

**Instructions:** This form is to be used by F-1 visa students when requesting documents or services from the International Student Center. You must attach supporting documents if required by your selected action. Please be sure to print clearly and complete all required information.

Name: \_\_\_\_\_ Student I.D. # \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
(Area Code) NumberPlease choose how you would like to receive your document. **All requests will be completed within 5-7 days:**

\_\_\_\_\_ Pick-up

\_\_\_\_\_ Email (*Letters only*) to: \_\_\_\_\_

\_\_\_\_\_ Mail to:

\_\_\_\_\_  
Street Address City State Zip Code

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

**ACTION REQUESTED:**

- Travel Authorization** Please provide your travel dates. If traveling during the semester, you are advised to discuss your travel dates with your professor to ensure that you will not be dropped from classes.
- Date leaving \_\_\_\_\_ Date returning \_\_\_\_\_
  - I authorize the following person to pick up my I-20 \_\_\_\_\_ . Please contact \_\_\_\_\_ when ready. (*Photo ID must be presented at pick-up*)  
(email or telephone)
- Change of Major:** Attach a revised academic plan indicating the new major
- Program Extensions:** Attach required financial documents and a revised academic plan; only required if MAP is more than one semester old. (*Program extension requests due to academic probation will not be approved*)
- Visa Renewal**
- Reduced Course Load (RCL).** Attach an RCL form approved by your international student counselor
- Copy of application documents submitted to IVC and/or Duplicate I-20 (Describe documents)** \_\_\_\_\_  
\_\_\_\_\_
- Verification Letter, Military Service Letter or On-Campus Employment Verification Letter (Circle one and provide details):**  
\_\_\_\_\_  
\_\_\_\_\_
- Other** \_\_\_\_\_

Received by \_\_\_\_\_ Date: \_\_\_\_\_ Processed by \_\_\_\_\_ Date: \_\_\_\_\_