The NIF
What is The NIF?

- An online database
- Determines your need for an F-1 or J-1 student visa and initiates your request for an I-20 or DS-2019 form.
- Completes your record at Berkeley International Office so we can assist you during your stay at UCB.

More information:
The NIF
NIF FAQs
NIF Processing Stages
What is Non-immigrant Status?

Non-immigrant status means that a person’s stay in the U.S. is temporary and for a specific purpose only.

F-1 and J-1 students are non-immigrants.

It also means that a person does not have legal U.S. permanent resident status (green card), citizenship, or another status with the intention to immigrate.
What is an I-20?

- A document created by the admitting school via **SEVIS**
- Required to apply for an F-1 student visa*
- Required for entering the U.S. along with the visa.

*Canadian citizens do not require a visa to enter the U.S. as an F-1 student, but do need the I-20.

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**More Information:**
- [Understanding Your I-20](#)
- [Understanding SEVIS](#)
What is a DS-2019?

- A document created by the admitting school or exchange program via SEVIS
- Required to apply for a J-1 student visa *
- Required for entering the U.S. along with the visa.

*Canadian citizens do not require a visa to enter the U.S. as a J-1 student, but do need the DS-2019.

More information:
Understanding Your DS-2019
Understanding SEVIS
Who Must Complete the NIF?

All non-immigrant students at UC Berkeley complete the NIF.

This includes students who intend to hold F-1 or J-1 status, as well as other non-immigrant classifications such as E-2, J-2, L-2 and H-4.

Do not delay completing the NIF.

You cannot schedule an F or J student visa appointment at the U.S. embassy until you have completed the NIF and received your I-20 or DS-2019.
Accessing the NIF
Before you can access the NIF, you must:

1. Complete the Statement of Intent to Register (SIR)
2. Create your Calnet ID and passphrase.
Statement of Intent to Register (SIR)

Before you can access the NIF, you must complete the SIR:

- **Undergraduates** complete the SIR through [myBerkeleyApplication](https://myberkeleyapplication.berkeley.edu).

- **Graduates** complete the SIR at: [https://gradadm.berkeley.edu/grdappl/grd_sir_validation](https://gradadm.berkeley.edu/grdappl/grd_sir_validation). Graduate students will be assigned student ID and PIN numbers after submitting the SIR. Use these numbers to log into the NIF.

- **LLM Students** submit the SIR directly to Berkeley Law.

After completing the SIR, you may need to wait **2-10 business days** for the database to update before you can access [the NIF](https://nif.berkeley.edu).
After you complete the SIR, you must create your CalNet ID before you can access the NIF. Go to CalNet.
Authenticate your CalNet ID and Passphrase.
Start the NIF

Log On

http://nif.berkeley.edu

If you have not already done so, you must complete your Statement of Intent to Register (described in your admission letter) before proceeding.

Undergraduate students should use the S.I.R. link in MyBerkeleyApp to begin their Statement of Intent to Register.

For EAP Reciprocity students and Law School students, the Statement of Intent to Register is done for you automatically.

Your student ID normally becomes available to this page within 1 to 2 days (Mon-Fri) of completing your Statement of Intent to Register.

You must also Create your CalNet ID before proceeding.

Once your Calnet ID is created, you can log on to the NIF by using Calnet to:

Click Authenticate to proceed.
If you have difficulties logging on to the NIF or other concerns, email us!

nif@berkeley.edu

~ Include your Student ID Number ~
Welcome to UC Berkeley, Your name

Congratulations on your admission to UC Berkeley! The staff at the Berkeley International Office extends a warm welcome to you. We are here to provide advising and assistance to the international community at UC Berkeley.

Non-Immigrant Information Form (NIF)

Why is there a NIF?

1. To determine what type of immigration status you will hold while at UC Berkeley.
2. To gather (if necessary) information from you that is required to produce a Certificate of Eligibility for an F-1 or J-1 student visa.

If you are requesting an F-1 or J-1 Certificate of Eligibility, please read the NIF Instructions before proceeding. A link to the NIF Instructions appears at the bottom of every page.

Click Continue to get started proceed.
Click “Go” to complete each section until all fields are green.

<table>
<thead>
<tr>
<th>SECTION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Questions</td>
<td>Ready for Review</td>
</tr>
<tr>
<td>Student Information</td>
<td>Not Started</td>
</tr>
<tr>
<td>Address Information</td>
<td>Not Started</td>
</tr>
<tr>
<td>Transfer Information</td>
<td>Not Needed</td>
</tr>
<tr>
<td>Dependent Information</td>
<td>Not Started</td>
</tr>
<tr>
<td>Financial Information</td>
<td>Not Started</td>
</tr>
</tbody>
</table>

Not Started:
You have not answered any questions in this section. Please fill in the blanks and answer questions.

In Progress:
You have started the page, but more information is required. Please review the page.

Ready for Review:
You have answered all of the questions in this section.

Not Needed:
Based on your answers to the Introductory Questions, this section is not needed.
Read the descriptions under each question carefully.

**The NIF**

The Questions

* What U.S. immigration status (visa) do you currently have?
  - [Not in U.S. now]

If you are currently in the U.S., please select your current immigration status. If your current immigration status is B-1, B-2 or F-2, U.S. immigration regulations prevent you from legally studying at the college level. You must change your status to F-1, J-1 or another visa category that allows post-secondary study in order to attend classes. Please email nif@berkeley.edu if you have questions about this.

If you are currently outside of the U.S., but are transferring to Berkeley from another U.S. school and will be out of the U.S. for less than five months between the end of your current program and the start of your studies at Berkeley, please select "F-1" or "J-1".

* What U.S. immigration status (visa) do you plan to hold while at UC Berkeley?
  - [F-1]

Almost all students at UC Berkeley use the F-1 student visa, and we recommend that you use the F-1 and request an I-20 Certificate of Eligibility. You may be eligible to use the J-1 student visa if you are in an exchange program, or have a majority of your total financial support from the University or an outside agency for the full duration of your program. You can see a comparison of the F-1 and J-1 visas at the [F-1 or J-1 page](#).

If J-1, who will supply your Certificate of Eligibility?

J-1 students may be sponsored by UC Berkeley or another organization. Some students receive sponsorship from a government or an international organization such as Fulbright or LASPAU. If you receive this type of support, please contact your sponsoring agency to determine whether they will issue your J-1 DS-2019 Certificate of Eligibility. If the sponsoring agency will issue your Certificate of Eligibility, please select "Other" and give the name of your sponsoring agency. If you will need a J-1 DS-2019 Certificate of Eligibility from UC Berkeley, please select "UC Berkeley".

If UC Berkeley will not supply your J-1 Certificate of Eligibility, who will?:

* Will you be accompanied by a spouse and/or children?
  - [No]

If your spouse will join you in the U.S., please mark "Yes". If you have any children who will be under age 21 when they join you in the U.S., please mark "Yes".

* If you are not sure, please read: [F or J: Which is Right for You?](#)
The NIF

For Transfer Students

If you are currently in the U.S. attending another school, you must complete this section which ask for your Transfer Information. For more information on transferring, visit:  

http://internationaloffice.berkeley.edu/students/transfer

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### NIF Transfer Information: F-1 Students

#### F-1 Student Transfer Process:

F-1 students moving from one U.S. school to another must follow a specific immigration transfer process. Students are only eligible for a transfer of their SEVIS record if ALL of the following are true:

1. You are currently in valid F-1 status.
2. You request your international office to transfer out your SEVIS record to UC Berkeley within 60 days of your last date of attendance OR your last day of OPT (whichever is later).
3. There is no more than 5 months from your last date of attendance OR your last day of OPT (whichever is later) until the instruction start date at UC Berkeley, 8/23/2012.

A form may be used to establish an I-20 transfer release date. Please present this form to the International Student Advisor to ensure a successful transfer of your SEVIS record.

#### STEP 1: U.S. Address Verification

Enter your current, residential address in the United States below. If you are temporarily out of the U.S. (less than 5 months) and do not have a U.S. residence at this time, please enter your most recent U.S. address. This address must be a complete street address for where you live. P.O. Box, office, or addresses “in care of (c/o)” someone else are not acceptable.

- U.S. Address (street):
- U.S. City:
- U.S. State:
- U.S. Zip:

#### STEP 2: Transfer Out Release Date

Your current school must release your record to UC Berkeley and specify a date when the release will become effective. The release date will likely be the current school. We can prepare your UC Berkeley I-20 only after your release date. Follow these steps to effect the transfer release:

1. Contact your international students office.
2. Inform the office that your SEVIS record should be released for transfer to “University of California at Berkeley” program code “SFR214F0061E”.
3. Ask the office for the transfer release date entered in SEVIS.

- Name of School Transferring From:
- International Students Office Email Address:
- Effective Date of Transfer Month: [ ] Day: [ ] Year:
- Your SEVIS ID Number:
When all sections are green, your NIF is ready to review.

Click the Review Button!
You must review all the information before you move to the Upload Documents portion of the NIF.
The NIF Review Page

**NOTE:** You cannot make changes to the NIF electronically after you hit the next button at the bottom of the page.

If you need to make corrections after you hit Next, please email us.

If you choose **Express Mail** for the delivery of your I-20 or DS-2019, **pay the fees immediately** at the [link here](#).

Click the Next Button!

You must do this to proceed to the document upload stage.
This is the page you will see after submitting the online NIF. Please read it carefully as it will give you details on which documents are expected from you based on the questions you answered in the NIF.
Uploading your documents

These materials must be uploaded and submitted to complete your NIF. Descriptions and samples are provided in the following slides.

Required for all:

1. **Passport**: copy of the biographical page (including dependents, if applicable)

2. **Funding Documentation**

Optional:

1. **Summer Session Registration Confirmation** (only if you are planning to start your program in summer)

2. **DO NOT UPLOAD**, but if you requested Express Mail, **Payment** for express delivery of the I-20 or DS-2019 via eShip Global is required to complete the NIF.
This is a sample Biographic Page from a passport.

It contains your place and date of birth and in most cases, a photo.

We need this to verify the correct spelling of your name.

Please ensure that the barcode on the bottom of the passport is clearly visible when you upload. Thanks!
UC Berkeley is required by law to verify that students have sufficient funds to finance their studies.

This documentation may be required at the U.S. Embassy or Consulate when applying for the visa.

So, please ensure that you have originals for your visa appointment.
Funding Documentation

Acceptable Proof of Funds:

- UC Berkeley Award Letter (scholarships, GSI/GSR, grants etc). This letter must be printed on OFFICIAL UCB department letterhead, must include a signature and must indicate the amount and length of support.

- The Guarantee of Financial Support - Academic Departments form completed by your sponsoring academic department.

- Personal Funds: bank statements in your name showing balance of account. Please DO NOT send lengthy statements including transaction history. Bank statement should be a single page document showing account holder’s name, date and account balance.

- Private Sponsors including family (must include both of the following):
  - the sponsor’s bank or other financial statements showing balance of account.
  - letter(s) that shows the relationship between you and the sponsor(s), the amount of support and the length of support or the Guarantee of Financial Support-Private Sponsors Form filled out and signed by the sponsor.

- Other Institutional Support/Award Letters. A letter from an employer or another institution on OFFICIAL business letterhead showing amount and length of support.

- Loan Certificates/Letters. This letter must indicate your name and the amount of the approved or pre-approved loan.
Funding Documentation
The following types of funding are **NOT acceptable** for the NIF:

- Income or salary statements (except UC Berkeley GSI/GSR positions)
- Funds that are not immediately accessible
- Assets that are not in liquidated form (house, car, etc...)
- Life insurance policy statements
- Pension funds
- Tax return forms or documents
Funding Documentation

The documentation must:

- show the **type of currency** and its US dollar (USD) equivalent. If the amount is not in USD, convert it yourself and make a note on the statement. BIO will verify the conversion.

- be dated within the last 6 months (older documents will not be accepted).

- be printed on official company stationary (letterhead).

- contain an official signature from the funding source.

- be translated into English. Translation does not need to be certified.

- show liquid assets that can be converted to cash.
Proof of Summer Session Registration

If you will start early by enrolling in Summer Session classes, you must enroll in full-time units (if summer is your first semester in the U.S. as an international student).

Print a copy of your summer class schedule and attach it to your NIF.

An I-20 or DS-2019 with a summer start date will be prepared for you.

More information: Summer+Fall Admits
Uploading your documents

According to your profile information, Varinia Granell, we need the following documents from you:

- Passport - Required
- Proof of Funding - Required

Your required documents will be listed here.

Note: Maximum File Size limit is 10MB

**STEP 1.** Click the green Add Files button & choose the correct file to upload.

**STEP 2.** Once the file has been selected, identify your document by selecting an option in the drop down menu under “Type of Document” on the right.

**STEP 3.** Repeat this process for all required documents. You may upload more than one type of each document, if necessary.

To finish the process, click Submit Uploads. You will not be able to make changes after you click Submit.
Successful Submission!

Next, you will see the Submission Page.

You will also receive an email to confirm your uploads. **No additional steps are required at this point.** Please do not email us to verify your submission and do not try to submit additional documents. If additional information is needed, the NIF Team will email you.

Documents Submitted Successfully

Please note the Upload ID and Batch ID for later reference.

<table>
<thead>
<tr>
<th>Batch ID</th>
<th>Upload ID</th>
<th>File Name</th>
<th>Document Type</th>
<th>Comments</th>
<th>Upload Date/Time</th>
<th>Status</th>
<th>Preview</th>
</tr>
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<td></td>
<td>10/1/2015 6:08:26 PM</td>
<td>Received</td>
<td><img src="image" alt="Document Preview" /></td>
</tr>
</tbody>
</table>

Pressing **Continue** will take you back to your NIF Review page.
Track the Status of Your Documents:

NIF Processing Stages
NIF Processing Stages

Follow these steps to track your NIF progress:

1. Log on to The NIF. You will be automatically directed to the NIF Review page.

2. On the NIF Review page, you will see the "Processing Status" with the stage of your application highlighted. There are five stages total.

3. Check your NIF Review page periodically to see which stage your application has reached.

**Note:**
Complete NIFs are processed in **10 business days** in the order of receipt.
NIF Processing Stages

Pre-Stages:

• **NIF Not Submitted Yet**
  You still have work to do! Complete the missing information on the NIF and click the SUBMIT button at the bottom of the NIF Review page when ready.

• **Queued For Processing on "date", "time"**
  Your data is waiting in line to be transferred to our database. This is normally an overnight process that occurs Monday through Friday. If you submit the NIF on the weekend, you'll have to wait until Monday for your NIF to reach the next stage.
Stage 1:
*Waiting for Required Documentation to be Uploaded.*

Your NIF data has been successfully transferred electronically to our database. We are able to see your record, but we cannot proceed until we have received your uploaded passport copy and required funding documentation.

Stage 2:
*NIF Application has been received from student.*

Your NIF and uploaded documents have been received and we are reviewing your NIF. If it is not complete, you will be contacted by email and your processing status will be changed to Stage 3 (see next). If your application is complete, your processing status will be changed to Stage 4 (see next).
**NIF Processing Stages**

**Stage 3:**
*Waiting for Additional Documents or Waiting for FedEx Airway bill*
You still have work to do! You will receive an email from our office describing exactly what documents or information are missing. We cannot proceed further until we receive this information, so send it as soon as possible. If you chose Express Mail as your preferred method of delivery in your Online NIF but have not yet paid for it, please do so immediately. Refer to the [Express Mail Instructions](#).

**Stage 4:**
*SEVIS Processing Queue*
Congratulations! Your NIF has been reviewed and seems complete! An International Student Advisor will review your request, and send it to SEVIS for processing. After we receive the I-20 or DS-2019 from SEVIS, the responsible Advisor will print it, sign it, and send it to Stage 5.

**Stage 5:**
*Document Ready for Pick Up / Document Shipped / Document Sent to EAP Office*
Depending on the delivery option you indicated on your NIF, your document is either ready to pick up in our office, has been shipped by Express Mail, or sent by airmail.
Stage 5

• Your **SEVIS ID Number** will appear on your NIF Review Page.

• With the **SEVIS ID Number** you can pay your SEVIS Fee and make your visa appointment pending the receipt of your documents.

More information:
[SEVIS Fee Payment](#)
[Visa Application](#)
Delivery Options to Receive Your I-20/DS-2019

1. **Airmail**: Free of charge, delivery can take up to three weeks depending on your location. Tracking is not available.

2. **Express Mail (FedEx/UPS)**: Payments must be made via E-Ship Global in advance. If your payment information is not available by the time of your NIF processing, your application will be considered incomplete. Please refer to the [Express Mail Instructions](#) for payment instructions.

3. **Pick up**: Students can pick up their documents at Berkeley International Office. If you would like a third party to pick up your documents, please inform BIO in advance of the person’s name and relationship to you.
THANK YOU!

If you have questions, please email us at nif@berkeley.edu