

## DUKE UNIVERSITY AND HEALTH SYSTEM

Duke Visa Services  
Box 90970  
Location: 114 S. Buchanan Blvd.  
Smith Warehouse 1<sup>st</sup> Floor, Bay 7  
Durham, NC 27708

Telephone: 919-681-8472  
919-681-VISA  
Facsimile: 919-681-8492  
Email: [visahelp@mc.duke.edu](mailto:visahelp@mc.duke.edu)  
Website: <http://www.visaservices.duke.edu>

# Funding Guidelines for F-1 and J-1 Students

Duke Visa Services (DVS) issues visa documents for F-1 and J-1 students attending Duke. **Please complete the Webform and submit the signed signature page along with other required documents directly to the program or school to which you have been admitted.** The documents should not be sent to DVS. Your program or school will forward your completed application to DVS for your I-20 or DS-2019 to be issued. Our office requires **2 weeks** from the time DVS receives your application to issue the visa documents.

DVS is required to verify that you have the ability to pay for the first full year of your academic program including tuition, fees, and living expenses, etc. The minimum funding requirements are established by the program or school you will attend at Duke. Obtain the student budget from your program or school to determine the amount of funding you must prove for visa documents to be issued. You also must prove you have the additional funds required for family members to be issued dependent visa documents.

### Proof of Funding:

- Must be in English or with an official translation (cannot be self-translated)
- Must reflect liquid assets - no real estate, stocks/bonds, or salary to be earned
- Must identify the source, funding amount, type of currency, and dates of coverage
- Must be current (4 months old or less)
- Must be original (Refer to Additional Suggestions below)

### Examples of Acceptable Proof of Funds:

- Personal (checking/savings account statements)
- Family funds (checking/savings account statements)
- Scholarship award letters from home university
- Scholarship/Fellowship/Assistantship letters from Duke University
- Government grant/award letters
- Employer sponsorship letter

### Notes about Funding sources:

If sponsored by **personal or family funds**, you will need to provide bank statements or bank letters showing personal or family member checking/saving funds. Be sure the family member's name is on the bank statement or letter. Please complete the *Official Certification of Sources of Funds and Amounts* form if bank statements or letters cannot be obtained.

If a family member is sponsoring you, then you **also** need to provide a sponsorship letter from the member confirming:

- Their RELATION to you
- Their INTENT to sponsor your stay in the U.S. specifying the AMOUNT and DURATION of their support

*Example: "I (name of sponsor) will financially support the educational program of (name of student and relation to sponsor) in the amount of \$\_\_\_\_\_ per year for his/her four year program at Duke University."*

The name(s) on the support letter must match the name(s) on the bank statement. If there is more than one name on the bank statement, every person listed on the bank statement must sign the support letter.

If sponsored by **other sources**, you will need to present an official letter on letterhead from the funding source confirming:

- TOTAL AMOUNT being provided to you (specify the amount and currency)
- DATES during which funding will be provided
- NAME of the school where you will be attending, so it must say *Duke University*
- SIGNATURE of the person in the organization who is authorized to guarantee those funds

**ADDITIONAL SUGGESTIONS:** You should obtain at least 2 original copies of your proof of funding. You will need to show original proof of funding at the U.S. Embassy or Consulate when applying for the visa stamp. You may also be asked to show original proof of funding when you enter the U.S. (at the port of entry).

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## Official Certification of Personal and Family Funds

This form must be completed only if support letters and bank statements/letters are not submitted.  
Visa documents cannot be issued without proof of funding.

### Part I: To be completed by student

Family name of student: \_\_\_\_\_  
(as appears in your passport)

Given Name of student: \_\_\_\_\_  
(as appears in your passport)

Specify your sources of funding and the amounts to be provided to you by each funding source. The total amount of funding support must meet the minimum funding required by your degree program.

Funding Source	Amount	Funding Source	Amount
Personal funds	\$	Family Funds	\$

### Part II: To be completed by your parent/relative (if they are funding you)

This is to certify that the funds listed above are available and will be provided as specified.

Parent or Sponsor's Signature: \_\_\_\_\_ Parent or Sponsor's Name (printed): \_\_\_\_\_

Relationship of Sponsor to Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address (if different from student): \_\_\_\_\_

### Part III. To be completed by the bank officer

This is to certify that I have read the information given by the applicant on this form, that it is true and accurate, and that the funds are available in liquid assets.

Bank Officer's Signature: \_\_\_\_\_ Bank Officer's Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_ Name of Bank: \_\_\_\_\_

Date: \_\_\_\_\_

Address of Bank: \_\_\_\_\_

(Bank stamp)