Visas are issued by American embassies and consulates. You must have proper documentation in order to apply for one. This documentation is a Form I-20 A-B issued by Hood College.

The institution’s Designated School Officer (DSO) will issue Form I-20 A-B after you have completed the following:

1. Applied to and been accepted at Hood College.
2. Completed and returned the Application for Form I-20 A-B and Declaration of Finances.
3. Provided the necessary documents of financial support. Examples of documents of financial support are: bank statements, statements from employer(s) regarding salary, copies of scholarships or awards, or Affidavit of Support. **Hood must have the original or certified/attested copy of the original of each document of financial support. It is vital that you demonstrate adequate financial support. All information must be in U.S. dollars.**

When you receive the SEVIS (Student and Exchange Visitor Information System) I-20 form you will sign line 11 on page one, then take all three pages of Form I-20 A-B to the United States Embassy or Consulate nearest you to apply for an F-1 student visa. Since you may need to provide certification of financial support when applying for a student visa we recommend that you obtain duplicate certifications of all financial documents.

When you enter the United States, the Department of Homeland Security (DHS) vice officer will stamp the first page of your I-20 and passport. The officer will also write on and stamp the I-94 card and place it in your passport. When you arrive at Hood, please take your passport, stamped I-20 form, and I-94 card to the DSO so copies can be made.

For Students transferring from a school or university in the United States to Hood College.

The word “transfer” in an immigration context means you are moving from one school to another; it has nothing to do with transferring credits or coursework. In addition to items 1-4 above, you will also need to request that your current foreign student adviser complete a Visa Clearance Form for International Transfer Students and send it to the DSO at Hood. This form is to verify that you are in status and can successfully transfer to Hood. You must also ask your adviser to transfer you to Hood through SEVIS.

When you arrive at Hood, take your passport, I-94 card, and other I-20 forms to the DSO during the first 15 days of the first semester you are registered at Hood. At that time, the Director will issue a new Form I-20 A-B and complete the paperwork to notify the DHS of your transfer.

Questions and More Information

For answers to your questions or for more information, please contact the appropriate office listed below.

**Graduate School:** telephone: (301) 696-3600, (800) 922-1599; fax: (301) 696-3597; e-mail: gofurther@hood.edu

**Kiran Chadda, Ph.D.**, Designated School Officer: telephone: (301) 696-3799; e-mail: kchadda@hood.edu
Visa Clearance Form for International Transfer Students

Please sign the release of information on this form and give it to your foreign student adviser at the school you now attend or most recently attended.

I grant permission for the information below to be released to Hood College.

Applicant’s Signature ____________________________________________ Date __________________________

Name of Student (Please print) ____________________________________________ ☐ Spring ☐ Fall Year __________

To DHS Designated School Official

The above-named student has qualified academically for admission to Hood College. In compliance with DHS regulations, effective May 22, 1987, we request confirmation of her/his status at your institution before approving transfer to this school. Please complete the following and return to Hood College, 401 Rosemont Avenue, Frederick, Maryland 21701-8575.

1. Current Immigration Status
   ☐ I-20 or ☐ IAP-66: Completion Date on Document __________________________ I-94 Expiration Date __________________________
   Exchange-Visitor Program # __________________________ Category __________________________
   ☐ The student is in good standing and has been pursuing a full course of study (or has been reinstated by DHS.)
   ☐ The student is out of status and a reinstatement to the student status was filed on __________________________ at DHS (District __________________________) and is pending. (Enclose copies of documents filed with DHS.)
   ☐ The student is out of status, and we will advise her/him to apply for reinstatement upon receipt of a new I-20 from Hood College.
   ☐ Other __________________________

2. Date of last attendance at your school

3. Please indicate the dates of any practical training (curricular, optional, academic) in which the student participated.
   Curricular __________________________ Optional __________________________ J-1 Academic __________________________

Name and Title of Designated School Official Completing this Form.

Signature __________________________ Print Name __________________________

Name of Institution ____________________________________________ Date __________________________

Address ____________________________________________ Telephone Number __________________________