

## New Student I-20/DS-2019 Procedures

- 1) Apply and gain acceptance to LLU.
- 2) Confirm acceptance and pay class holding fee (if required) to the Admissions Office.
  - a. Contact Admissions Office (of your school) for further instructions on how to make your payment:

School of Allied Health Professions	(909) 558-4599	sahp admissions@llu.edu
School of Behavioral Health	(909) 558-8722	admissions.sbh@llu.edu
School of Dentistry	(909) 558-4222	mdperry@llu.edu
School of Medicine	(909) 558-4467	admissions.sm@llu.edu
School of Nursing	(909) 558-4923	nursing@llu.edu
School of Public Health	(909) 558-8776	admissions.sph@llu.edu
School of Pharmacy	(909) 558-1300	admissions.ph@llu.edu
School of Religion	(909) 651-5849	religion@llu.edu

- 3) Receive “*I-20 Forms & Financial Information*” email from International Student & Scholar Services (ISSS).
  - a. Attached to this email are two financial forms and instructions on to obtain the I-20/DS-2019.
- 4) Email financial forms and supporting financial documents to International Student & Scholar Services – [intlstdsrv@llu.edu](mailto:intlstdsrv@llu.edu).
- 5) Pay International Student Deposit > See ***Deposit Guide*** for additional information
  - a. Programs in the following schools **do not pay** the standard deposit amount of \$8,000:
    - i. School of Dentistry
      1. DDS
      2. IDP
      3. Advanced Dental Education Programs
    - ii. School of Medicine
      1. MD
      2. Integrated Biomedical Graduate Studies Programs
    - iii. School of Pharmacy
      1. PharmD
    - iv. School of Public Health
      1. All Master’s programs
      2. All Doctorate programs
- 6) Once International Student & Scholar Services receives your financial forms, supporting documents, and deposit payment your I-20/DS-2019 will be processed within 2 – 3 business days.
- 7) I-20s will be emailed to students. DS-2019 can only be sent via FEDEX.
  - a. FEDEX international shipping takes 2 – 3 business days.

- b. FEDEX mailing fee will be charged to your LLU student account during your first term.
- 8) Receive your I-20/DS-2019
- a. Pay your SEVIS I-901 fee at: [www.fmjfee.com](http://www.fmjfee.com)
  - b. Book your visa appointment at the U.S. Embassy/Consulate
  - c. Apply for an F-1/J-1 entry visa
    - i. Note – **Citizens of Bermuda and Canada DO NOT** need to apply for an F-1/J-1 entry visa.
- 9) Receive your F-1/J-1 entry visa
- a. Email copy of visa to ISSS – [intlstdsrv@llu.edu](mailto:intlstdsrv@llu.edu)
- 10) Make your travel arrangements to the U.S.
- a. Book Pre-Arrival Zoom check-in appointment with ISSS.
  - b. ISSS will give instructions on what to expect upon entry and review the registration process.
- 11) Arrive at LLU and check-in with ISSS
- a. New students must physically check-in with ISSS within 10 days of arrival to the U.S.
  - b. Receive advising on completing the registration process.