

STUDENT VISA REQUIREMENTS

FOR ST. KITTS AND NEVIS



GENERAL INFORMATION

REQUIRED DOCUMENTS:

- Application Form
- Passport data page
- Photograph
- Birth Certificate
- Marriage Certificate OR Divorce Decree *(if applicable)*
- Police Report OR Background Check
- Health Certificate – showing 2 MMR Vaccine dates, 3 Hep B dates & Polio *(1 or more dates)*
- VDRL or RPR Test & TB or PPD Test
- Proof of Funding
- Travel Itinerary
- Fee *(Do not send payment. To be billed to student account)*

MUST READ FURTHER FOR SPECIFIC INFORMATION ON EACH REQUIREMENT

1. **Do not** follow the instructions **on the back of** the student visa application form.
2. Follow the instructions **only** in this PowerPoint presentation.
3. All visa requirements **MUST** be submitted in order to apply for the student visa.
4. **All** documents must be in English or translated into English.
5. Your student visa is issued after you have arrived on island.
6. Upload your visa documents through the [My Ross Vet Community Portal](#) one month before your arrival on the island. **Students must also travel with all visa documents to St. Kitts.**
7. Once you have confirmation that your visa requirements are correct, take your original documents and photocopies with you to the island.



STUDENT VISA REQUIREMENTS

PLEASE PRINT

Personal Details

Family Name

Given Names

Sex Male Female

Date of Birth

PLACE OF BIRTH
Town/City
Country

Are you known by any other names? (This includes names before marriage)
No
Yes

Marital Status
Married Separated Widowed
Engaged Divorced Never Married
De facto

Your Present Country of Citizenship

Do you hold any other Citizenship?
No
Yes Which Countries?

USUAL PLACE OF RESIDENCE (P.O. Box not valid as street address)
Street Address
Town/City
Country
Email
Tel. Nos. (Office Hours)
(After Hours)

Do you have a Passport? (Passport MUST be valid for more than 6 months)

No

Yes

Details from your Passport

Passport Number

Issuing Country

Date of Issue

Date of Expiry

Issuing authority/Place of Issue as shown in your Passport

Where applicable, give any identifying number or code relative to your country of residence

Enrolment Details

Before you can apply, you MUST have a Confirmation of Enrolment Letter from a St. Kitts-Nevis institute of higher learning that covers your entire period of study

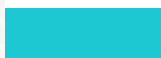
Education Provider

Major/Minor

Commencement Date

Finish Date

Have you previously applied for any type of St. Kitts-Nevis Visa? If 'Yes', was it granted? If 'Not', please explain: Yes No



STUDENT VISA APPLICATION FORM

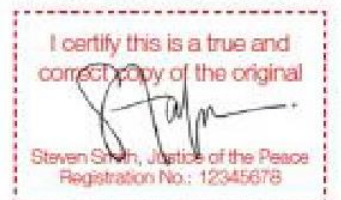
- The application form is included in your welcome package.
- Complete the front **and** the back of the Application Form.
- Complete the form in black **or** blue ink **only** – **No pencil**.
- Remember to date and sign the form.
- DO NOT** follow the instructions on the back of the Visa Application Form.

PASSPORT

- ❑ **DO NOT** mail your passport to St Kitts OR to New Jersey Admissions Office.
- ❑ Check the expiration date on your passport to ensure that it does not expire in the next 6 months. If it does, please renew your passport before traveling to St. Kitts.
- ❑ Photocopy the data page in passport. Carry photocopy and passport to a notary public. Get photocopy notarized by a notary public. Include notarized data page with other visa documents.
- ❑ If passport is from countries other than US, Canada, or Great Britain, please contact Colleen Govia at CGovia@rossvet.edu.kn.



**CERTIFIED TRUE COPY
OF AN ORIGINAL DOCUMENT**



Date: 1st, January 2015



PHOTOGRAPH

- ONE** passport size photo as shown here as approved.
- Photo size 2"x 2"**. Please **CUT THE PHOTO** to measure **2" x 2"**.
- Visit a CVS, Walmart or Walgreens to get the photo taken.
- Shoulders **must be covered** in the photo – **no sleeveless**; **no low-cut blouses/tops**.
- Background** in the photo **must be white**.
- Write your first and last name on the back of the cut-out photo.

Financial Details

HOW ARE YOUR STUDIES IN THE FEDERATION TO BE FUNDED?

- Institute based scholarship
- Government scholarship from your country of residence
- Personal arrangements
- Other Arrangements

Please explain If on Federal Loans write - Federal Loans.

 If on a private loan write - private loan.

PLEASE PROVIDE PROOF OF FUNDING FOR ENTIRE STUDY PERIOD
List documents attached:

- Write - MyRoss proof of funding print-out
- _____
- _____

PROOF OF FUNDING

Why proof of funding? It is evidence for the government of St. Kitts & Nevis to see that the student has a minimum of US\$10,000 or more to help fund their living expenses while on the island.

HOW TO SHOW PROOF OF FUNDING (CHOOSE ONLY ONE OPTION):



Option #1

- **Financial Aid, Federal, Grad Plus or private loans**— these loans are disbursed to the student through the Financial Aid Office on campus. If the loan amount requested is US\$10,000.00 or more this option can be used.
- **Instructions on when to email your myRoss Proof of Funding Letter will be sent to you when on island.**

Financial Details

HOW ARE YOUR STUDIES IN THE FEDERATION TO BE FUNDED?

- Institute based scholarship
- Government scholarship from your country of residence
- Personal arrangements only
- Other Arrangements (for institution loan only)

Please explain For sponsor funding - write the title of the person who will be sponsoring you. For example: Mother

For institution loans - write Institution Loan

PLEASE PROVIDE PROOF OF FUNDING FOR ENTIRE STUDY PERIOD
List documents attached:

- Write the name of the bank or institution.
- For example: Citi Bank Letter
- _____

PROOF OF FUNDING



Option #2

Sponsor (relative/friend) or Institution Funding Sponsor or Institution

1. On the back of the Visa Application Form tick the box that applies to your type of funding – sponsor **or** institution funding.
2. **If a bank statement:** it must be a recent statement. The sponsor’s full name and balance must be visible on it. The bank must stamp it as proof that it is an authentic copy of the current savings or checking account.
3. **If a letter from the bank:** **4a.** it must be addressed to the Minister of National Security and Justice. **4b.** The letter must be typed on the bank’s letterhead. **4c.** The letter must state that the sponsor has a minimum of \$10,000 on his/her savings or checking account.
4. **If an institution letter,** It must be addressed to the Minister of National Security and Justice. **4b.** The letter must be typed on the institution’s letterhead. **4c.** The letter must indicate the full amount being funded to the student.
5. **MUST DO: Sponsor only** (not institution) **MUST** write this **Sponsor Letter** to go along with the bank statement/letter or institution letter. Letter **MUST** be notarized by a notary public.

Financial Details

HOW ARE YOUR STUDIES IN THE FEDERATION TO BE FUNDED?

Institute based scholarship

Government scholarship from your country of residence

Personal arrangements

Other Arrangements

Please explain Write the word "Self"

PLEASE PROVIDE PROOF OF FUNDING FOR ENTIRE STUDY PERIOD

List documents attached:

Write the name of the bank that issued the letter

For example: Citi Bank Letter OR Citi Bank statement

PROOF OF FUNDING



Option #3 Self Funding (out of pocket) Self Funding

1. In the Financial Details on the back of the Visa Application Form tick the Personal Arrangements Only box and on the line write the word 'Self'. See left
2. You can provide either a current bank statement **OR** a letter from their bank.
3. **If a bank statement:** it must be a recent statement. Your full name and balance must be visible on it. The bank can stamp it as proof that it is an authentic copy of your current account.
4. **If a letter from the bank:** **4a.** It must be addressed to the Minister of National Security and Justice. **4b.** The letter must be typed on the bank's letterhead. **4c.** The letter must state that you have a minimum of \$10,000 on your savings or checking account.

Fixed deposit accounts, trust funds and IRAs are not accepted. Must be a checking or a savings account.

PREPARED FOR
DJ YABIS



RESERVATION CODE SORORO

✈ DEPARTURE: THURSDAY 13 APR Please verify flight times prior to departure

ETIHAD AIRWAYS EY 0423 Duration: 9hr(s) 10min(s) Class: Economy Status: Confirmed	MNL NINOY AQUINO AIRPORT, MANILA, PHILIPPINES	AUH ▶ ABU DHABI AIRPORT, ABU DHABI, UNITED ARAB EMIRATES	Aircraft: BOEING 777-300ER JET Stop(s): 0 Meals: Meals
	Departing At: 18:40 Terminal: TERMINAL 1	Arriving At: 23:50 Terminal: TERMINAL 3	

Passenger Name: = Dj Yabis Seats: Check-In Required

✈ DEPARTURE: FRIDAY 14 APR Please verify flight times prior to departure

ETIHAD AIRWAYS EY 0031 Duration: 7hr(s) 35min(s) Class: Economy Status: Confirmed	AUH ABU DHABI AIRPORT, ABU DHABI, UNITED ARAB EMIRATES	CDG ▶ CHARLES DE GAULLE AIRPORT, PARIS, FRANCE	Aircraft: AIRBUS INDUSTRIE A340-600 JET Stop(s): 0 Meals: Meals
	Departing At: 02:15 Terminal: TERMINAL 3	Arriving At: 07:50 Terminal: AEROGARE 2 TERMINAL A	

Passenger Name: = Dj Yabis Seats: Check-In Required

✈ DEPARTURE: THURSDAY 20 APR ▶ ARRIVAL: FRIDAY 21 APR Please verify flight times prior to departure

ETIHAD AIRWAYS EY 0038 Duration: 6hr(s) 50min(s) Class: Economy Status: Confirmed	CDG CHARLES DE GAULLE AIRPORT, PARIS, FRANCE	AUH ▶ ABU DHABI AIRPORT, ABU DHABI, UNITED ARAB EMIRATES	Aircraft: AIRBUS INDUSTRIE A340-600 JET Stop(s): 0 Meals: Meals
	Departing At: 21:50 (Thu, Apr 20) Terminal: AEROGARE 2 TERMINAL C	Arriving At: 06:40 (Fri, Apr 21) Terminal: TERMINAL 3	

Passenger Name: = Dj Yabis Seats: Check-In Required

✈ DEPARTURE: FRIDAY 21 APR Please verify flight times prior to departure

ETIHAD AIRWAYS EY 0428 Duration: 9hr(s) 5min(s) Class: Economy Status: Confirmed	AUH ABU DHABI AIRPORT, ABU DHABI, UNITED ARAB EMIRATES	MNL ▶ NINOY AQUINO AIRPORT, MANILA, PHILIPPINES	Aircraft: BOEING 777-300ER JET Stop(s): 0 Meals: Meals
	Departing At: 10:15 Terminal: TERMINAL 3	Arriving At: 23:20 Terminal: TERMINAL 1	

Passenger Name: = Dj Yabis Seats: Check-In Required

STUDENT VISA REQUIREMENTS

TRAVEL ITINERARY

- MUST book now:** a flight reservation dated any time after the end of your first semester.
- Your name must be visible (printed) on the itinerary.
- The reservation must be confirmed (**not showing “pending”**).
- The confirmation/reservation code must be visible.
- Print** your travel itinerary and put it along with your other visa documents.

POLICE BACKGROUND CHECK

- Obtain a letter from the police department **or** precinct **or** state police **or** county police **or** criminal justice department (**just from one of them**)
- The letter must be recent (**not older than 6 months**). Wherever you lived for the past 6 months you must get a background check from that area.
- Bring** the **original** background check letter (we will **not accept** a photocopy **nor** fax copy of it) with you to the island.
- The letter **must be signed** by the person who prepared it.
- Fingerprints are not a requirement.
- It can be stamped or embossed.
- Only** government online background checks are accepted (**not all** states offer this service). Authentic **FBI or state or government website only**.

Sample Birth Certificate



BIRTH CERTIFICATE

- Photocopy the original birth certificate. Carry photocopy and original birth certificate to a notary public. Get photocopy notarized by notary public. Back of photocopy can be stamped and signed by notary public. Include notarized birth certificate with other visa documents.
- Some states do not allow notaries to sign copies of birth certificates. In those cases, we recommend you bring your original birth certificate to island where it can be presented as part of the visa application. Once the visa is received the original certificate will be returned to you along with their passport.
- All birth certificates **must be translated into English.**
- If original birth certificate is not in English, 2 notarized birth certificates must be submitted:**

1. Take original birth certificate to translator to be translated into English.
2. Make a copy of original birth certificate.
3. Take the photocopied birth certificate and the translated birth certificate to a notary public to be notarized. The notary public will need to see the original birth certificate so have it on hand when going to the notary public.

State of _____ County of _____

I certify this to be a complete, exact and true copy of the original document. certified this _____ day of _____, 20 _____.

Notary Name Here, Notary Public
My Commission Expires _____

HEALTH RECORDS

ONLY 3 vaccinations & 2 tests required for student visa:

Vaccinations:

1. MMR – 2 vaccination dates
2. Hep B – 3 vaccination dates
3. Polio – 1 or more vaccination dates

Tests:

1. TB
2. RPR/VDRL/Syphilis

In addition to visa requirements, please note and complete the RUSVM Health Services Department requirements.



Before making an appointment with your health care provider for vaccinations or doses, **first take a look at your childhood immunization card** to see whether you have had your 2 MMR, 3 Hep B, and at least 1 Polio vaccine as a child. **If you have had those as a child, DO NOT get revaccinated at this time.**



Health care provider **MUST** complete (including sign & stamp) the bottom of the health certificate. **IF there is no stamp**, individual records **ONLY** of each vaccination and test requested must be provided along with the health certificate.

HEALTH CERTIFICATE

ROSS UNIVERSITY
SCHOOL OF VETERINARY MEDICINE

First Name: _____ Last Name: _____ Birth Date: _____

Before making an appointment with your health care provider for vaccinations or doses, check your childhood immunization card first. If you have had your 2 MMR vaccines, Varicella, Tdap, 3 Hep. B and at least 1 Polio vaccine as a child, simply have your current health care provider record the vaccination and dose dates on the health certificate.

Required Immunizations and laboratory testing:

- 2 MMR dates, 3 Hep B dates and at least 1 Polio date.
- If no immunization record/history; get titer now.
- TB or PPD within 6 months of matriculation (chest x-ray with accompanying letter if positive result)
- RPR or VDRL within 6 months of matriculation
- Tdap (Tetanus, Pertussis and Diphtheria) within the past ten years
- 2 doses of chickenpox vaccine or history of disease
- 2 doses of Hepatitis A

IMMUNIZATION	DATE OF VACCINE #1	DATE OF VACCINE #2	DATE OF VACCINE #3	DATE OF DISEASE	DATE OF POSITIVE TITER IF NO IMMUNIZATION HISTORY IS AVAILABLE (TITER MUST BE ATTACHED)
MMR					
Varicella					
Tdap					
Hepatitis B					
Hepatitis A					
Tuberc					
Polio					

PPD (MANTOUX) SKIN TEST/ TUBERCULOSIS TESTING
 Required for all Students. History of BCG Vaccination does not eliminate the PPD requirement.
 PPD Date planted: ___/___/___ Date read: ___/___/___ Result: Negative Positive*
 or:
 Quantiferon Gold Test Date: ___/___/___ Result: _____
(each copy of test result must be within the test 6 months)

***IF HISTORY OF POSITIVE PPD OR POSITIVE QUANTIFERON GOLD:**
 Dates of INH treatment: ___/___/___ Date of CXR: ___/___/___ CXR Result: _____

RPR (Syphilis test) Date of test: ___/___/___ Result: Negative Positive
(if positive, treatment course must be documented and attached)

PLEASE NOTE: You must bring a copy of this page with you to meet the requirements for issuance of a student visa.
 Health Care Provider Name: _____ Health Care Provider Signature: _____ Date: ___/___/___
 Telephone # _____ Health Care Provider Address: _____

Clinic Stamp:

HEALTH CARE PROVIDER MUST STAMP AND SIGN HERE.

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VACCINATIONS

- ❑ **MMR** - If you did NOT complete your 2nd MMR vaccine **OR** you cannot find the record, please get a titer done to see if you are immune to MMR. If you are getting a titer, the titer date must be recorded on the health certificate **and attach the letter/print-out from your doctor which shows the result of the titer**. If you have never had an MMR vaccine, please make an appointment to get your two vaccines **immediately**. Have your health care provider record the dates on the health certificate. If you do not have time to get the 2nd vaccine before your travel date, you can get vaccinated in St. Kitts.
- ❑ **HEP B** - If you did NOT complete your Hep B series (3 doses) (**you will need to start the process all over again**) **OR** have never had the series before (**you will need to start the process**). In any event, **start today/immediately** because this vaccine has to be administered over several months. Have your health care provider record the date on the health certificate. **You can complete the series in St. Kitts. Titers and Boosters are NOT accepted. The government will ONLY accept 3 Hep B vaccination dates, not less. This series **MUST** be completed within a 4 month period. Hep B protocol.**
- ❑ **POLIO** - If you have been vaccinated before for Polio but cannot find one or none of your vaccination records, please get a titer done to see if you are immune to Polio. If you are getting a titer, the titer date must be recorded on the health certificate **and attach the letter/print-out from your doctor which shows the result of the titer**. If you have never been vaccinated for Polio, please make an appointment to get vaccinated **immediately**. Have your health care provider record the date on the health certificate.

**** If student cannot receive vaccinations for medical/health reasons, health care provider must prepare a letter stating why student is not able to receive vaccinations. Include this letter with other visa documents.**

TESTS

- TB/PPD Test** - test must be done **within the past 6 months**. Have the health care provider/doctor record the date and result of test on the health certificate. **IF Mantoux or PPD test is positive**, obtain a chest X-ray and have doctor prepare a letter stating the result of the x-ray. **Attach the letter from your doctor which shows the result of the chest X-ray.**
- VDRL/RPR Test** - test must be done **within the past 6 months**. Have the health care provider/doctor record the date and result of the test on the health certificate.

HEALTH RECORDS IN A FOREIGN LANGUAGE WILL BE ACCEPTED. MUST BE TRANSLATED INTO ENGLISH AND NOTARIZED.



WHAT'S NEXT?

- Ensure that all of the requirements on each slide have been completed.
- Ensure that all documents are in English.
- Travel with Visa documents/requirements to St. Kitts.
- Once on island, wait for an email from Mrs. Colleen Govia (cgovia@rossvet.edu.kn) for instructions on submitting the visa documents.
- Visa documents will not be accepted if any documents are missing.
- Your student visa will be processed by the Ministry of National Security in St. Kitts after you have arrived on island.
- For any questions or queries about the student visa, please contact Mrs. Colleen Govia at cgovia@rossvet.edu.kn or 1-732-898-0181.