



Cleary University Canadian Information

INSTRUCTIONS FOR PROCESSING I-20 AND CHECK IN PROCESS FOR CANADIAN CITIZENS

1. Please review the information appearing in this document for accuracy and notify us of any errors immediately. If everything is correct please sign your name on the bottom of the first page of your I-20.
2. Please bring your original financial documents with you when crossing the border
3. Pay your I-901 SEVIS Fee <https://www.ice.gov/sevis/i901>
 - a. It is very important to print out your receipt of payment
 - b. If you are a part time commuter student- you will not need to pay this fee every semester
 - c. **YOU MUST PAY THIS FEE PRIOR TO CROSSING THE BORDER TO ENTER THE USA**
4. You **may not** enter the USA on your I-20 **more than 30 days** before the program start date
 - a. If you plan on visiting the USA or university before that date, do not travel with your I-20. You can travel to the USA without a visa, just as a tourist
 - b. When you cross the border initially with your I-20: Stop at the customs booth and indicate you have an I-20 for processing. You will need to park your vehicle and go inside to have your I-20 reviewed and processed
 - c. You **can not** have your I-20 processed when you are leaving the USA, it must be done when you enter the USA the first time with your I-20; **please do not try when you are leaving**

Required Documents when crossing the border with your I-20:

- A. Your valid passport
- B. Your I-20 document
- C. Your original financial documentation (see attached) it is your responsibility to make sure you are registered as a full time student on your student portal and print out your itemized bill, which will include your tuition, scholarship offer (NOTE: for your first semester your Academic Advisor will register you).
- D. Acceptance Letter to Cleary University (see attached)
- E. Processing fee(\$6 USD) for the I-94 card. Generally, there are no additional fees, however if you are coming by land the I-94 card will cost \$6.00. The replacement fee is over **\$100 USD- Please do not lose it!** I-901 SEVIS payment Receipt

(Continuing part- time border commuter students should bring the previous semester I-20 document with them as proof of continuation of status and receipt of SEVIS payment.)

5. It is **mandatory** to attend the "International Student Orientation". You must also have your I-20 signed every semester on(page 2) **EVERY SEMESTER**. This check in process must be done on the first day of classes, but not before. Please bring your I-20, and I-94 card that was issued at the point of entry into the USA. You will be given a digital copy of your

I-94 when you arrive by plane. You must be registered as a full time student, or your I-20 will not be signed.

***Canadian Commuters:** You should get this endorsement immediately upon arrival to campus on your first day of classes. At the border crossing they will look for this signature when you return and continue to cross the border.

*You must complete the international check in process with one of the PDSO'S or DSO'S listed below within the first week of school EACH SEMESTER or your I-20 is subject to termination

- You are required to enroll as a full time student (12 or more credits). If you are not registered as a full time student the first week of classes you will be out of status, and your I-20 will be terminated
- Unless you are a Canadian National/ Citizens indicated as a " Border Commuter" on your I-20, you are not eligible for part time enrollment. Part time commuter students will need to have a new I-20 issued every semester.

***If you have any questions please contact the DSO's and PDSO's:**

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