Before You Enter the U.S.

- **Visa Stamp (Visa Foil)**
  When your passport(s) is returned to you from the U.S. consulate, verify that you have the correct visa stamp. The F-1 or J-1 visa stamp is for a student and the J-2 or F-2 stamp is for a dependent. The visa stamps cannot be corrected at the port of entry or after you enter the U.S. *If you enter in the wrong visa category, it will affect your academic program as well as delay any funding you may receive from Duke University.*

- **Form I-94 Automation (Formally Form I-94)**
  The paper Form I-94 cards will no longer be issued to international students entering the U.S. by air or sea, however, it will still be issued at land border ports of entry. During the phase-in of Form I-94 automation at air and sea ports through April and May, international students will continue to receive the paper Form I-94 until the automated process arrives at their port of entry. Following automation, the record number and other admission information will be available at [www.CBP.gov/I94](http://www.CBP.gov/I94). *When you enter the U.S., visit this website and print a copy of the record number and other admission information.*

Registration

Immigration regulations require all students/scholars in F-1 and J-1 status to register with the host institution. Duke requires that all other new international students in different visa classes register as well. *(See reverse side for more information).*

*(NOTE: New students ARE NOT permitted to enter the country earlier than 30 days prior to the program start date recorded on the I-20 or DS-2019. If you arrive in Durham before the scheduled registration dates on the reverse of this page, you may register by using the E-Registration Powerpoint presentation. *(See reverse side for more information).*

Please bring to registration:

1. Visa document: I-20 or DS-2019
2. A copy of the award letter, if you will be receiving money from Duke (assistantship, fellowship, tuition waiver, etc.)
3. Passport containing visa stamp (Canadians do not need visa stamps)
4. Form I-94 (Printout of information from [www.CBP.gov/I94](http://www.CBP.gov/I94) confirming your entry or the small white card you received at the land port-of-entry, probably stapled to your passport)
5. Non-Duke J students (e.g., IIE, ACTR, LASPAU, etc.) who want to work on campus MUST bring a letter from their program sponsor confirming work eligibility

The registration process will allow you to:

- Notify the United States Department of Homeland Security that you have arrived at Duke. *
- Failure to register by the first day of class may render you out of valid F-1 or J-1 status.
- Begin the process to obtain a U.S. driver’s license*
- Apply for a Social Security or Individual Tax Identification number (if eligible)*
- Obtain necessary payroll documents (if applicable)*

  (*Do NOT apply until after you have registered –it will delay the process)*

****SEE REVERSE SIDE FOR MASS REGISTRATION INFORMATION****

MANDATORY REGISTRATION – 2014
For All New International Students
Welcome to Duke University – We look forward to seeing you!

All entering international students are required to participate in an orientation program conducted by their individual schools or programs. Immigration regulations require all students/scholars in F-1 and J-1 status to register with the host institution. Duke requires that all other new international students in different visa classes register as well.

For your convenience Duke Visa Services will register new international students by school at the times/locations below in a mass registration during your designated school’s orientation programs. Students using the E-Registration Powerpoint presentation at http://www.visaservices.duke.edu/F1_Incoming.html can bring the documents to our office between 8:30am to 4:30pm Monday through Friday. If possible, please complete the registration and print the automated I-94 information before you visit our office. Duke Visa Services has a limited number of computers available, but students can have access to the following computer lab locations before visiting our office: Classroom 6 in the Link, Social Sciences 229 and computer labs at the following locations: http://oit.duke.edu/comp-print/labs/locations/index.php.

Mass Registration Sites

- **UNDERGRADUATES** (Trinity College and Pratt Engineering)
  - Date: Monday, August 18, 2014
  - Time: 3–4pm (Must bring all visa documents to Brodie Recreation Center between 8:00 - 8:30am)
  - Location: 107 Richard White Lecture Hall, East Campus

- **GRADUATE STUDENTS ENROLLED THROUGH THE GRADUATE SCHOOL. PLEASE FOLLOW E-Registration (ppsx) INSTRUCTIONS AT http://www.visaservices.duke.edu/F1_Incoming.html. Students have access to the following computer labs after arriving to Duke University: Classroom 6 in the Link, Social Sciences 229 and computer labs at the following locations: http://oit.duke.edu/comp-print/labs/locations/index.php. There are a limited number of computers located at the Duke Visa Services Office for student use.**

- **FUQUA School of Business (MMS and MBA Language Institute Students)**
  - Date: Tuesday, July 8, 2014
  - Time: 8–8:45am (document pick-up) 4:30pm (document return and presentation)
  - Location: Geneen Auditorium

- **FUQUA School of Business (MBA Students)**
  - Date: Tuesday, July 29, 2014
  - Time: 7:30–8:30am - document pick-up in HCA Classroom
  - 4–5pm - document return and presentation in Sauer
  - Location: HAC Classroom

- **LAW SCHOOL**
  - Date: Wednesday, August 20, 2014
  - Time: Law School (will be communicated to you by the Law School)
  - Location: Law School (will be communicated to you by the Law School)

- **PRATT SCHOOL – MASTER OF ENGINEERING MANAGEMENT (MEM) & MASTERS of Engineering (MEng) Students**
  - Date: Tuesday, August 12, 2014
  - Time: 3:00pm (Must bring all visa documents to Schiciano Auditorium lobby between 8 - 8:45am)
  - Location: Schiciano Auditorium

**NOTE:** F-1/J-1 Students - Failure to register by the first day of class may render you out of valid F-1 or J-1 status. Don’t let this happen to you. At registration, we will give you information on maintaining your visa status and procedures for travel outside of the U.S.

****SEE REVERSE SIDE FOR MORE MASS REGISTRATION INFORMATION****
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