

Reporting to the Diocese of Davenport/SEVIS

For ALL non-immigrant foreign students who have been or are currently enrolled in the 2005-2006 school year, the Diocese of Davenport needs the following items on file.

F-1/M-1 students

- Acceptance letter from your school
- Full Name of student
- Date of Birth
- What grade the student is coming into
- How long are they staying?
- Who are they staying with in the U.S.A.
- Country of Citizenship
- Address (make sure this is current and that all records reflect the same address)
- Original of the I-20 Certificate of Eligibility
- Supporting documentation verifying the student's qualifications for the I-20. This could be financial documentation, original application, transcripts, etc. All supporting documents such as Department of State or INS forms must also be included.
- Copy of passport
- Copy of Visa
- Copy of I-94 (card attached to the passport or Visa)
- School transcript that indicate what classes the student is currently enrolled in or has taken. (If the student has any transfers please include those. I really need anything in their file from the time they received their VISA until they leave our school.)

For J-1 Students, the Diocese of Davenport also needs:

- Copy of their DS-2019/I-AP66 form from the exchange agency

For F-2/M-2 Students, the Diocese of Davenport also needs:

- Copy of their parents I-20

If the student was enrolled during this school year, but is no longer enrolled, please include this information in their file.

- Date of commencement of studies and either;
- Transfer
- Change of Status
- Program Completion, or
- Termination date and reason

Responsibility of the Schools:

- Identify any students that are F-1/M-1 or J-1 or other students
- Start a file on that student which includes all of the above information.
- Notify the Diocese of Davenport, Virginia Trujillo **immediately** if the student does not report to school on the date stated on their I-20 form. (This will need to be reported to the INS from our diocese right away)
- All international students need to be accepted academically from you **first**.
- Once they are accepted, please send me an acceptance letter, I am sending you a sample of one that you can modify from Prince of Peace.
- Please have the family go to the website www.davenportdiocese.org , click on Schools – International Students, here they will find all the information they need. They need to download the FORMS so that they have the information they need to send to me.
- Once this is done you will need to let Virginia Trujillo that you have accepted a student and once paperwork is sent to Virginia with a check for \$400 an I-20 will be processed. **THIS IS FOR F1 STUDENTS ONLY.**
- Make sure the agency/program from which the J-1 student is receiving papers is reporting their information to SEVIS. If they are not, the student will need to find another agency or change their status to a F-1 or M-1.
- J-1 students should be carrying a pink form with their VISA's at all times.