

STUDENT REQUEST FORM

Date:

Email Address:

Name:

Student Number:

Phone:

(Number where you may be reached at during the day)

Please complete either sections I or II completely.
You may turn in via email to geo@samford.edu or to Brooks 221

I. Request for letter:

- | | |
|--|--|
| <input type="checkbox"/> Letter of Good Standing | <input type="checkbox"/> Travel Letter |
| <input type="checkbox"/> Visa Renewal | <input type="checkbox"/> Passport Renewal Letter |
| <input type="checkbox"/> Social Security Letter | <input type="checkbox"/> Drivers License Letter |
| <input type="checkbox"/> Invitation Letter | <input type="checkbox"/> Other: |

For invitation letter, please provide the following information for the guest(s):

Name as written on their passport:

Passport number:

Date of birth:

Country of residence:

Date of travel:

If you are planning on traveling outside the U.S., give the date you intend to return to the U.S.:

(Without this information your travel information cannot be processed).

II. Request for I-20/ DS-2019:

- | | |
|--|--|
| <input type="checkbox"/> I-20 (Lost form) | <input type="checkbox"/> DS-2019 (Lost form) |
| <input type="checkbox"/> Change of major/program/sponsorship | |
| <input type="checkbox"/> Add dependent | <input type="checkbox"/> Other: |

Dependent Information (Please print clearly)

To add dependents to your I-20/DS-2019 you must have adequate funding of \$5,000 per dependent and provide documentation of such.

1. ☐ Male ☐ Female
Name (Last, First):
Relationship:
Date of Birth (Month/Day/Year):
Country of Birth:
Country of Citizenship:

2. ☐ Male ☐ Female
Name (Last, First):
Relationship:
Date of Birth (Month/Day/Year):
Country of Birth:
Country of Citizenship:

Estimated date your dependents will arrive in the U.S.:

(Note: Without an estimated date of arrival, the I-20 cannot be processed)

OFFICE USE ONLY:

Contacted:

- | | |
|---------------------------------|-------|
| <input type="checkbox"/> Email: | Date: |
| <input type="checkbox"/> Phone: | Date: |

