



## Instructions for Student Request Form

### What is the Purpose of the form?

This form is required for students who are requesting for I-20 or letter.

Students can request I-20 in case of

- Extension of Program
- Replacement of lost I-20
- Would like I-20 for your dependent(s)
- Changing of program level
- Change of employer (internship)
- Changing name or last name

The form is also used for requesting following letters:

- Verification of current enrollment
- Letter of support for employment eligibility
- Invitation letters (for graduation ceremony)

### How is the Form Used?

Students must

1. Complete and sign this form.
2. Obtain signature from the Accounting Office.
3. Submit to Admissions and Records Office.

### Notes

- In case of an **extension of program**: if a student requires additional time to complete a program, a request for an extension must be submitted at least 30 days prior to the “program completion date” on the I-20. Failure to comply with deadlines may result in the loss of legal status and may require a student to leave the U.S. and re-enter with valid visa. **The United**

**States Department of Homeland and Security (DHS) does not consider delays due to financial difficulties, academic failure, probation or suspension as valid reasons for granting an Extension of Program.**

- In case of dependent(s) I-20 request, student needs to submit
  - Marriage certificate;
  - Valid passport of dependent(s);
  - Original bank letter (must reflect the amount of at least \$18,960 plus \$6,000 per dependent and issued no less than six months);
  - Birth certificates of your child(ren) (if any)
- In case of changing employer of internship, please submit an original job offer letter & new Internship Agreement Form
- Please allow 3-5 business days for processing I-20 or letter request.

## Instructions

Please **circle the type of I-20 you are requesting for**. For example, if you are requesting the I-20 for the extended program, please circle "A." and "1."

### Part C Student Information:

Please put your Student I.D accurately

Put current date

Put your LAST name, FIRST name, and MIDDLE name

Put your phone number, and your Lincoln University e-mail (ending with @lincolnucsf.edu), and your signature.

\*\*Please leave the section "ACCOUNTING OFFICE USE ONLY" blank.