INSTRUCTIONS FOR REQUESTING A VISA RENEWAL AT A U.S. EMBASSY OR CONSULATE

1. Your passport must be valid for at least 6 months.
2. Register full-time for the coming semester (12 credits for undergraduate students and 9 credits for graduate students) and print out a copy of your registration from LOUIE account to take with you.
3. Be sure that the information in your I-20 or DS-2019 is correct.
4. Check your DS-2019 (for J-1 students) (1st page, lower right hand corner) or I-20 (for F-1 students) (3rd page, lower section) and make sure you have the required travel signature needed for re-entry to the United States.
5. Be sure that your address is current in your LOUIE account and that you have given CIE your most current address by using the SEVIS Update Form at http://international.nau.edu/student_scholar_services/sevis_update.html
6. Search on-line for the U.S. Embassy or Consulate where you will seek a visa, and follow the instructions for the visa application process, which may include providing photographs and fees. The application process varies from location to location, and from country to country.
7. Be sure to check how long it will take you to obtain an appointment, if one is needed, and how long will it take to issue your visa.
8. If the consulate requires an official transcript, you may request one on-line through the NAU Registrar’s web site. Be sure you understand when grades for the current semester will be available. In addition, you will need to provide a complete address where you want the official transcript to be sent.
9. You will need to provide current evidence of financial support that meet expenses at NAU. This may include one or more documents, such as a bank statement from your parent or other family member, employer, scholarship, or graduate assistantship, among others. If you are a 1-2-1 student from China you will need a letter from CIE stating the amount of money remaining in your NAU Account.
10. If you are on a F-1 Optional Practical Training (OPT) or J-1 Academic Training (AT), you will need to show additional documents about your status. Please contact your International Student Advisor for more information.

Please note that while we provide you with a list of procedures and documentations to obtain a renewal visa, it is your responsibility to check with the U.S. Embassy or Consulate in your area for the latest requirements.