



REQUEST FORM

Last Name: _____ First Name: _____ Student ID#: _____

Phone #: _____ E-mail Address: _____

I request the following(s) checked items:

- An Enrollment Verification letter
 - Enclosed are additional forms to be completed
- An Enrollment Verification and an Official transcript issued to the U.S. General Consulate to renew my F1 visa from abroad.
- A certification letter of my attendance for the Social Security Office
- A certification letter of my attendance for the DMV Office
- An extension to my I-20 form
 - I have enclosed a recommendation letter from my academic counselor to indicate the additional semesters required to complete my program.
- To change my field of study (major) on my I-20 form
- School Official's signature on SEVIS I-20 form for traveling.

I will be leaving on _____, for _____ days/weeks/months.

 - I enclosed my I-20 form, a copy of my passport, and I-94 form
- I am transferring to (school's name) _____ in the _____ semester.

Please complete and sign the enclosed form, and release my records to the above Named school as of (date) _____.

- Change of address on my school records including the SEVIS program:

New address: _____

New Phone #: (____) _____ - _____

- Please mail my request I will pick up my request. Please call me at _____

I understand the process of this request will take seven to ten working days.

Student's Signature

Date