International Student I-20 Process

First Steps by Student (required before I-20 will be created):

- To begin the process of receiving the initial I-20, a student must have completed the following:
  - Completed admission packet received by unit (must include the signed payment agreement).
  - First year’s tuition and fees paid to the Bursar’s Office by
    - Check or money order mailed to:
      Bursar’s Office
      Roseman University of Health Sciences
      11 Sunset Way
      Henderson, NV 89014
      USA
    - Or, an electronic transfer of funds (contact Bursar’s Office at 702-968-1658 for details) Please note: This option typically requires extra fees.
  - Bank statements proving the student has personal liquid assets or a sponsor who has liquid assets enough to pay for the entire length of the program.
    - Definition of “liquid asset” - An asset that can be converted into cash in a short time, with little or no loss in value.
    - Some examples of liquid assets:
      - Cash
      - Savings/Checking Accounts
      - Certificates of Deposit
      - Guardianship accounts
      - Money market accounts
      - Treasury bills
      - Liquid stocks
      - U.S. savings bonds
      - Non-term life insurance policies with a cash surrender.
  - If the above bank statements are in someone else’s name (a family member contributing funds for your academic program and expenses, include a FORM I-134 (even if the family member is a citizen of another country).

Bank statements should be mailed to the campus Student Services Office you plan to attend:
Henderson: Angela Bigby, Roseman University of Health Sciences, 11 Sunset Way, Henderson, NV 89014, USA
South Jordan: Christine Daoust, Roseman University of Health Sciences, 10920 S. Riverfront Pkwy., South Jordan, UT 84095, USA

Next Step by Student Services Office:

- I-20 created in SEVIS
- I-20 mailed to student (address will be confirmed via email with student prior to mailing)
  - Tracking number will be emailed to student

Next Steps by Student (Make copies of all documents for your own file):

- Sign/date the I-20, make a copy, and email back to either Angela or Christine (depending on your campus)
- Fax to 702-968-1643 OR email copy to Angela – Henderson (abigby@roseman.edu) or Christine – South Jordan (cdaoust@roseman.edu)
- Visit the following website for student visa process to complete the next steps: http://www.ice.gov/sevis/students/ Please note: You will need your I-20 for your visit with the U.S. Embassy, so be mindful of the dates for interviewing so that you do not miss it.
- Make appointment with Student Services office when you arrive on campus, so that you can receive your updated I-20 (very important step!)