

This form is for international students requiring sponsorship from NU. *Do not complete this until you have proof of acceptance*. Before proceeding, please review the procedures for [New Students](#). All communication regarding this request will be sent via your Northwestern Email. Please ensure that you have activated your NU Email account.

Section 1: Biographical Information

Please type all sections.

Surname (Last): First Name: Student ID (7 digits):

Type your name EXACTLY as it appears on your Passport.

Gender: Birth Date (mm/dd/yyyy): Net ID (xxx1234): Birth City:

All students are required to provide a permanent foreign address. This is not necessarily the same address to which your I-20 will be mailed.

Birth Country: Address Line 1: Country of Legal Permanent Residence:
(This may be the same as your Country of Citizenship. NOT the U.S.)Address Line 2: Country of Citizenship:
(If you have dual citizenship, list the country of the passport you plan to use to enter the U.S.)City: Country: Province: Postal Code: **Section 2: Program and Financial Information**

Choose your academic program from the drop down list. Expenses will populate in the box below.

Program:**Estimated Tuition and Living Expenses for 2017-2018**

(Note: the figures provided are an estimate of the tuition and living expenses you may incur during the first 9 months of academic study at NU. **NU reserves the right to change these estimated numbers at any time.**)

Program EXPENSE:Tuition:
Living Expenses:
Other Expenses:
Subtotal: Dependent Expense:
(If Applicable)

Manually add the two above SUBTOTALS and enter the TOTAL amount here.

Total Expense: **Student's FUNDING:**Student's personal funds*:
(includes personal loans)Funds from Northwestern University*: Funds from other sources*: Name of Source: Name of Source: * Each sponsor must provide the required documentation. See web site regarding [Financial Documentation](#) and [Sponsor Statement of Support](#).

Manually add all Funding together and enter total amount here.

Total Funding must meet or exceed Total Expense at left: **Section 3: Visa Category Information**

By completing the I-20 Request Form, you are indicating that you will be applying for a F1 visa. If you have questions about the student visa types, please consult our [website](#).

Section 4: Current Visa Status - Please choose one

- ☐ I am NOT currently in the U.S. and do not have an **active** F1 SEVIS record.
- ☐ I am NOT currently in the U.S. but I have an **active** F1 SEVIS record. You **MUST** complete the Transfer Form.
- ☐ I am currently in the U.S. with an **active** F1 SEVIS record and would like to transfer my F1 SEVIS record to Northwestern University. You **MUST** complete the Transfer Form.
- ☐ I am currently in the U.S. but will LEAVE the U.S. to apply for the F1 visa stamp at a U.S. Consulate or Embassy.
- ☐ I am currently in the U.S. in another status and would like to change my status to F1 student while remaining in the U.S.*

*Please indicate your current status in the U.S.?

Section 5: Document Checklist

Please review your documentation to ensure a complete I-20 Request. This checklist is meant as an aid to assist you in compiling the appropriate documentation. Please review the [New Students Section](#) on the website if you have questions regarding the documents you must include.

- ☐ Admission Letter/Letter of Acceptance from your department and/or admitting school.
- ☐ Copy of Biographical Page of Passport
- ☐ Proof of Financial Support: Bank Statements, Sponsor Statement of Support, Bank Letter, Letter of Institutional Support.
- ☐ Supplemental Documentation if Applicable: Transfer Form, Dependents Request (which includes dependent's passport bio)

Section 6: Submitting I-20 Request

Once your I-20 Request package is complete (Request Form, Passport, Admissions Letter, Financial Documentation, any any related documents (e.g. Transfer In, Dependent Request, etc.), please save it as one .pdf file using your last/sur name and first name as the file name. Example: WILDCATwillie.pdf

Please note, it may be better to print this I-20 Request Form and scan it to ensure that the fields are readable.

To submit your request, you will need to log in to the NUPortal:

(Note: you will need a valid NetID and Password to log in to the NUPortal.)

Once you are in the NUPortal, take the following steps:

1. Click *Student Services* from the menu on the left of the screen.
2. Then click on *International Student Document Upload*.
3. Once there, you will need to select the program to which you have been admitted from the drop-down menu.
4. Once selected, you will need to check the box related to the document you are requesting (either I-20 or DS-2019)
5. Then select browse to locate your completed .pdf file for upload to the system and press submit.

Confirmation of receipt will be sent to your Northwestern Email immediately after submission in the NUPortal. After your request has been reviewed by an IO advisor, you will be notified via your Northwestern email that either your I-20 Request is approved and in process or rejected and requires you to resubmit. Questions? Email: intadmit@northwestern.edu

Incomplete applications will be sent back for correction. Processing of application will only begin when the application is COMPLETE.

***Note:** Once your I-20 has been issued, you and your department contact will be notified via email. You must provide your admitting office or department (if you have been admitted through TGS) with a current mailing address as they will be arranging shipment of your I-20 to you.