



## Office of Global Services (OGS) F-1 or J-1 Immigration Document Request *for 2025 Enrollment* Frequently Asked Questions (FAQ)

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# International Student & Scholar Portal

### When & how will I receive the OGS portal invitation?

Within one week after accepting your offer of admission (enrollment deposit paid if applicable), you will receive the international student portal invitation at your NetID@georgetown.edu email inbox.

Your admission letter contains instructions for activating your NetID.

### Need help with OGS portal access?

Please review our [troubleshooting tips](#). We have prepared this webpage for assistance with issues that new students commonly encounter.

### What if my name and/or citizenship displays incorrectly in my OGS portal?

No problem: All biographical data is reconciled with the passport image you upload.

### I have questions about my portal—can I set up a time to meet with OGS?

OGS has several methods to provide assistance. First, look over our [Portal Instructions](#). This document has images and clear instructions to guide you. Second, this page of frequently-asked questions (FAQs) has answers for many common questions. Please be sure to read it in full. Third, OGS [hosts webinars every 2-3 weeks](#): Staff demonstrate how to use the portal and which documents to upload. We invite you to attend one of these.

Finally, after reviewing the Portal Instructions and FAQs on this page, if your questions are not answered, send an email to [newinternational@georgetown.edu](mailto:newinternational@georgetown.edu). Please note that our response time for emails is three business days and limited to business hours at the local time.

### What if I can't access my Georgetown email address?

Please seek technical assistance from University Information Services:

<https://uis.georgetown.edu/security/duo/duo-troubleshooting/>

<https://help.georgetown.edu/support/home>

# Form I-20 or Form DS-2019

### What information and documents must I upload to obtain my Form I-20 or DS-2019?

Please find the detailed list of F-1/J-1 requirements at [this webpage](#).

### Did OGS receive my uploads?

You can view this status in your portal. If the requirement shows **Needs Submission**, this means OGS is not yet notified of your uploads; please click the **Submit** button to notify us of your uploads. If the section says **Needs Review** in all applicable sections, this means your case has been assigned to OGS staff.

### When will I hear back about my uploads?

You will receive an email notification when OGS updates your portal with feedback, which [looks like this \(PDF\)](#).

OGS reviews hundreds of uploads each business day—please wait for confirmation. Response time varies depending on volume.

### **When will my Form I-20 or Form DS-2019 be issued?**

[Current processing time](#) begins when all F-1 or J-1 requirements are uploaded to the International Student Portal.

### **Will I receive shipment of a physical Form I-20 or Form DS-2019?**

No, this document is emailed as a PDF attachment from [newinternational@georgetown.edu](mailto:newinternational@georgetown.edu) to your [NetID@georgetown.edu](mailto:NetID@georgetown.edu) email address. You will print and sign the document to show the U.S. consular and customs authorities.

### **How do I request that my case is expedited?**

We cannot accommodate individual requests for faster processing. OGS processes each case as quickly as possible.

### **How can I request an update to information on my Form I-20 or Form DS-2019?**

Please submit [this form](#) to request an update to your document. This will not change the SEVIS ID.

## **F-1 or J-1 Funding Evidence**

### **What amount must I demonstrate?**

This amount varies by your program of study. Please see Georgetown’s international student [estimated cost of attendance](#) for the amount of funding required to request your immigration document and apply for your student visa.

### **Why is the amount required for my visa higher than the cost of tuition?**

The amount required for F-1 or J-1 eligibility includes tuition and estimated health insurance, books, and living expenses.

### **Does my Georgetown scholarship count towards the amount of funding I need to request my Form I-20 or Form DS-2019?**

Yes, it does. Please upload the award letter alongside your other documents.

Students whose aid includes a stipend beyond tuition also must upload a screen capture from [GUExperience](#) showing their acceptance of conditions.

### **May I upload the bank document of a family member?**

Yes, you may. You must also include a letter of support [like this template](#).

### **In order to use my loan approval letter for visa purposes, does my loan first need to be certified by the [Office of Student Financial Services](#)?**

No, institutional loan certification is separate from the U.S. student visa process.

### **How can I request an update to the funding on the Form I-20 or Form DS-2019?**

Please submit [this form](#) to request an update to the funding sources displayed on your document. This will not change the SEVIS ID.

### **Where can I learn more about things like payment plans and international wire transfers?**

Please see the website of the [Office of Revenue & Receivables](#).

## **The DS-160 & U.S. Consular Application**

### **I need my SEVIS ID to make my visa appointment—when will I receive it?**

Your SEVIS ID is generated when your Form I-20 or Form DS-2019 is issued.

### **Form DS-160 asks for my U.S. address—what should I answer?**

If you already know your U.S. address in the U.S., please enter that information. If you wait for an on-campus housing assignment or your housing search is ongoing, you may enter the Georgetown campus address from your immigration document (see next question).

## Form DS-160 asks for a U.S. contact person—what should I answer?

You may provide the name of the OGS staff member who issued your Form I-20/DS-2019 with our address:

3520 Prospect St NW  
Car Barn Ste 140  
Washington, DC 20057-1013  
Phone: 202-687-5867  
Email: [newinternational@georgetown.edu](mailto:newinternational@georgetown.edu)

## After Georgetown issues my I-20 or DS-2019, how soon will I get a student visa?

Visa appointment availability varies by location. Please consult the U.S. State Department [estimated wait times](#).

## Does OGS have any tips to prepare for the visa interview?

We recommend that you reference [10 Points to Remember When Applying for a Student Visa](#) for helpful information.

## Does renewing my passport affect my student visa application?

New passports generally require ***no update*** to your Form I-20 or Form DS-2019.

Many students travel with both their new passport and an old passport containing their unexpired F-1 visa.

## Should I apply for an emergency or expedited visa appointment?

This is an option but it is in high demand by visa applicants. Most consular missions provide this option only within the final weeks before classes begin and are typically not able to accommodate every request, even if urgent. You must first have a confirmed visa appointment before you can request to expedite the appointment. Please search this [U.S. government website](#) for instructions specific to your location.

## Can Georgetown contact the U.S. embassy on my behalf?

OGS does not contact US embassies or consulates. Schools have no influence over U.S. consular services. Only the visa applicant can contact the U.S. embassy or consulate about their case.

## I have a valid tourist/visitor visa—does it affect my student visa?

It's normal to hold multiple valid U.S. visas for different purposes.

Students with another visa must *take extra care* to ensure U.S. Customs and Border Protection (CBP) admits them in student status.

## May I apply for the student visa outside my home country?

Some students obtain their U.S. visa in a country other than their home country. Extra considerations for *third country* visa applications:

- Local applicants may be prioritized.
- Third country applicants may face additional questions about ties to their home country.
- An applicant denied in a third country must reapply from their home country.

## My F-1 visa is unexpired but has a different school name *and/or* SEVIS ID—may I still use it?

If you previously used this visa to enter the United States, it is valid for U.S. reentry together with your new I-20.

# SEVIS Transfer

## Must I request a Georgetown Form I-20 if I already hold active F-1 status?

Yes, you must take action to transfer your U.S. immigration record to Georgetown University. OGS cannot do this on your behalf. The Student and Exchange Visitors Program (SEVP) expects that a SEVIS record be transferred between schools, and only one school can hold the record at any time. A new record will not be created, which is correct and better for you.

## How do I request a transfer of my SEVIS record/Form I-20?

There are several actions to take and the deadlines are important. First, you must upload SEVIS Transfer Documents as part of your [Georgetown Form I-20 request](#). (These documents are listed in the section SEVIS Transfer Documents on the linked page.) The deadline to request a Form I-20 is 30 days before Georgetown classes begin, even if the SEVIS record will be transferred later to accommodate final coursework or authorized training.

Second, you must coordinate with the F-1 advisor(s) at your current institution for timely SEVIS release to the correct Georgetown campus. This date may take into account final coursework and authorized employment or training, however, Georgetown must receive the SEVIS record at least one week before classes begin. Page two of our [Transfer-In Form](#) includes important information that your F-1 advisor(s) will require.

These two steps mean that your request to Georgetown may be a different date from the date of the actual transfer.

### **By what date must I transfer my active F-1 status?**

*Georgetown must receive the SEVIS record no later than one week before classes begin.*

Note: regardless of the actual transfer date, you must submit a Form I-20 request to Georgetown no later than 30 days before Georgetown classes begin.

These two deadlines mean that your request to Georgetown may be a different date from the actual transfer.

### **How soon will Georgetown issue my transfer Form I-20?**

On the date of the transfer, Georgetown will have access to your SEVIS record. From that date, OGS will begin processing within seven business days as long as your International Student Portal in advance confirms complete requirements.

## **Other/Misc.**

### **How can I schedule a call or meeting with OGS?**

OGS offers advising by email. Before classes begin, incoming F-1 or J-1 students are advised by email from [newinternational@georgetown.edu](mailto:newinternational@georgetown.edu).

### **Georgetown hasn't yet received my transcripts. Does this affect my OGS request?**

No, please move forward with your immigration document request.

### **May F-1 or J-1 students take online courses?**

Maximum one online course (three credits) is permitted as part of minimum full-time enrollment each term. After satisfying the full-time enrollment requirement, students may take additional online courses above and beyond the minimum, as allowed by program requirements and availability.

### **My I-20 Major 1 doesn't list my Georgetown program name—why not?**

I-20 majors belong to the U.S. Department of Education's classification of instructional programs (CIP). Schools must match each institutional program/major name to a CIP code to supply national data. This means the program name may appear differently on your admission letter than your Form I-20, and this is not an error. OGS cannot change either name.

### **Does Georgetown offer payment plans?**

Yes, please see this webpage from the [Office of Revenue and Receivables](#). Payment plan enrollment does not change the amount required for F-1 or J-1 eligibility.

## **Health Insurance**

### **When may I complete the health insurance acceptance/waiver survey?**

Within a few weeks before classes begin.

### **How can I learn more about U.S. health insurance?**

These online sources contain reliable information about U.S. health insurance: the [Office of Student Health Insurance FAQs](#), the [Student Health Services help webpage](#), and the [OGS Canvas Pre-Arrival Module 2](#).

### **What are Georgetown's immunization requirements?**

Information about the requirements is available through the [Student Health Center \(SHC\)](#), which administers the [immunization portal](#). All students regardless of age must fulfill [immunization requirements](#).

### **Does my existing coverage qualify for a waiver of Georgetown health insurance?**

[Waiver eligibility](#) is determined by the Office of Student Health Insurance. Please review their website for additional information and requirements.

**I received an invitation from One Medical, but it asks for my U.S. address.**

This item can wait until you have arrived in the United States.

## Summer Non-Degree Programs

**I would like to take 3 credits only—is this possible with an F-1 visa?**

No, the F-1 visa requires six in person credits in a summer session.

**I will attend a short-term non-credit Academy—am I eligible for an F-1 visa?**

No, an F-1 student visa cannot be used for these programs.