GENERAL INFORMATION

REQUIRED DOCUMENTS:

• Application Form
• 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. Photocopies or screenshots of all listed documents should be emailed to Bill Bingham at bbingham@rossu.edu AND Justin Taras at jtaras@rossu.edu by May 10, 2021.
7. Once you have confirmation that your visa requirements are correct, be sure to bring your original documents and photocopies off all documents you to the island.
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.
STUDENT VISA REQUIREMENTS

- DO NOT mail your passport to St Kitts OR to our 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 Adele Straun at astraun@rossvet.edu.kn.

PASSPORT

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.
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.
OPTION #2
Sponsor (relative/friend) or Institution Funding

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.
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.
TRAVEL ITINERARY

- **MUST book now** a flight reservation to leave at the end of the Fall 2021 semester (December 2021).
- 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.
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.
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.
MARRIAGE CERTIFICATE OR DIVORCE DECREE

- Photocopy the original marriage certificate or divorce decree. Carry photocopy along with original marriage certificate or divorce decree to a notary public. Get photocopy notarized by notary public. Back of photocopy can be stamped and signed by notary public.
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

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.
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.**

HEALTH RECORDS IN A FOREIGN LANGUAGE WILL BE ACCEPTED. MUST BE TRANSLATED INTO ENGLISH AND NOTARIZED.
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.
- Photocopies or screenshots of all listed documents should be emailed to Bill Bingham at bbingham@rossu.edu AND Justin Taras at jtaras@rossu.edu for review and processing.
- Once you have confirmation that your visa requirements are correct, be sure you have the original documents and photocopies of all requirements to bring with you to the island.
- If any documents are missing or are incorrect, you will be informed via email.
- 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.