



Global Services

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Enrollment Review Form

IMPORTANT NOTE: All original, signed documentation will need to be taken to the U.S. Consulate/Embassy for your visa interview. These original documents will also be required when you enter the United States and go through Customs at your initial port of entry.

The following checklist is provided for the organization of materials to be submitted via email to Martha Redondo at the Office of Global Services:

- A **declaration letter** on your behalf accepting and agreeing to the terms of your admission as outlined in your admissions letter.
- Signed **International Student Declaration and Certificate of Finances** Form.
- Appropriate financial documentation to satisfy either the “Anticipated Remaining Need” specified in your budget and/or the confirmation of travel funds to and from your place of origin. Please examine carefully the acceptable financial documentation as prescribed (points 1, 2, 3) on the International Student Declaration and Certificate of Finances Form.
- Completed **Application for a Visa Certificate** Form for F-1/J-1 students.
- Copy of your official valid (not expired) **passport/birth certificate**.
- Completed **I-134 Affidavit of Support Form** if you are receiving financial support from an individual, church, or agency in the United States. **SEE** this web link for instructions: <https://www.uscis.gov/i-134>.
- Completed **Contact Information Sheet**.
- **Original Certified Copy of your Passport** from the issuing agency in your home country.

All of the above information may be scanned and e-mailed to Martha Redondo, Assistant Director for International Enrollment and Program Services, at Martha.Redondo@ptsem.edu. If you have any questions, please contact us at 609-524-1962.