

Instruction for I-20 Application

The Diocese of Arlington is happy to assist international students enrolling in our Catholic schools. If the student you are enrolling currently holds or is in the process of obtaining an F-1 visa, then an I-20 form (Certificate of Eligibility for Non-Immigrant (F-1) Student) is required (one per student). Please adhere to the following:

1. The student must apply and be admitted to a Catholic school within the Diocese of Arlington. If applying to multiple schools, the I-20 can only be issued from the school the student will be attending.
 2. Tuition will be paid in full upon admission (per Policy 602 of the Office of Catholic Schools Policies and Guidelines).
 3. The parent or guardian must complete *SECTION I* of the Diocese of Arlington I-20 Application Form and bring the completed form to the school the student will be attending. The school principal or registrar will complete *SECTION II* of the application form and will forward it to the Office of Catholic Schools. Please note the student's address **MUST** be the same as the parent or guardian's U.S. address.
 4. The following will be submitted to the Office of Catholic Schools:
 - A completed Diocese of Arlington I-20 Application Form (Sections I and II) including the following:
 - Visa type
 - Student's date of birth
 - Gender of student
 - Foreign address of the student
 - U.S. address for the student (**MUST be the same as parent or guardian**)
 - Estimate of general living expenses for the student for the school year (i.e. room/board)
 - Name of person financially responsible for the student and their relationship to the student
 - Grade the student will be entering
 - Amount of tuition for the student for the school year
 - Original signature of principal or admissions director
 - Copy of student's current visa
- If the student is transferring from another school, the originating school must release the student's records and transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington International Student Transfer Report must be completed and returned to the Office of Catholic Schools along with the I-20 Application Form.

Please refer to the U.S. Citizenship and Immigration Services website (www.uscis.gov) for information on fees due.

An I-20 cannot be prepared for a student unless all documents are in order and submitted to the Office of Catholic Schools. Please allow a minimum of five (5) business days for your application to be processed.

Please contact Mary Manilla-Smith, SEVIS Designated School Official, at 703.841.2551 with questions.