



1. SCHEDULE A VISA INTERVIEW APPOINTMENT

- ✓ Review the website of the specific U.S. Embassy or Consulate (“Consular Post”) at which you will renew your F-1 Visa. You can locate your local U.S. Consular Post on the Department of State’s [website](#).
- ✓ Schedule your Visa Interview Appointment for the earliest date possible after your arrival in that country.
- ✓ Take note of any unique procedures or documents required by that Consular Post.

2. PREPARE YOUR VISA APPLICATION

- ✓ **Complete the U.S. Department of State’s [Form DS-160: Visa Application](#).**
- ✓ **Recent travel signature on your I-20.** Your signature be less than 6 months old if you are renewing your visa.
- ✓ **Proof of SEVIS Fee Payment.** If you have misplaced your original receipt, you may reprint one from the [I-901 Fee](#) section of the DHS website.
- ✓ **Employment Authorization Document (“EAD”) from USCIS.** *If you do not present this document, the Department of State will deny your F-1 visa renewal request.*
- ✓ **Proof of Employment.** You should obtain a letter on official company letterhead from your company’s Human Resources Department (or the person who handles such matters for your company). *Without such documentation, the Department of State will deny your F-1 visa renewal request.*
- ✓ **Original Funding Documents.** You should bring original financial documentation that reflects that you or a sponsor possess enough funds to cover the “Living Expenses” reflected on your I-20. If the financial documentation will be in someone else’s name, you will need to also bring a *Financial Sponsorship Certification* completed and signed by that person.
 - ***If personally funded:*** an original bank statement or bank letter in your name
 - ***If funded by family or individual sponsor:*** bank statement or bank letter in your sponsor’s name, accompanied by a MCPHS [Financial Sponsorship Certification](#) or other Affidavit of Support.
 - ***If funded by your home government, an organization, a company, etc.:*** signed Letter of Sponsorship or Financial Guarantee from that organization on official letterhead.

3. CONTACT IMMIGRATION SERVICES OFFICE FOR ANSWERS TO UNIQUE TRAVEL QUESTIONS, IF NECESSARY

The Immigration Services Office can answer any questions you may have regarding:

- ✓ Proving Non-Immigrant Intent
- ✓ Automatic Visa Revalidation
- ✓ Visa renewal in a Third Country
- ✓ Administrative Processing (security clearance delays)
- ✓ Travel after completion of your program of study