

Last/Family Name \_\_\_\_\_

First/Given Name \_\_\_\_\_

Middle \_\_\_\_\_

\*Student ID (SS#): \_\_\_\_\_  
\*Required information

Gender:  Male  Female

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

\*SEVIS ID: N \_\_\_\_\_  
\*Required information

\_\_\_\_\_ E-mail Address

1st Qtr/Year at De Anza: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Major (as shown on I-20): \_\_\_\_\_

I-20 Expiration Date: \_\_\_\_\_

Current Visa Status: \_\_\_\_\_

Visa Expiration Date: \_\_\_\_\_

Expected Graduation/Transfer Date: \_\_\_\_\_

Passport Expiration Date: \_\_\_\_\_

I state that the information I am providing on this form is true. I further understand that it is a violation of U.S. law to give false information to the college.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

( ) \_\_\_\_\_  
Phone Number

1. **PART 1** for Form I-20 related request.
2. **PART 2** for letter or other document request.

## PART 1 – I-20 Request

### 1. Purpose

- Travel & Re-entry. *Please provide us with your current I-20 form.*

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_ Destinations: \_\_\_\_\_

☞ Do you need or intend to renew your F-1 Visa while outside U.S.?  Yes  No  
*If yes, a new I-20 and a visa renewal letter will be prepared for you.*

☞ Are you currently under post-completion practical training?  Yes  No  
*If yes, please provide a copy of your EAD card.*

New Instructions →

- Replacement of lost I-20.
- \*Extension of Program.
- \*Change of Major/Program.
- Reinstatement. **Pick up and follow procedures from the International Student Programs office.**
- Adding Dependents to I-20:

- \*Instructions:**
1. Meet with an International Student Counselor to develop a new Educational Plan.
  2. Submit request in-person. (An updated financial/bank letter may be required.)

<u>Dependent's Name</u>	<u>Date of Birth</u>	<u>Country of Birth</u>	<u>Relationship</u>
_____	_____	_____	_____
_____	_____	_____	_____

- Other (Specify) \_\_\_\_\_

### 2. Financial Support Information

Is the source and amount of your financial support the same as it appears on your current I-20 (item #8)?  Yes  No  
*If no, please provide financial documentation from your new sponsor.*

## PART 2 – Letter/Document Request

### 1. Purpose

- CSN Verification
- Economic Hardship Petition
- Enrollment/Attendance Verification
- Social Security Verification Letter
- On-Campus Employment Authorization
- Graduation Verification/Intention
- Tuition/Expenses Verification
- Invitation Letter
- Invitation to attend graduation ceremony
- General Verification
- On-Campus Employment
- Fall  Winter  Spring
- Fall  Winter  Spring
- Military Verification
- CPT  PC-OPT
- Summer Year \_\_\_\_\_
- Summer Year \_\_\_\_\_

} Please complete the information below:

*Name(s) of Person(s) Inviting:* \_\_\_\_\_

*Relationship To You:* \_\_\_\_\_

\_\_\_\_\_

- Other: (Please explain in details) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. **This letter should be addressed to:**     To Whom It May Concern     Other: Specify Name and address
- \_\_\_\_\_
- \_\_\_\_\_

3.  I will pick up the letter

4. Please mail or fax the letter to: \_\_\_\_\_

5. I give permission to the following individual to pick-up my documents: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Due: \_\_\_\_\_ Rec. By: \_\_\_\_\_

Quarter admitted: \_\_\_\_\_ Visa Status: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_

Quarter	Units	Quarter	Units	Quarter	Units

Remarks: \_\_\_\_\_

\_\_\_\_\_

- I-20       Letter       Issue document       Hold document Reason: \_\_\_\_\_

**NOTES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_