



Thank you for your interest in pursuing a degree at Wilmington University! We offer both undergraduate and graduate programs in a wide range of instructional areas. For a complete list of programs, please visit our website [www.wilmu.edu](http://www.wilmu.edu).

Please review the information below for instructions on how to apply to Wilmington University.

## First time F-1 Student Applicants

Applying for admission as an F-1 visa applicant is a multi-step process. Your Designated School Official (DSO) will provide you with information and assistance throughout this process. Application and required documents must be received by the following deadlines:

**Fall Semester Applicants by July 31**

**Spring Semester Applicants by November 30**

**Summer Semester Applicants by March 31**

Once you submit all the required documents, you will be issued a form I-20.

With your form I-20, you will pay the Student Exchange Visitor Information System (SEVIS) fee.

After the issuance of the form I-20 and payment of the SEVIS fee, you will need to schedule a visa interview at the U.S. Embassy of your choosing. Please visit the following website for updated information about U.S. Embassy and F-1 visa application information: <https://studyinthestates.dhs.gov/students>.

Once granted the F-1 Student visa, you can enter the U.S. up to thirty (30) days prior to the program start date on your form I-20.

## Transfer Students

If you are currently holding a valid F-1 visa and transferring your SEVIS record from another institution in the U.S. to Wilmington University, you must submit all the required documents listed on the Document Admission Checklist. Once all the required documents are submitted, you will receive an acceptance letter with a transfer request to be sent to your current institution.

Once accepted, you must work with your transfer institution and Wilmington University to ensure the timely transfer of your SEVIS record. If you have any questions or concerns, please contact your DSO.

**Wilmington University**  
**Attn: International Admissions**  
320 N. DuPont Hwy  
New Castle, DE 19720  
Phone: 1-877-967-5464  
E-mail: [international@wilmu.edu](mailto:international@wilmu.edu)



## F-1 STUDENT ADMISSION DOCUMENT CHECKLIST

### ALL APPLICANTS

- Wilmington University [Application for Admission](#) and \$35 non-refundable application fee
- Undergraduate students ONLY: A General Evaluation showing equivalency to completion of U.S. high school (MUST be completed and sent directly from any member of [www.NACES.org](http://www.NACES.org))
- Undergraduate students ONLY: Official Course-By-Course Evaluation of Overseas College Transcript MUST be completed and sent directly from any member of [www.NACES.org](http://www.NACES.org) for any college level credits that have been earned
- Graduate students ONLY: Official Course-By-Course Evaluation of Overseas College Transcript showing equivalency of a U.S. bachelor's degree (MUST be completed and sent directly from any member of [www.NACES.org](http://www.NACES.org))
- (If Transferring from a U.S. school) Official transcripts from all U.S. college(s) attended. All transcripts MUST be sent directly from the U.S. institution
- Verified English Proficiency Scores **Mandatory ESL courses may be assigned based on submitted scores** [English as a Second Language Policy](#)
- Affidavit of Support
- Bank Statement – see Affidavit of Support
- Immunization Record: proof of measles, mumps, and rubella (MMR) vaccination
- Copy of Passport
- Copy of CURRENT I-20 (for transferring students) or I-20 used to obtain the Visa (for new overseas students)
- Copy of F-1 Visa (once obtained)
- Copy of I-94 (upon arrival)

*\*Students may be required to complete other Program Specific Requirements*

Please submit all required documents in PDF format through your online application portal. U.S. Transcripts or Non-U.S. Evaluations can be sent digitally to [international@wilmu.edu](mailto:international@wilmu.edu) or by mail to the below address.

**Wilmington University**  
**Attn: International Admissions**  
320 N. DuPont Hwy  
New Castle, DE 19720



## AFFIDAVIT OF SUPPORT

For an F-1 International Student

Name of Student: \_\_\_\_\_  
Last
First
Middle

### Dependent Information

Only a spouse or child may accompany you in the U.S. as a dependent. Please add an additional \$3,000.00 per dependent on your application to your minimum required funds.

Family Name	First Name	Date of Birth	Relationship

### Estimated Tuition and Expenses for the Academic Year

Tuition and Other Fees.....	\$10,780.00-\$11,550.00
Estimated Living Expenses .....	\$11,000.00
Books and Supplies.....	\$1,000.00
Total.....	\$22,780.00-\$23,550.00

### Affirmation of Oath

**I hereby affirm or swear that the contents of the statements in this affidavit are true and correct and I, the sponsor, will provide the funding necessary to meet the educational needs of the above-named student.** I understand that educational needs include the cost of tuition, fees, books and living expenses for the duration of the student’s academic program – including any inflationary costs. Furthermore, I understand that I am responsible for all debt incurred by the student. I also understand that by law the international student I am sponsoring cannot expect to work to support their studies and that they cannot expect to receive financial aid after arrival.

Name of Sponsor: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
Last
First
Middle

Family  
 Friend  
 Employer  
 Other \_\_\_\_\_

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date

I understand that by law I cannot expect to work to support my studies and that I cannot expect to receive financial aid after my arrival. I have established sponsor ties through personal or family sponsorship in the form of an **Original Bank Letter** written on a bank letterhead, or **Original Bank Statement** dated within past 6 months that includes the specific current amount in **USD**. If applicable, an **Award Letter from a Government or Agency Sponsorship** written on official letterhead that includes the amount and duration of support may be used.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date



## SEVIS FEE PROCEDURES

### For First-Time International Students

The US Department of Homeland Security (DHS) now charges a fee of \$350 per student to use the Student and Exchange Visitor Information System (SEVIS). Before you apply for your first F-1 visa for entry into the United States, you must pay the SEVIS fee. You will find instructions below for paying the SEVIS fee.

**DO NOT SEND THE ORIGINAL FORM I-901 TO WILMINGTON UNIVERSITY – KEEP THE RECEIPT FOR FUTURE PROOF OF PAYMENT! YOU WILL NEED TO PRESENT IT AT YOUR INTERVIEW AND U.S. PORT OF ENTRY**

#### 1. Obtain the fee payment Form I-901

- a. Access Form I-901 on the internet at [www.fmjfee.com](http://www.fmjfee.com)

#### 2. Complete Form I-901, answering all questions

- a. You must have a Form I-20 to complete the I-901
- b. F-1 applicants must include the Wilmington University school code: **PHI214F00138000**

#### 3. Pay the \$350 SEVIS Fee

- a. **By personal check, money order or foreign draft drawn on a US bank** (must be made payable to “**I-901 Student/Exchange Visitor Processing Fee**”: P.O. Box 970020, St. Louis, MO 63197-0020
  - i. Print your name and your SEVIS number on the check or money order
  - ii. Mail the payment and Form I-901 to **I-901 Student/Exchange Visitor Processing Fee**
  - iii. You will receive a receipt by mail at the address you give on the Form I-901. Take the receipt with you to your visa application interview
- b. **By credit card:** Follow the online instructions.
  - i. Include the required credit card information
  - ii. Print out the payment screen to verify your payment
  - iii. Take the payment verification printout with you to your visa application interview
- c. **By Western Union Quick Pay (where available):** Western Union Office collects fee (in local currency), along with I-901 data, and electronically transmits payment and data to DHS. The Western Union office issues a receipt that serves as immediate proof of payment for the visa application interview and US entry.

#### 4. Citizens of **Canada ONLY**

- a. No visa or visa application is required of Canadian citizens
- b. Pay the SEVIS fee as outlined in step 3 above and get the receipt
- c. Present the SEVIS fee payment receipt at your US Port of Entry

#### 5. **If you have paid the I-901 fee on another SEVIS ID**, please email [FMJFEE.SEVIS@ice.dhs.gov](mailto:FMJFEE.SEVIS@ice.dhs.gov) **AS SOON AS POSSIBLE** including both SEVIS IDs in the email. A fee transfer may be applicable if it is within one year of the original I-901 fee payment and the previous record was not terminated or completed.

All receipts must be received (by mail) or confirmed (on the internet) at least 3 U.S. government working days before your visa application interview. Further information is available on the SEVIS website: <https://www.ice.gov/sevis/i901>