

**Overview of Admission
and I-20/DS-2019 Issuance Procedures
for Regent's International Student Applicants**

(2/20/09)



- The student is admitted to an academic program at Regent University.



- The student submits the required items to the International Admissions Coordinator (Ms. Amanda Leffel; aleffel@regent.edu; 1-757-352-4936) in the Office of Central Enrollment Management (CEM) by the established deadline. (Such items include the International Enrollment Deposit; and the Personal Certification of Financial Responsibility and supporting documents including the Sponsor Financial Support Affidavit, if applicable.)



- CEM will send an I-20 (for F-1 Student status) or DS-2019 (for J-1 Exchange Visitor status) to the student through express mail (DHL or FedEx) along with a detailed Immigration Instruction Letter; an Admission Letter; and a Pre-Arrival Information Packet.



- Once the student receives the I-20 or DS-2019 from CEM, he/she can now submit an application for on-campus Student Housing at Regent. The Student Housing Application can be completed and submitted online at this web page: www.regent.edu/campus/housing/forms/housing_application.cfm?sec_nav= (Another way to access the on-line Housing Application is by going to the Student Housing website, clicking on the "Request Forms" link on the left side of the page, then clicking on the "Housing Application" link.) A Student Housing representative will contact you via email to assist you with your transition to Regent University Student Housing. You may also contact Student Housing by phone at: 1-757-352-4890 or by email at: studenthousing@regent.edu



- The student will receive an email message from Regent's Information Technology (IT) department, which will include the student's Regent University email account. The student is expected to check his/her Regent email account from this point forward for all university related matters, including the mandatory International Student Orientation.



- The F-1 student will use the I-20 to pay the \$200 SEVIS fee and the J-1 student will use the DS-2019 to pay the \$180 SEVIS fee by following the instructions provided in the Pre-arrival Information Packet. For students who will require an F-1 or J-1 visa, and after the SEVIS fee has been paid, an appointment should be made at the United States consulate or embassy for the earliest date possible. (F-1/J-1 visas are generally not required for Canadian citizens, but Canadians must pay the SEVIS fee prior to applying for admission at the U.S. Port of Entry).



- The student will receive an email message from the Office of International Student Services (OISS) regarding the mandatory International Student Orientation and will be asked to submit an International Student Arrival Form at least 1 month prior to the student's arrival date. The Arrival Form is used to coordinate airport pick-ups for Regent's newly admitted international students.