iGlobal I-20/DS-2019 Application Guide

International students apply for an I-20 or DS-2019 using our online application in iGlobal. The instructions below will help you complete the application and upload all required documentation.

Please have the following documents available before starting your application:

- Passport
- Financial documents (official bank statement or letter)
- Financial sponsor’s contact information (if applicable)
- Dependent's passport and birth/marriage certificate (if applicable)
- School’s DSO contact information (if transferring from another U.S. institution)

Helpful Tips:

- Have all of the documents mentioned above readily available before starting your application
- Set aside time to complete the application in full (30-45 minutes)
- Submit your application as soon as possible to allow time for ISSS processing, mailing, visa appointment and travel.
STEP 1
Visit the iGlobal website.

STEP 2
Log in to your iGlobal account using your New School NetID and password.

Welcome to the iGlobal Services Login Page
Welcome to iGlobal, The New School’s portal for online service requests relating to international students and scholars.

Due to the public health situation regarding COVID-19, all offices at the New School are working remotely. During this time, we are still open from 9:00 am to 5:00 pm, but the office building is closed.

Please note The New School will be closed be closed for the U.S. winter holidays December 21, 2020 - January 3, 2021.

Please make a note that ISSS will not be checking emails or iGlobal service requests during this period.

All Students and Continuing Scholars
International students and scholars, please login to iGlobal with your New School Network ID and password to access your online service request portal.

Login
A Network ID and password are required.
STEP 3

Once you are logged in to your iGlobal account, click “Applications / Pre-Arrival,” and then select “New I-20/DS-2019 Application.”
STEP 4

Read the instructions and then scroll down and click on the first e-form "Current Immigration Status" to start your New I-20/DS-2019 Application. After you start a new request, you can log back in to iGlobal at any time to continue your application or to check on the status. You can always see the Application Status in the bar at the top of your screen.

New I-20/DS-2019 Application

Application Status: Incomplete

Please complete your application otherwise we will be unable to process it and issue your I-20 or DS-2019.

I-20/DS-2019 Application Instructions:

This is an application for an I-20 or DS-2019 form to be issued by The New School, and should be filled in only by students that need F-1 or J-1 student visa status to study in the United States, or need an existing F-1 or J-1 visa status transferred to The New School from another institution.

Please submit the four forms below to request an I-20/DS-2019 from our office. If you need us to mail you the I-20/DS-2019 once it has been issued, please also complete the final form, Application Document Shipping Request.

When your request is submitted and complete, processing time with ISSS is 10-15 business days.

I-20/DS-2019 Application Forms

- REQUIRED
  Current Immigration Status

- REQUIRED
  Biographical Information

- REQUIRED
  Financial Documents

- REQUIRED
  Application Submission
STEP 5

Once you have started a new request, you must complete all steps up to and including “Application Submission” before your application is considered COMPLETE.

When you submit a complete and correct application, the ISSS Applications Team will review your I-20/DS-2019 application. A complete and correct application means that you submitted all required documentation including satisfactory financial documentation and if you have a financial sponsor or transfer out institution, they have also complete their portion of the application that was emailed to them.

After you submit a COMPLETED application, your application checklist will look like this. “Current Immigration Status”, "Financial Documents", and “Application Submission” will have a green check mark. "Biographical Information" will be listed as "Pending" and the top of your page will indicate "Application Status: Received".

New I-20/DS-2019 Application

Application Status: Received

Your application has been submitted and ISSS will begin reviewing it shortly.

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I-20/DS-2019 Application Forms

- SUBMITTED
  Current Immigration Status

- PENDING OFFICE APPROVAL
  Biographical Information

- SUBMITTED
  Financial Documents: 02/18/2021 04:38 PM | Submitted - File Uploaded, Melinda Gates

+ Add New Financial Documents

- SUBMITTED
  Application Submission
Note about Incomplete Applications:

If your application is missing confirmation from a financial sponsor or from the institution currently holding your F-1 or J-1 student record, the application status will be incomplete and you will see a small clock symbol and the words "Routed to Third Party" on your application summary page. Please see the example below.

You can log into iGlobal at any time to view your application checklist and see the status of your application. You will be contacted via email if anything is missing from your application so please check your New School email account regularly.

After you submit a complete and correct application, the ISSS Applications Team will review your application. A complete and correct application means that you submitted all required documentation including satisfactory financial documentation.

If you have any questions or concerns, contact ISSS:
212.229.5592 | ISS@newschool.edu