



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.