

**GENERAL REQUEST FORM  
COMPLETE BOTH SIDES**

**International Student and Scholar Services**  
203B 1700 North Broad Street (062-57)  
Philadelphia, PA 19122-3429

phone: 215-204-7708  
fax 215-204-6166  
email [OIS@temple.edu](mailto:OIS@temple.edu)  
web [www.temple.edu/OIS](http://www.temple.edu/OIS)

**PLEASE SUBMIT THIS FORM VIA E**

**MAIL TO [OIS@TEMPLE.EDU](mailto:OIS@TEMPLE.EDU) OUR OFFICE IS TRYING TO IMPLEMENT A PAPERLESS SYSTEM AND  
YOUR COOPERATION IS MOST APPRECIATED**

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)

Non-Temple E-mail Address

Temple I.D. #

Temple E-mail Address

Our office is only able to issue documents for individuals who are under Temple University's visa sponsorship. Individuals who are in other immigration categories should contact the Office of Academic Records, 2<sup>nd</sup> Floor of Conwell Hall.

Current U.S. Address

Check here if new address – please update your address in OwlNet

**I-20 Being Requested For:**

- Add Dependents (**spouse and children only**). Attach financial documentation, see other side for amounts. The financial documentation must cover your own expenses + those of your dependant(s)
- Replace Lost Document for you
- Replace Lost Document for Dependent(s)
- New I-20 required. Re-entry signature section full on previous I-20.
- Change of Funding from \_\_\_\_\_ to \_\_\_\_\_
- Change of Major from \_\_\_\_\_ to \_\_\_\_\_
- Change of Level from \_\_\_\_\_ to \_\_\_\_\_

If anything has changed on your I-20 please provide documentation. If your funding has changed from personal to university, we would need a copy of your assistantship letter. If your major or level of study has changed, please review "[making changes to your I-20](#)"

**Driver's license Letters, Verification of Enrollment and Invitation Letters**

If you are currently enrolled and will NOT be meeting degree requirements at the end of the current semester, you must obtain your Enrollment Verification Letters, Invitation letters + Driver's License Letters through [Owlnet](#). You must print out the letter from Owlnet and bring it with you to the ISSS during walk-in hours. Monday, Wednesday & Friday, 9-11 and 1-3

**If you are meeting degree requirements this semester OR are already on OPT you must submit a request using this form for a driver's license letter. Please allow a minimum of five working days:**

- Driver's license letter for you – I-20 expiring at the end of this semester, OPT eligible
- Driver's License Letter for you – applicant for OPT
- Driver's license for your spouse \_\_\_\_\_ - spouse's name.

[Financial Certification Letters](#) are not available through owlnet. Please use this form

**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 (M or F)	Country of Citizenship
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>