INTERNATIONAL PROGRAMS OFFICE

DOCUMENT REQUEST FORM

OFFICE USE ONLY: Date Required:_______ Intake Initials:____ Date Completed:_______ Advisor Initials:____

Please allow 3 business days for the processing of your request. You will be contacted when complete.

CONTACT INFORMATION

Today's Date: ________ Bengal ID: ________ Gender: ○ Male ○ Female

Last Name: ___________ First Name(s): ___________

Date of Birth: ________ E-mail: ___________

Signature: ___________ Phone: ___________

IMMIGRATION DOCUMENTS

1) Travel Signature □ Leave your most recent I-20 or DS-2019 with this request (travel signature is valid for one year)

2) Document Replacement/Correction:

   Document Requested: ○ I-20 (F-1) ○ DS-2019 (J-1) ○ I-797 (H-1B)

   Reason: ○ Lost ○ Damaged ○ Stolen
   ○ Incorrect Information (please explain) ___________

3) I-20 Extension: □ Submit completed "F-1 Extension of Stay Student/Department Form" with this request.

4) I-20 Change of Major:

   □ New Major: ___________
   ○ If sponsored by SACM, submit new Financial Guarantee.

5) Change of Education Level:

   □ Submit copy of acceptance letter from Graduate School.
   ○ Submit Declaration of Financial Support Form AND supporting documentation.

6) Dependent I-20:

   □ Submit new "Declaration of Financial Support" (DFS) Form with this request.
   □ Submit copy of passport of each dependent needing an F-2 visa.
   □ Submit new financial documentation showing an additional $3000 per dependent. (Not required if you are sponsored by your government)

Additional Requests on Other Side ---->
TRANSFER OUT

Transfer Out Request:

☐ Submit a completed "Transfer Out Form" with this request.

☐ Submit a copy of your acceptance letter from the school you are transferring to.

LETTERS

Letter(s) Requested:

☐ Driver's License Letter (enter current address below)

Current Address:
Please update your address in BengalWeb if needed!

☐ Social Security Request Letter (Submit completed "Letter Requesting Social Security Number" Form).

☐ Visa Renewal Letter (Submit "Visa Renewal Letter Request" form with this request)

☐ Invitation Letter (Submit "Invitation Letter Request" form with this request)

☐ Student Athlete Opportunity Fund Signature

☐ Concurrent Enrollment Permission Letter

School: ___________________________ Semester of Study: ___________________________

☐ Change of Major Letter

New Major: ___________________________

☐ Other (specify) ___________________________