Checklist for Form I-20 or DS-2019 Requests for Admissions Processors

Following is a checklist of items required for ISSS to issue a Certificate of Eligibility Form I-20 or DS-2019, one of the required documents for an international student to request F-1 or J-1 immigration status. Allow at least 2-3 weeks processing time for issuing these documents. Note that this processing time applies only when paperwork is complete.

1) Compile request package I-20/DS-2019:
   - Admission letter with admission semester and PID included.
   - Financial Certificate (FC) completed and signed by the student.
   - Passport identity page copy showing name, date of birth and expiration.
   - Proof of funding: bank documents, scholarship/sponsor letters, UNC funds, etc. A detailed list of acceptable documents is listed on the FC itself.
   - Complete the Graduate Program’s part of the FC (Graduate only). Don’t list funding unless guaranteed. Attach official award letter if a student is funded. Even if students are not being funded, please sign off “n/a” to confirm.

2) Submit request package (paper only, not digital) to ISSS at CB#5240 or in person.

3) Update the “International Student Financial Certification Notification” field under the “Decision Recommendation” page in ApplyYourself to “forwarded” to indicate that the documents have been sent to ISSS (Graduate only).

Other Important Notes:

- **All non-resident alien (i.e. not U.S. Citizen or Legal Permanent Resident) students must complete a FC for data entry in ConnectCarolina, including students already in the US in F-1, J-1 or any other immigration status.**
- Students do not have to formally accept admission or pay an enrollment deposit for ISSS to begin processing; however, waiting for acceptance is best, if timing allows.
- If a student cancels or defers admission after having requested an I-20/DS-2019, notify ISSS immediately. Students should return their I-20 or DS-2019 to ISSS if they are not attending UNC; they will need an updated one if they wish to attend a later semester.
- **Express mailing of documents:** Programs may choose to provide express mailing of documents for their students. If a program does not choose to express mail student’s documents, students can sign-up and pay online for express mail via E-ship global. Detailed info can be found on the ISSS website under the “new students” section.
- **Deadlines:** I-20/DS-2019 requests should be submitted by July 1st for Fall admits and November 1st for Spring admits. **Due to visa processing times, documents received after these dates will not likely be processed in time for students to arrive and begin classes.**

*Please do not hesitate to contact an ISSS advisor if you have questions or problems:*

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