

International Student and Scholar Services ♦ Florida International University

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DOCUMENT REQUEST FORM

File at: ___MMC ___BBC

Panther ID#: _____

LAST NAME FIRST NAME

Gender: Male Female Visa Type: _____ Date of Birth (mm/dd/yyyy): ___/___/_____

Current Physical U.S. Address (this is the address that will be reported in SEVIS):

Street Address: _____ Phone: _____

City/State: _____ Zip Code: _____ Email: _____

Academic Plan/Major(s): _____

Degree Level: Bachelor's Master's Doctorate Certificate J-1 Scholar J-1 Exchange Student

PLEASE INDICATE DOCUMENT NEEDED (Processing takes 4-5 business days):

Immigration Documents

- NEW I-20 (COMPLETE REVERSE SIDE)** **NEW DS-2019 (COMPLETE REVERSE SIDE)**
- I-20 Travel Signature** **DS-2019 Travel Signature**

Letters & Certifications

- SICAD Letter (ONLY VENEZUELAN STUDENTS)**
 - Attach class schedule, student account summary, housing/meal plan/FIU insurance *receipts*, as applicable.
- Concurrent Enrollment Approval – SCHOOL: _____ TERM: ___ FALL ___ SPRING ___ SUMMER**
 - Attach academic advisor's letter and/or FIU Transient Student Form.
- Dollar Exchange Certification Letter (estimate of expenses)**
- Full-time Enrollment Certification Letter**
 - Please indicate for which year/semester(s) you need the letter: ___ FALL ___ SPRING ___ SUMMER
- Invitation Letter for commencement (ONLY STUDENTS WHO HAVE APPLIED FOR GRADUATION)**
 - Attach separate sheet with the following information TYPED for each individual: full name as it appears on passport (correct spelling), date of birth (mm/dd/yyyy), place of birth, country of citizenship, and relationship to student
- On-Campus Employment Certification – DEPARTMENT/EMPLOYER: _____**
 - If applying for Social Security Number, attach hiring department's letter.
- Other – Please explain below what you need (attach separate sheet if necessary):**

SHIPPING: Please check here to have your new I-20 or documents mailed to you (at your expense) using the courier service at: <https://study.eshipgobal.com> _____ YES, I will submit an E-ship global shipping request.

If I am unable to pick up the document, I hereby authorize ISSS to release it to: _____

Student's Signature

Date

| | | |
|--|---------------------------|---|
| FOR ISSS USE ONLY: Request completed on _____ by _____ | | Address updated? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (Month/Day/Year) | (ISSS advisor's initials) | |

YOU MUST COMPLETE THIS PAGE IF YOU ARE REQUESTING A NEW I-20 OR DS-2019

PLEASE INDICATE THE REASON FOR YOUR REQUEST:

- VISA RENEWAL***
 - Attach Proof of Funds.
 - PROGRAM EXTENSION***
 - See Information Sheet for required supporting documents.
 - RESTART F-1 STATUS*** through travel and reentry
 - See Information Sheet for required supporting documents. Appointment required before I-20 issuance.
 - REINSTATEMENT*** through application to USCIS
 - See Information Sheet for required supporting documents. Appointment required before I-20 issuance.
 - CHANGE OF STATUS TO F-1 or J-1***
 - See Information Sheet for required supporting documents. Appointment required before I-20 issuance.
 - DEPENDENT (Spouse or Child) VISA OR CHANGE OF STATUS APPLICATION***
 - See Information Sheet for required supporting documents.
 - OPT APPROVAL AND/OR EMPLOYER UPDATE**
 - Attach copy of EAD, and if employed, attach OPT Validation Form (employer information update).
 - OPT STEM EXTENSION APPLICATION**
 - See Information Sheet for required supporting documents.
 - H-1B CAP-GAP I-20**
 - Attach copy of USCIS Receipt Notice/Approval Notice for I-129 petition.
 - REPLACEMENT I-20 or DS-2019**
 - Indicate if original is: Lost Damaged Stolen Without space for additional travel signatures
 - Other** (Specify other reason(s) in addition to *OR* not mentioned above): _____
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IMPORTANT: IF TRAVELING OUTSIDE THE U.S., indicate your expected travel dates (IF KNOWN)

Departure Date: Month _____ Day _____ Year _____

Reentry Date: Month _____ Day _____ Year _____

***Proof of Funds Required:**

Many of the reasons for a document request listed above require you to provide proof of funding. You must show sufficient money to cover tuition, school fees and ALL other expenses for at least one academic year (or in the case of a program extension, for the duration of the extension period). Valid documents to prove funds:

- MUST BE IN ENGLISH
- MUST SPECIFICALLY STATE TOTAL AMOUNT OF MONEY AVAILABLE to you in US dollars
- MAY INCLUDE:
 - (1) current bank letter and (if not your own account) signed letter from sponsor
 - (2) current scholarship letter from sponsoring agency or organization
 - (3) official and current letter verifying educational loan awarded to you
 - (4) ISSS Graduate Stipend form completed by department and signed by the Dean

