INTERNATIONAL STUDENT REQUEST FORM

NAME: __________________________________________  MICA ID#: __________________________

LOCAL ADDRESS: ________________________________

EMAIL ADDRESS: ____________________________  PHONE NUMBER: __________________________

MAJOR: ______________________________________

PURPOSE OF REQUEST

☐ Travel Signature – (Leave your I-20 with this request sheet)
☐ Letter to renew visa
☐ Visitor’s letter
☐ Letter certifying your F-1 status
☐ Signature on Social Security Number Form – (Submit your social security form with this request sheet)
☐ CPT authorization
☐ Requesting a new I-20
  ☐ I-20 needs to be extended
  ☐ Change of major
  ☐ Lost
  ☐ Other (please specify) _______________________
☐ Other document (please specify) ______________________________________________________

NOTE: Please allow a week for your document to be ready. You should pick up your document at the International Affairs Office during our walk-in hours:

Our Walk-in Hours are:
  Mondays: 11:30 - 1:00
  Tuesdays: 3:00 - 4:00
  Wednesdays: 11:30 - 12:30
  Thursdays: 11:00 - 1:00
  Fridays: 11:30 - 1:00

Signature ______________________________________

Signature ______________________________________