

International Student and Scholar Services

GENERAL REQUEST FORM

- **Our office requires a minimum of 5 working days from the date we receive this form to complete your request.**
- **Do not leave originals with our office – only copies of your documents.**
- **We are unable to process documents for individuals who have financial holds**

Name (FAMILY, First)

E-mail Address

Temple I.D. #

Non-immigrant status

F-1 **J-1 (student)** **J-1 (non student)** **H-1 (Temple Sponsored)**

Our office is only able to issue documents for individuals in the above categories. Individuals who are in other immigration categories should contact the Office of Academic Records, 2nd Floor of Conwell Hall.

Field of Study

Level Of Study

Current U.S. Address

Check here if new address – please update your address in Self-service Banner

I-20 Being Requested For:

Add Dependents (**spouse and children only**). **Attach financial documentation**
 Financial documentation attached. **Please do NOT submit request without appropriate financial documentation.**

Replace Lost Document

New I-20 required. Re-entry signature section full on previous I-20.

Change of Funding **Attach financial documentation that documents to show the change.**
 Financial documentation attached. **Please do NOT submit request without appropriate financial documentation.**

Extending your stay - You must also submit the form [Extend your Status \(I-20 or DS-2019\)](http://www.temple.edu/iss/home/current/general/documents/extendyourI-20.docx) available on line at <http://www.temple.edu/iss/home/current/general/documents/extendyourI-20.docx>. **Please do not submit request without attached advisor's form.**

Changing your level of study - See information at http://www.temple.edu/iss/home/current/f_1/ChangeOfLevel.htm

Change of Major – Make sure your change of major request has been approved by your department before submitting this form. **Attach financial documentation that show you will have funds for new program of study.**

IELP only – Legal Break -

LETTERS REQUESTED

- Driver's license or State ID letter for you
- Driver's license or State ID letter for you – I-20 expiring at the end of this semester, OPT eligible
- Driver's License or State ID Letter for you – applicant for OPT
- Driver's license or State ID for your spouse _____ - spouse's name.
- Invitation Letter . If you are inviting more than one person check here if you need separate letters for each person.
- Financial Certification Letters**

Information on Dependents for I-20/DS-2019, Driver's License Letter (dependents only OR Letter of Invitation):

You must complete this table if you are

- (1) Requesting a Form I-20 or DS-2019 for dependents to enter the U.S.,
- (2) Requesting a driver's license letter for your dependent, or
- (3) Requesting a letter of invitation to have an individual visit you in the U.S.

You must provide sufficient financial documentation to have your family join you as dependents. Attach additional documentation in the amount of \$4000 for your spouse and \$2500 for each child who plans to join you in the U.S. No additional financial documentation is required for letters of invitation or driver's license letter.

We will issue a letter of invitation for you but you must check with the Embassy or Consulate to which your family/friends will be applying to find out what other materials they will need. A listing of U.S. embassies is available at <http://www.usembassy.gov/>. Your family/friends will be applying for B2 non-immigrant visa status.

Name (LAST, First Middle)	Date of Birth	Relationship	Gender	Country of Citizenship