

## MEMORANDUM

TO: Deans, Directors, & Department Chairpersons

FROM: David Bryan Clubb  
*Director*

DATE: January 13, 2003

RE: Establishment of Deadlines for Issuance of Visa Documents for International Students

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In order to comply fully with all new immigration laws and regulations, and in order to ensure more efficient and effective service, the Office of International Services (OIS) has established the following deadlines regarding the issuance of visa documents to prospective international students:

<b>FALL</b>	<b>July 1<sup>st</sup></b>
<b>SPRING</b>	<b>November 1<sup>st</sup></b>
<b>SUMMER</b>	<b>March 1<sup>st</sup></b>

These deadlines are the date by which OIS must receive all completed application materials from the academic unit at Pitt and the international student in order to issue the required visa document (Form I-20 or Form DS-2019), if applicable, for the term indicated. More specifically, by the date indicated, OIS must receive the following:

1. For all *graduate* students, a completed International Graduate Student Supplemental Application Packet, which includes the Certification of Financial Responsibility. Graduate schools, programs or departments are responsible for collecting this supplemental material from the student and then forwarding to the OIS.
2. For *undergraduate* students, a completed International Undergraduate Student Application & Information Form, which includes the Certification of Financial Responsibility.
3. An admission decision letter from the academic unit, including documentation of any financial support award offer.
4. For all *graduate* students, proof of the student's acceptance of the offer of admission. For all *undergraduate* students, the required tuition deposit.
5. The English Language Proficiency Report.

We strongly recommend that each academic unit clearly communicate these deadlines to prospective international students in the letter of admission so that they are aware of the need to respond to the academic unit in a timely manner with the confirmation of their acceptance of the offer of admission. In turn, the academic unit will need to forward all required information to OIS in a timely manner.

These deadlines are necessary to allow sufficient time for the OIS admissions unit to complete final clearance of the admissions files and for the OIS advising unit to issue the required visa documents, a process that has become more complex and more constrained due to our increased compliance obligations with various Federal laws and regulations. In addition, these deadlines are necessary in order to ensure the international student has sufficient time to secure his/her entry visa and enter the United States, or transfer his immigration status from within the United States, in time for the start of the academic term.

Please share this information with your faculty and staff members. If you have any questions, please do not hesitate to contact the Office of International Services at 4.7120. Thank you.

c: Elizabeth U. Baranger  
Jack L. Daniel