

Request for I-20 or DS2019 for an International Student

INSTRUCTIONS: The Admitting Department is required to submit this completed form with: a copy of the International Student Application; tests scores; transcripts; and a copy of the identification page of the passport.

If the student is transferring from another university, that university must agree to transfer the student's SEVIS file. If the student is in the U.S. under a visa status other than F-1 student, they may have to request a change of status from Immigration.

The Office of International Programs will contact the student directly to obtain any necessary financial documentation and the Affidavit of Support. The Office of International Programs will assist the student with any necessary change of status.

Name _____ M F
Family First Middle (Full) Date of Birth

Country of Citizenship _____ Country of Birth _____ Country of Permanent Legal Residency _____

Email _____

Program: _____ Bachelor Master PhD Other _____
Semester of Entry: Fall Spring Summer 20__ Completion: Fall Spring Summer 20__

Adequate TOEFL Yes No Waived – select one:
Applicant is a native English speaker and a citizen of an English-speaking country.
Applicant has earned a degree from a U.S. college or university.
Other: _____

Date entered into PeopleSoft _____

Contact Person _____ Telephone _____

Department Head's Signature Date Dean's Signature Date
(For graduate students, No signature required)
(For undergraduates, Dean of School)

- The I-20 or DS-2019 will be prepared by International Programs and the department contact will be notified when the I-20 or DS-2019 is ready to pick up. The department is then responsible for sending the document and applicable supplements to the incoming student in a traceable manner.
- There is no deadline for requesting an I-20 or DS-2019. But consider the time the student will need to apply for a visa and make travel arrangements.
- Some students may be subject to additional security clearances which take an additional 3-4 weeks for visa process
- All incoming international students are required to attend the International Student Orientation.
- If a student withdraws from your program, please contact the Office of International Programs so that the I-20/DS-2019 can be cancelled.