DOCUMENT REQUEST FORM

NAME: ______________________________________________________________________
(SURNAME)       (FIRST)         (MIDDLE)

BIRTHDATE: ___________________________ CITIZENSHIP: ______________________________

STUDENT ID#: _________________________ LOCAL TELEPHONE: _________________________

MAJOR: ______________________________ UG / GRAD/ DOCTORATE: (circle one)

START SEMESTER:______________________ GRADUATION DATE:________________________

STATUS:         (   ) F-1   (    ) J-1   (      ) OTHER: ____________

*************** ISS STAFF WILL COMPLETE THIS SECTION ***************

_____ I-20 or DS-2019 (student copy) signed for travel.

_____ New I-20 or DS-2019 because of:

(  ) Program Extension  (  ) Lost/Damaged I-20  (  ) Change of Major
(  ) Updated Information:_____________________________ (  ) Other:__________________

_____ Status Letter for:

(  ) Current Enrollment   (  ) Military    (  ) Overall Status  (  ) Visa Renewal

_____ Expense Letter (details current costs for academic year’s tuition, fees, etc.)

_____ CADIVI letter C.I. #________________ Fall _____ Spring _____Summer _____

Tuition: $ ___________ Room & Board: $ ___________

_____ Invitation(s) Guest name: _______________ Last name:___________________ Relationship:______________

_____ Complete Transfer Certification Form to: ________________________________________

_____ Letter of Introduction for Social Security application

_____ Immigration (change of status)

Please allow four (4) days for processing of letters or documents.
I certify that this information is to be released at my request.

____________________________         _____________  _____________  
Student Signature               Date                 Pick-up Date

(Office Use Only):
REQUEST COMPLETED: _____________________________________________________________
NEED MORE DATA: _________________________________________________________________
CANNOT FILL REQUEST; REASON: ____________________________________________________

Rev. 01/2012