

Instructions: This form is to be used by F-1 visa students when requesting documents or services from the International Student Center. You must attach supporting documents if required by your selected action. Please be sure to print clearly and complete all required information.

Name: _____ Student I.D. # _____

Phone: _____ Email Address: _____
 (Area Code) Number

Please choose how you would like to receive your document. **All requests will be completed within 5 days:**

_____ Pick-up

_____ Email (*Letters only*) to: _____

_____ Mail to: _____

_____ Street Address _____ City _____ State _____ Zip Code _____

Student Signature _____ Date _____

ACTION REQUESTED:

Travel Authorization Please provide your travel dates. If traveling during the semester, you are advised to discuss your travel dates with your professor to ensure that you will not be dropped from classes.

Date leaving _____ Date returning _____

I authorize the following person to pick up my I-20 _____ . Please contact _____ when ready. (*Photo ID must be presented at pick-up*)
 (email or telephone)

Change of Major: Attach a revised academic plan indicating the new major

Program Extensions: Attach required financial documents and a revised academic plan; only required if MAP is more than one semester old. (*Program extension requests due to academic probation will not be approved*)

Visa Renewal

Reduced Course Load (RCL). Attach an RCL form approved by your international student counselor

Copy of application documents submitted to IVC and/or Duplicate I-20 (Describe documents) _____

Verification Letter, Military Service Letter or On-Campus Employment Verification Letter (Circle one and provide details):

Other _____

Received by _____ Date: _____ Processed by _____ Date: _____