Instructions for newly admitted international students

Congratulations on your admission to the Johns Hopkins Carey Business School. If you are not a citizen or permanent resident of the United States, you will most likely be attending Carey in F-1 status. For this to happen, our office will need to issue you an I-20 form via SEVIS (Student and Exchange Visitor Information System), the database run by the Department of Homeland Security to track students in the US in F, M or J status.

Please review the information below carefully. If you have any questions at all, please contact the Office of International Services (OIS) at carey.intl@jhu.edu

Please bear in mind that students who enroll full time in the Carey Business School may need to register for classes at more than one campus throughout the Baltimore-Washington DC metropolitan area. The University does not provide students with transportation between the five campuses, and public transportation is limited. Many of our students find it helpful to have their own transportation, i.e., a car. In addition, the Carey Business School does not have on-campus housing for its students. It is the student’s responsibility to secure housing. For additional information, please refer to the Housing page under the Student Services tab on the password-protected Carey Business School website, https://my.johnshopkins.edu

For those students who are not currently in F-1 status

If you indicated in Apply Yourself that you need an I-20, one will be issued for you after you have 1) been fully admitted, 2) accepted the offer of admission, and 3) paid the required fee. In order to speed up the process, you can submit the other required documentation to OIS before the admission process is complete, but we will not issue the I-20 all the steps have been completed. We prefer that you scan and email the documents to us rather than sending the physical documents by regular or express mail. If that is not possible please contact us for further instructions.

Please submit the following to OIS at Carey (carey.intl@jhu.edu)

1) A completed Affidavit of Support form for your specific program. If you are intending to pay for your own studies, you will be the one to complete the information and sign the form. If someone else will be supporting you, please have them complete and sign the form. If they do not speak or write English you can help to complete the information, but they must sign the form themselves. Signatures need not be in English. More than one sponsor is allowed, but an affidavit is required for each sponsor.

2) Copies of financial documents showing that you or your sponsor(s) have the funds required for at least one year of study at Carey.

3) A scan of the photo page from your passport so we can be sure that your name on the I-20 form and in our records is consistent with the passport.
Once you have submitted these documents and have been admitted, we will issue the I-20 and send it to you at
an address you specify through the services of University Express Mail Services. Information on how that works
is found here: [http://oisss.jhu.edu/forms/EShip%20global%20flyer.pdf](http://oisss.jhu.edu/forms/EShip%20global%20flyer.pdf)

We will also send the SEVIS ID number that is required for the I-901 SEVIS fee by email so you can use it to
pay the SEVIS fee and make a visa appointment at the embassy or consulate. **NOTE:** we do **NOT** advise
making the appointment until the I-20 has actually been issued and shipped to you.

The U.S. Department of Homeland Security (DHS) requires all F-1 visa applicants to pay a one-time I-901 fee of
$200 to supplement the administration and maintenance costs of SEVIS. The fee must be paid at least 3
business days prior to applying for the F-1 visa and can only be paid to the DHS via mail, the Internet, or
through Western Union. Please go to [www.fmjfee.com](http://www.fmjfee.com) for additional information, or refer to the page on our
website at [http://oisss.jhu.edu/newly-admitted-students/SEVIS-fee](http://oisss.jhu.edu/newly-admitted-students/SEVIS-fee)

If you wish to bring your dependents(s) to the US to accompany you while you are studying at Carey, please add
$3,930 per person to the estimated expenses listed on the affidavit of support. Also, please send a scan of the
photo page from the passport of each person who will be accompanying you. Please note – F-2 dependents can
only be a spouse (husband or wife) or your dependent child under 21 years of age. Those in F-2 status are NOT
allowed to work while in that status, and can only take classes that do NOT lead to a degree.

In order to transfer your SEVIS record to Carey, you will need to follow the steps above, and also request a
transfer from the international student office at your current school. Please ask them to complete the Carey F-1
transfer form and have it returned to our office, per the instructions on that form. Please note that your SEVIS
record will not be transferred until your current semester is over (in most cases). As long as the transfer is
completed within two weeks of the start of classes at Carey, you will be in status, though.

If you are already in the U.S. on a valid F-1 student visa and plan to transfer to the Carey Business School
without exiting the U.S., you will not be required to pay the SEVIS fee. If, however, you plan to leave the U.S.
and re-enter with an “Initial” status I-20, rather than a “Transfer Pending” I-20, you will be required to pay the
SEVIS fee. The ideal is for you to reenter the US using a “transfer pending” I-20 issued by Carey if you will be
outside the US for less than 5 months.

**For those students who are currently (or recently) in the U.S. in F-1 status**

If you are studying in the US currently and plan to attend Carey, you will be considered a transfer student by
the OIS. This is because you will be transferring your SEVIS record from your current school to Carey, and has
nothing to do with your academic status. As long as there is a gap between the end of your current school and
the start of your program at Carey, we will issue you an I-20 that is marked “Transfer pending from: School X”.

If you are planning to leave the US for a period of 5 months or more between the end of your current program
of study and the start of your studies at Carey, your earlier SEVIS record will be completed and we will issue
you a new I-20 marked for initial attendance. Please be aware that this will also mean that you will need to
spend one academic year in F-1 status at Carey before you will be eligible to work off-campus, regardless of
whether or not you have met that requirement previously.
For those students who are currently in the U.S. in a non-immigrant status other than F-1

It may not be required to be in F-1 status while you are pursuing a degree. If you are in the United States in a different category and would like to change to F-1 status, or if you just want to make sure, please contact us and we will provide the information on how to change your status, either by applying to the USCIS or by traveling outside the U.S., getting an F-1 visa stamp, and reentering the U.S. in F-1 status.

If you have any questions at all, please feel free to ask. The best way is by email sent to carey.intl@jhu.edu. Please be patient, since we are working with many students, but your question will be answered as soon as possible.

I look forward to meeting you this summer!

Best wishes for a safe and fun trip to Baltimore or Washington DC!

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