



DOCUMENT REQUEST FORM

LAST NAME INITIAL

SECTION 1: TO BE COMPLETED BY STUDENT

LAST NAME _____ FIRST NAME _____ Panther ID#:

Visa Type: F1 F2 J1 J2 Other: _____ Date of Birth (mm/dd/yyyy): ___/___/_____

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

SECTION 2: SELECT DELIVERY METHOD

ISSS Office will send EMAIL notifications to FIU student accounts when the document is ready.

SHIPPING: Check here for mail service (at your expense) using E-Ship Global at: <https://study.eshipglobal.com>
Please allow additional days for processing after email notification has been sent. E-Ship Global Order # _____

SECTION 3: ACKNOWLEDGEMENT STATEMENT

ACKNOWLEDGEMENT STATEMENT FOR F-1 STUDENTS: I understand that it is my responsibility to abide to all the immigration rules related to my F-1 visa status while studying in the United States. These rules include, but are not limited to:

- not letting my Form I-20 program end date expire;
- enrolling full-time every semester;
- not enrolling in more than three (3) online credit hours towards my full-time enrollment;
- seeking authorization from ISSS for Curricular Practical Training (CPT) when enrolling in an internship course;
- not working on or off campus without ISSS authorization.

I further acknowledge that I will seek for ISSS advice when in doubt of any regulations mandated by the Department of Homeland Security and all the information that I provided in this request is valid and true.

X _____
Student's Signature **Date**

FOR ISSS USE ONLY

Received Stamp:	<input type="checkbox"/> Closed case File Tracker	<input type="checkbox"/> Emailed	<input type="checkbox"/> Scanned
	<input type="checkbox"/> Address updated		
Advisor Assigned:	Initial: _____ Date: _____	Initial: _____ Date: _____	Initial: _____ Date: _____

Notes: Pending

SECTION 4: PLEASE SELECT DOCUMENT REQUESTED

*Refer to the information sheets at the ISSS office or online at issss.fiu.edu.

I 20 / DS 2019 Immigration Documents

<input type="checkbox"/> I-20 or DS-2019 Travel Signature	TRAVELING OUTSIDE THE U.S., indicate your expected travel dates: Departure: Month _____ Day _____ Year _____ Reentry: Month _____ Day _____ Year _____
<input type="checkbox"/> Visa Renewal	Attach Proof of Funds (not required if renewal is during OPT) If renewing during OPT attach copies of EAD card and job offer letter.
<input type="checkbox"/> Program Extension	Attach Academic Certification and Proof of Funds.
<input type="checkbox"/> Restart F-1 Status	Through travel and reentry. Appointment required before I-20 issuance.
<input type="checkbox"/> Reinstatement	Through application to USCIS. Appointment required before I-20 issuance.
<input type="checkbox"/> Change of Status to F-1	Appointment required before I-20 issuance.
<input type="checkbox"/> Dependent (Spouse or child) Visa or Change of Status Application*	Attach supporting documents: NSL Documents, Dependent Form, Proof of funds, Passport
<input type="checkbox"/> OPT Approval and/or Employer Update	Attach copy of EAD, and if employed, attach OPT Validation Form (employer information update).
<input type="checkbox"/> OPT STEM Extension Application	See STEM application information sheet.
<input type="checkbox"/> H-1B CAP-GAP I-20	Attach copy of USCIS Receipt Notice/Approval Notice for I-129 petition.
<input type="checkbox"/> Replacement I-20 or DS-2019	Indicate if original is: <input type="checkbox"/> Lost <input type="checkbox"/> Damaged <input type="checkbox"/> Stolen <input type="checkbox"/> Without space for additional travel signatures
<input type="checkbox"/> Change of Major	NOTE: Updated major must be first approved in your FIU portal before updating your I-20. New Major: _____
<input type="checkbox"/> Other	Please specify your request: _____

Letters & Certifications

<input type="checkbox"/> F-1 Financial Letter	Please attach Account Summary from Student Financials Office.
<input type="checkbox"/> Concurrent Enrollment Approval SCHOOL: _____	Attach academic advisor's letter and/or FIU Transient Student. TERM: _____FALL _____SPRING _____SUMMER
<input type="checkbox"/> Full-time Enrollment Certification Letter	Please indicate for which year/semester(s) you need the letter: TERM: _____FALL _____SPRING _____SUMMER
<input type="checkbox"/> Invitation Letter for Commencement (Only for students who have applied for graduation)	Attach separate sheet with the following information <u>TYPED</u> for each individual: Full name <u>as it appears on passport</u> (correct spelling), Date of Birth (mm/dd/yyyy), Place of Birth, Country of Citizenship, Relationship to Student
<input type="checkbox"/> On-Campus Employment Certification DEPARTMENT / EMPLOYER: _____	If applying for Social Security Number, attach hiring department's letter. (Sample letter on ISSS website.)
<input type="checkbox"/> Other	Please specify your request: _____