

REQUEST FORM

Please **allow five to seven business days** for processing. During peak travel times & new student orientation, allow for **ten business days**. Students must be enrolled **full time** for the following semester if traveling at the end of the current semester or between semesters.

#1 All Students/Scholars must complete this section

Date of Birth: _____ (mm/dd/yyyy) **Today's Date:** _____ (mm/dd/yyyy)

UNO ID #: _____ E-Mail: _____

Name: _____ Gender: M F
Last First Middle

U.S. Physical Address: (incl. apt. #) _____

Phone #: _____ Major: _____
Home Cell/Work

Degree Program: Bachelor's Master's Ph.D Other: _____ Graduation Date: _____

Check here if you are on Optional Practical Training (OPT) or Academic Training (AT)

#2 Request for I-20/DS-2019 or for a Signature.

Expiration date of visa stamp in passport: _____ Dates of travel (beginning and end): _____

Are you applying for a visa? Yes No

Check one request:

I-20 to be signed for re-entry

Or **DS-2019 to be signed for re-entry**
(DS-2019 must be issued by this office for us to sign)

New I-20

Or **New DS-2019**

If you are requesting a new I-20/DS-2019, please provide updated financial documentation, which may include a bank statement, affidavit of support, scholarship award letter or an assistantship offer letter. Financial documentation must be less than 6 months old.

Reason for new I-20/DS-2019:

Extension of Stay (**Please attach forms in program extension packet**)

Change of Major (**New Major:** _____)

Check if this change is related to a Practical Training Request.

Change of Program level (**New Program:** _____)

Check if this change is related to a Practical Training Request.

Addition of 2nd Major (Please attach letter from new department; if this change will affect your graduation date, the new date must be stated in the letter.)

Other: _____

Please Note: If you are on academic probation, we can't sign your I-20/DS-2019 or provide a new immigration form until we see your grades for the current term. Please leave a self-addressed stamped (be sure to put the correct amount of postage on it) envelope for this form to be sent to you.

For office use only:

Full-time: No Yes I20/DS-2019 completion date OK: No Yes

Degree: _____ Address OK: No Yes Passport OK: No Yes

Major: _____

Checked by: _____ Date: _____ Completed by: _____ Date: _____

3 Request for I-20/DS-2019 for F-2/J-2 spouse/dependents (if you plan to invite spouse and/or children to the U.S.)

a.) (check one): I-20 for F-2 Dependents DS-2019 for J-2 Dependents

In addition to the total amount of funds shown for your own support, you must provide evidence of funding in the amount of \$3000 for each dependent. Source of funds to support your family: _____

You must show proof of the required financial resources such as a bank statement or an affidavit of support. If you have an assistantship, you must bring recent letter from your department with the dates and full amount of your assistantship, including any money you will make in the summer. If you will be funded by a scholarship, we need a document showing the amount and any other terms of the award. *Financial documentation must be less than 6 months old.*

b.)

Name of dependents		Date of Birth	Country of Citizenship	Relationship
Last	First	/ / (mm/dd/yyyy)		
		/ /		
		/ /		
		/ /		

4 Request for OISS Letter—Requests for “Verification of Enrollment” letters should be made to the Registrar’s Office.

Check Request(s):

- Letter to assist in obtaining a Social Security Number. (F-1 students must be employed on-campus, on CPT, or on OPT. Attach On-Campus Employment Eligibility form.)
- Letter to verify enrollment and expenses for **this semester only or for the most recently completed semester**. This letter will list 1) tuition & fees, 2) living expenses, 3) books & insurance. If you had expenses that differ from the standard amounts, please explain and provide receipts and/or the fee bill. For summer, provide total credit hours taken in all sessions.
- Letter to verify enrollment and expenses for **several semesters** (past or future semesters). (Please list all semesters requested. Please indicate how many credit hours you did/will take for any summer term included).
- Letter supporting your intention to bring the F-2s or J-2s listed in box #3 to live with you. An OISS official will prepare a letter verifying your academic program enrollment. In the **section 3b above**, please provide requested information for each person coming to live with you.

5 Miscellaneous

Other request:
