



BEFORE WE CAN SEND YOU YOUR I-20 FORM...

## NOTICE TO INTERNATIONAL STUDENTS WHO WILL APPLY FOR F-1 STUDENT VISAS

When you accept The Putney School's offer of enrollment, we will send you an ***I-20 form***. You will use the I-20 form when you apply for your ***student visa*** (also called an ***F1 Visa***) at the United States Consulate or Embassy in your country.

Before we can send you the I-20 form, we must receive the following:

- Your signed **enrollment contract**.
- Your enrollment **deposit**. (10% of total tuition)  
*(Instructions for paying this deposit are on your contract.)*
- Financial documentation**. This documentation shows your family's ability to pay your education expenses.
  - A bank letter is the best documentation, attesting that sufficient funds are in the account to support you.
  - A bank statement is also acceptable.
  - A signed letter from the person supporting you must accompany the bank statement if the bank letter or bank statement above is not for a parent's account.
  - Conversion to US dollars is helpful.
- The completed **I-20 Information Form**. (next page) This form will ensure that we prepare and mail your I-20 form correctly.
- A photocopy of the biographical page of your **passport**. NOTE → Your passport must be valid for **6 months beyond** your entry date into the US.

The Putney School is required to follow all United States government laws when we issue the I-20 form. We at Putney will help you understand your rights and responsibilities when you are at our school on a student visa. If both you, the student, and we, in the International Student Office, follow basic steps with your I-20 and visa, you will likely have no problems getting your visa and then traveling to and from the United States.

We will send you some information and suggestions for applying for your student visa when we send your I-20. Please write or call if you have questions. Here is a helpful website with additional information:

<https://studyinthestates.dhs.gov/students>



## I-20 Information Form

All students who enter the United States on a student visa are registered in a US government information system. The *Student and Exchange Visitor Information System*, **SEVIS**, records information about you, your studies, and your travels to and from the United States. Your I-20 will include a **SEVIS number**.

Please complete this form so that we prepare your I-20 correctly. Return it with your signed contract, your deposit, and your financial documentation.

**Your name** as it appears on your passport.

*(You must also send a scan or photocopy of the biographical page of your passport)*

\_\_\_\_\_

*given name*

\_\_\_\_\_

*middle name*

\_\_\_\_\_

*surname*

- date of birth: **month:**\_\_\_\_\_ **day:**\_\_ **year:**\_\_\_\_\_
- country of birth:\_\_\_\_\_ country of citizenship: \_\_\_\_\_
- Your home address (as it would be written on an envelope). This must be your personal address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- The address where we should mail the I-20 (if different from home address).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Will you attend The Putney School's Summer Program?  yes  no  unsure
- Are you currently attending another school in the US?  yes  no

*If yes, name of current school:*\_\_\_\_\_

*Do you already have*  *F1 visa*  *a J1 visa*  *other visa* \_\_\_\_\_

***please return to:*** Admissions Office  
The Putney School  
fax: 802-387-6278  
admissions@putneyschool.org