

Global Education Office (GEO)

DOCUMENT REQUEST FORM FOR F-1 STUDENTS

Student ID: Phone: Submit this form & required documents (see below) to: Vaolele Stawiarski, DSO/RO & Associate Director of Internation Student and Scholar Services, Global Education Office, 50 Acacia Avenue, San Rafael, CA 94901. Phone (415) 458-376 Fax (415) 257-0177 Normal processing time (# of business days) for each request is listed below. Note that GEO cannot expedite requests. If you would like you documents mailed to you, complete mailing information on page 2 (shipping fee required). Type of Request Please submit the following documents to Processing Time	Name:	I	,	P'		24:111	
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Type of Request Please submit the following documents to GEO: Change of Educational Level Current I-20, Admissions Letter 10 Change of Major Current I-20, Department acceptance letter 10 Concurrent Enrollment Concurrent Enrollment Form completed by student and academic advisor Curricular Practical Training See CPT Packet for details 10 Dependent Document (F-2) Current I-20, Copy of dependent's passport, fill out Dependent Information (see page 2) ITIN Letter Form W-7, Form W-8BEN (if from tax-treaty country), Copy of scholarship letter; copy of passport, visa stamp, 1-94 card & current I-20 Letter of Enrollment Just this form 3 Letter of Invitation Fill out Letter of Invitation supplemental information (see page 2 of form) Optional Practical Training See OPT Packet for details 10 Program Extension Completed Application for Program Extension 10 Reinstatement See Reinstatement Packet for details 10 Replacement I-20 Personal statement explaining circumstances in which I-20 was lost, stolen, or damaged Social Security Letter Copy of I-94 (front & back), letter from employer in specified format Transfer Out Completed SEVIS Transfer Out Form, Letter of acceptance to new school, appointment with DSO 3 Other (please specify) Date Prepped: Date Completed: Date Emailed: Date Received: Date Prepped: Date Completed: Date Emailed: By: Date Emailed: Date Emaile	Sub- Stuc Fax Nor	mit this form & required documen dent and Scholar Services, Global (415) 257-0177 mal processing time (# of business	ts (see below) to: Va Education Office, 50 s days) for each reque	Acacia Avenue, Sa st is listed below. N	SO/RO & Asso n Rafael, CA 94 Note that GEO <u>ca</u>	901. Phone (4	15) 458-3767 e requests.
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Request advisor 10 Curricular Practical Training See CPT Packet for details 10 Dependent Document (F-2) Current I-20, Copy of dependent's passport, fill out Dependent Information (see page 2) ITIN Letter Form W-7, Form W-8BEN (if from tax-treaty country), Copy of scholarship letter; copy of passport, visa stamp, I-94 card & current I-20 Letter of Enrollment Just this form 3 Letter of Invitation Fill out Letter of Invitation supplemental information (see page 2 of form) Optional Practical Training See OPT Packet for details 10 Program Extension Completed Application for Program Extension 10 Reinstatement See Reinstatement Packet for details 10 Replacement I-20 Personal statement explaining circumstances in which I-20 was lost, stolen, or damaged Social Security Letter Copy of I-94 (front & back), letter from employer in specified format Transfer Out Completed SEVIS Transfer Out Form, Letter of acceptance to new school, appointment with DSO Travel Signature Current I-20 3 Other (please specify) Date Prepped:		Change of Major	Current I-20, Depar	tment acceptance le	etter		10
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Mailing Information: