**INTERNATIONAL STUDENT REQUEST FORM**
OFFICE OF INTERNATIONAL EDUCATION

| NAME: ________________________________ | MICA ID#: ________________________________ |
| LOCAL ADDRESS: ____________________________ |
| EMAIL ADDRESS: ____________________________ | PHONE NUMBER: ____________________________ |
| MAJOR: ____________________________ | GRAD | UNDERGRAD (CIRCLE ONE) |

**PURPOSE OF REQUEST**

- [ ] Requesting a new I-20
  - [ ] I-20 needs to be extended
  - [ ] Change of major
  - [ ] Lost
  - [ ] Other (please specify) ______________________
- [ ] Letter in support of your visa renewal
- [ ] Letter certifying your F-1 status
- [ ] Signature on Social Security Number Form – (Submit your social security form with this request sheet)
- [ ] Other document (please specify) __________________________________________________________

*NOTE: Please allow 5 business days for your document to be ready. Please return to the office during Walk In Hours to pick it up.*

**Our Walk-in Hours are:**

- **Mondays:** 11:30 - 1:00
- **Tuesdays:** 11:30 - 1:00, 3:00 - 4:00
- **Wednesdays:** 11:30 - 1:00
- **Thursdays:** 11:30 - 1:00
- **Fridays:** 11:30 - 1:00

Signature ________________________________