



Request Form for Students (green sheet)

Submit in person to 101 Hatcher Hall or via e-mail (isosevis@lsu.edu); allow at least five (5) business days for processing all requests. *If your request is urgent, please let us know and provide further explanation for the urgency in Part 6 of the form.

PART 1: Student information: must be filled out completely for all requests; (type or print clearly)

LSU ID: _____ - _____ - _____ Visa status: F-1 J-1 Other _____ Reinstatement/Change of Status
Surname: _____ Given Name(s): _____ City of Birth: _____
Local address (no P.O. boxes): _____ Apartment/Residence Hall Room #: _____
City, State, ZIP: _____ Phone: _____
E-mail address: _____ Projected graduation date: Fall Spring Summer 20_____
Current program: Bachelor Master Doctorate Other (specify) _____ Major: _____
If you are a graduate student with an assistantship, please indicate the current yearly stipend amount: _____

By submitting this form, I certify that I understand that if I submit an incomplete request form to International Services, I will be contacted for correction(s) or additional information. I authorize that all information provided on this form, including any and all personal, financial, academic data and/or other data may be shared with LSU International Services – International Programs to facilitate the request. This data will be securely retained indefinitely. To learn more about privacy at LSU, please see the LSU Privacy Statement. (www.lsu.edu/privacy)

PART 2: Signature for student re-entry: include your current SEVIS form I-20/DS-2019 (**This form is not for J-1 scholars.**)

Note: Signatures for re-entry are valid for one (1) year as long as your information – major, education level, funding – is current and accurate on your SEVIS form. Be aware that if your SEVIS form expires soon or you are graduating, you may not be eligible to travel.

Visa expiration date: ____/____/____ (mm/dd/yy) Will your dependent(s) travel with you? No Yes (if yes, include their SEVIS form)
What are your estimated dates of travel? (beginning and end): ____/____/____ (mm/dd/yy) to ____/____/____ (mm/dd/yy)

PART 3: New or Updated SEVIS form: include your current SEVIS form I-20/DS-2019

To avoid processing delays, be certain to include with your request any additional required forms indicated in the instructions below. All forms referenced below are available at International Services (101 Hatcher Hall) or online: http://www.lsu.edu/intlpro/is/forms.php.

- Change in / Add New Funding: LSU Funding – have your academic department complete the Department Funding Verification Form to include with your request OR include a current assistantship offer or scholarship award letter. Non-LSU Funding – explain further in Part 6 and include appropriate documentation such as a scholarship letter, financial guarantee or Affidavit of Support for Continuing Students.
 Change of Major / Add Second Major: information MUST be updated in LSU Student Record Database. If this change or addition will affect the program end date on your SEVIS form, your academic department also needs to complete the Program Extension Request Form to include with your request. (No additional form is needed if the change/addition will not affect your program end date.)
 Extension of Stay: Your academic department needs to complete the Program Extension Request Form to include with your request.
 Change of Program Level: Your academic department needs to complete the Change of Program Level Request Form to include with your request. Note: If you are changing from Bachelor's to Master's/PhD, you do not need to complete this form.
 Replace lost SEVIS form I-20/DS-2019: \$10 fee; checks payable to "Louisiana State University" after request processed. No cash accepted.
 Name Change: attach a copy of current passport name page. (Name can only be changed to match passport.)

PART 4: Request to Add Dependent(s) – spouse and/or child(ren): include your current SEVIS form I-20/DS-2019

*This is only to **add dependents who do not have a SEVIS form and are seeking the F-2/J-2 dependent status.** In addition to the total amount of funding shown on your SEVIS form, you must show financial support for at least \$4,500 for each dependent.*

Source(s) of funds to support dependent(s): Please check any/all that apply and include the additional item(s) referenced for each below.

- Personal funding:** provide proof of required financial resources such as a bank statement.
- Assistantship:** include an assistantship letter for the current academic/fiscal year that verifies the assistantship stipend and duration.
- Scholarship:** include a scholarship award letter giving the dates of validity, award value and any other terms of the award.

Information about dependent(s): Please type or print clearly exactly how the name appears in the passport (or include copy of passport).

Relationship to you	Surname/Family Name	Given Name(s)	Birth Date (mm/dd/yyyy)	Citizenship and Country of Birth
<input type="checkbox"/> husband <input type="checkbox"/> wife				
<input type="checkbox"/> son <input type="checkbox"/> daughter				
<input type="checkbox"/> son <input type="checkbox"/> daughter				
<input type="checkbox"/> son <input type="checkbox"/> daughter				

- Letter** supporting your intention to bring your F-2/J-2 dependent(s) listed above to join and live with you in the United States.

PART 5: Request for Letter(s) from International Services: check all that apply

NOTE: You can request an **“Enrollment” letter** from your myLSU account under **“Student Services” – “Enrollment Certificate.”**

- Letter to verify **Expenses** of enrollment for several semesters (future and past semesters). Please check all semesters requested and fill in the year (for summer semester please indicate how many credit hours you did/will take)
 - Fall of _____
 - Spring of _____
 - Summer of _____
- Letter supporting your **Invitation** to have family/friends come for a short visit (This is not a letter to bring F-2/J-2 dependents. Please see Part 4 above). We will provide a standard letter and attachment for you to fill in the details: visitor(s)' names, reason for visit, etc.
 - Check here if the invitation letter is for your **graduation** ceremony (degree date must show in LSU system).
- Other Letter (please explain): _____
- Check here if you would like your requested letter to be **notarized**. (Note: There is a \$15 Notary Fee payable after request is processed.)

PART 6: Other Requests, Comments & Details: included any related documentation (such as flight itinerary if this request is urgent)

***** FOR OFFICE USE ONLY *****

Front Desk (LSU System Check):

Assistantship \$: _____	Overall GPA (VACA): _____	Program Code (VPGM): _____
Passport Exp Date: ____/____/____	Probation (VSCH): [] No [] Yes	Degree Date (VPGM): _____
I-94 Compl Date: ____/____/____	Total Hours (VSCH): _____	Address (VADR - LOCR): [] OK [] Corrected
Hold: [] No [] Yes OPT: [] No [] Yes	Enrollment: [] Full-time [] Part-time (Grad=9; UG=12)	CHECKED BY: _____ DATE: ____/____/____

IS Staff (SEVIS System Check):

Active [] Yes [] No Addr [] Ok [] Corrected Phone [] OK [] Corrected Prog/Mjr Info [] OK [] Corrected 2nd Mjr/Min [] OK [] Corrected
 Registered [] Yes [] No Finances [] Ok [] Corrected Prog. End Date ____/____/____ [] Shorten [] Prog. Ext.

HOLD/NOTES: