



Type of Service

- 3-5 days— No Charge
- Next Day (Request made by 3 p.m.) \$10
- Same Day (Request made by 3 p.m.) \$20

INTERNATIONAL STUDENT AND SCHOLAR REQUEST FORM

TODAY'S DATE ____/____/____
Month / Day / Year

FIRST NAME _____ FAMILY NAME _____

BANNER ID @ _____ DATE OF BIRTH ____/____/____
Month / Day / Year

Circle your Visa Type: J visa F visa

Circle Academic Status: Masters / PhD / Undergrad / ALI / Scholar

EMAIL _____ TELEPHONE _____

CURRENT ADDRESS _____

LETTER REQUESTS

DRIVER'S LICENSE/PA STATE ID LETTER

- Driver's License** — Will you be going to the Indiana, PA Driver's License Center? YES NO
- Dependent Driver's License** Name _____
- OPT Driver's License**

VERIFICATION LETTER FOR TRAVEL

- Travel Letter**
- Dependent(s) Travel Letter** Name(s): _____
- OPT Travel Letter**

VISA RENEWAL LETTER

- Renewal Letter**
- Dependent Renewal Letter** Name _____

INVITATION LETTER: (If a parent, friend or relative will visit on a B1/B2 visa – request this letter)

- Non Graduation Invite Letter**
- Graduation Invite Letter** Graduation DATE ____/____/____

List individual being invited below (list additional individuals on the back of this form):

First name: _____ Family name: _____ Relationship: _____

- OTHER LETTER** Please explain what you would like included in this letter (use the back if necessary):

IMMIGRATION DOCUMENT REQUESTS

- I-20/DS-2019 SIGNATURE (Include I-20/DS-2019 with this form)**
- NEW OR REVISED I-20/DS-2019 (Attach additional documentation)** A new I-20/DS-2019 is needed only for: Change of Name; Program Extension, Change of Major, or Change of Sponsor
- I-20 / DS-2019 FOR DEPENDENTS (Attach additional documentation)** **1. Financial documents:** current financial documentation to cover your costs plus your spouse and/or children is required. Attach a notarized bank letter and/or a bank statement and letter from your sponsor. You must show: \$24,000GR; \$27,000UG plus \$5000 for a spouse and \$3000 for each child. (EXAMPLE: A graduate student is bringing 1 spouse and 1 child must show (\$24,000+\$8,000= \$32,000 on their financial documents. **2. Identification documents:** Attach copies of passports or complete the following information for each dependent:

First name: _____ Last name: _____ Relationship: _____