Document Request Form

Date of Request: ___________________________________________

Student ID: _____________________________________________

Gender: [ ] Male [ ] Female

Last Name: ________________________________________________

First Name: ______________________________________________

GENERAL DOCUMENT REQUESTED/SUBMITTED

☐ Copy of I-20 or DS-2019  ☐ Replace Lost I-20 or DS-2019  ☐ Update Financial Guarantee or Sponsor

☐ Letter of Enrollment for F-2  ☐ Letter of Enrollment for J-2

Please provide your current address:

(Street)  (City)  (State + Zip code)

☐ Letter of Program Participation  ☐ (J-1 Scholars)  ☐ F-1 Student  ☐ J-1 Student

NEW I-20/DS-2019 REQUEST

☐ Begin a New Degree Program

Financial Document(s) required:

☐ Bank statement is required if privately funded

☐ Funded by Missouri S&T

☐ If sponsored by a government or private group, submit a letter from the sponsor detailing amount and duration of funding.

☐ *Change of Academic Level

*Bank Statement is required

☐ BS to MS  ☐ Master to PhD program  ☐ Update English Proficiency

☐ PhD to Master Program  ☐ IEP to BS/MS/PhD (Circle One)

☐ Change of Major:

☐ Receive / terminate funding support from your academic department

☐ Funding support increase / decrease from your academic department

Name of department funding you:

☐ Correct Error in Biographic Information

i.e. – Name, date of birth (mm/dd/yyyy), or citizenship

☐ Please provide the corrected information:

☐ Add Dependent  ☐ Remove Dependent

*Please attach an extra sheet if there is more than one dependent

Dependent's Information: Last Name: ________________________

First Name: ________________________  Middle Name: ________________________

Gender: Male / Female  Relationship: ________________________  Date of Birth (mm/dd/yyyy): ________________________

City of Birth: ________________________  Country of Birth: ________________________  Country of Citizenship: ________________________

☐ Financial statement requires an additional $3,000 for spouse & $1,500 for each child

☐ *Copy of Marriage Certificate (Spouse)  ☐ *Copy of Birth Certificate (Child)

*Both Marriage and Birth Certificates MUST be translated in English & require notarization*

CHANGE OF U.S. ADDRESS (ALI & J-1 ONLY)

Please provide your current address:

(Street)  (City)  (State + Zip code)

CHANGE OF HOME COUNTRY ADDRESS (ALI & J-1 ONLY)

Please provide your current address:

(Street)  (City)  (State + Zip code)  (Country)

ESTIMATION COST LETTER

*If request is for a semester you are registered for, please request this letter from the Cashier's Office.

If not registered, please provide semester(s) and number of hours you will be registered for:

Office of International and Cultural Affairs

Version 11/20/15