

<u>ISSS Staff Initials & Date</u>	<u>Notes (for official use only)</u>	<u>Pickup: Student Initials & Date</u>
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UNCG
International Student and Scholar Services
DOCUMENT REQUEST FORM

I. General Information

1. UNCG Student #: _____ 2. Visa Type: _____
3. Family (Last) Name in Passport: _____
4. Given (First) Name in Passport: _____
5. Middle Name in Passport: _____ 6. Date of Birth (mm/dd/yy): ____/____/____
7. Gender: Male Female 8. City and Country of Birth: _____
9. Country of Citizenship: _____
10. Phone number: _____ 11. E-mail address: _____

II. Academic Information

12. Educational Level:
 Freshman Sophomore Junior Senior Masters Doctorate Certificate: what type? _____
13. Primary Major: _____ 14. Secondary Major: _____
15. Minor: _____
16. Date you started your current program at UNCG (mm/dd/yy): ____/____/____
17. Date you plan to complete your program at UNCG (mm/dd/yy): ____/____/____

III. PLEASE INDICATE DOCUMENT(S) NEEDED:

- Signature** on I-20 for travel
- Approval for **Less Than Full-Time Enrollment**
- Certification of **Enrollment**
- Certification letter for a **Social Security Number**
(must provide job offer letter with nature of employment, hours/week, workplace, and supervisor name, email and signature)
- Approval for **Concurrent Enrollment**
Year: ____ Fall Winter Spring Summer
Name of other school: _____

<p>MUST FILL OUT BACK SIDE FOR:</p> <p><input type="checkbox"/> New I-20 or DS-2019 (include funding documents)</p> <p><input type="checkbox"/> *Curricular Practical Training (CPT) Authorization</p> <p><input type="checkbox"/> *Optional Practical Training (OPT) Recommendation</p> <p><input type="checkbox"/> *Other Off-Campus Work Authorization (Academic Training, Severe Economic Hardship, Int'l Org, SSR)</p> <p><input type="checkbox"/> Letter of Invitation (provide name(s), date of birth, relationship, passport numbers of visitors and reason)</p> <p><input type="checkbox"/> Certification of Estimated Expenses</p> <p><input type="checkbox"/> Other: _____</p>
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If all supporting information is accurate and complete, documents will normally be prepared in 5-7 working days. I understand that I must pick up the documents myself. I hereby authorize the release of any information necessary for this request.

Signature: _____ **Date:** _____

COMPLETE THIS PAGE IF YOU ARE ASKING FOR A NEW I-20

IV. REASON FOR REQUESTING NEW I-20(Attach financial documents)

- Extension** of program (academic advisor's recommendation and/or degree evaluation required)
- Change in:** major source of funding name citizenship dependent information
- Re-entry** to US after absence of more than **5 months**: Expected date of re-entry: ____/____/____
- Replacement** due to loss, damage, or theft of previous I-20
- Addition of dependents** (spouse/children): Expected date of entry: ____/____/____
- Out of status:** Reinstatement Re-enter US as Initial Attendance: Expected date of re-entry: ____/____/____
- Change of status:** From (visa type): _____ To (visa type): _____
- Transfer** back to UNCG from another school: Expected start date at DU: ____/____/____

V. Financial Information

19. Source of funds (in U.S. dollar amounts):
- a. Personal/family funds: \$ _____
 - b. UNCG : \$ _____ What UNCG dept(s)? _____
 - c. Private U.S. Sponsor: \$ _____ Name of sponsor: _____
 - d. Private foreign Sponsor: \$ _____ Name of sponsor: _____
 - e. U.S. government: \$ _____ Which agency? _____
 - f. Home government: \$ _____ Which country? _____
 - g. International organization: \$ _____ Which organization? _____

Submit original financial documents less than 12 months old to verify appropriate funds for the next 9 months.

VII. Dependent Information – For dependents on F-2 visa only; attach additional sheets if necessary

Dependent 1

- 20. Family (Last) Name in Passport: _____
- 21. Given (First) Name in Passport: _____
- 22. Middle Name in Passport: _____ 23. Date of Birth (mm/dd/yy): ____/____/____
- 24. City and Country of Birth: _____
- 25. Country of Citizenship: _____
- 26. Country of Permanent Residence: _____
- 27. Gender: Male Female 28. Relationship: Spouse Child (must be 21 years old or younger)

Dependent 2

- 29. Family (Last) Name in Passport: _____
- 30. Given (First) Name in Passport: _____
- 31. Middle Name in Passport: _____ 32. Date of Birth (mm/dd/yy): ____/____/____
- 33. City and Country of Birth: _____
- 34. Country of Citizenship: _____
- 35. Country of Permanent Residence: _____
- 36. Gender: Male Female 37. Relationship: Spouse Child (must be 21 years old or younger)

Before having your I-20 form (F-1 students) or DS-2019 form (J-1 students) signed for travel outside the United States. Please read accompanying memo, complete and return this form to the front desk.

Print Name: _____

Student Number: _____ **Level (circle):** Undergraduate/Graduate

Documentation: Reporting for Travel

1. We request that you submit copies of your student visa/immigration documents which include the biographical page of your passport, latest (F-1) visa, and I-94 card. If you do not have passport copies please initial the following statement:

_____ I do not have my passport, and I verify that I have reviewed my student visa/immigration documents and I have confirmed that my student visa is valid for reentry into the United States and any special registration (NSEERS) requirements.

2. If I am a government sponsored student (e.g., student with financial support from Saudi Arabia or Bahrain), please initial below:

_____ I understand it is my responsibility to inform my designated advisor at my government's education office in the United States and/or home country of my intended travel plans outlined in this form.

Dates of travel outside the US: Departure date: _____ Return date: _____
(mm/dd/yy) (mm/dd/yy)

Destination: _____ **Phone Contact at Destination** _____
Include country code, city code and phone number

Reason for travel: _____

If you need to meet with Michael or Norma prior to your departure to discuss special circumstances, please make an appointment at the IPC front desk.

I have read and understood the accompanying memo, and further understand that failure to comply with these regulations could jeopardize my ability to return to the United States and my eligibility to continue my studies.

Signature _____ Date _____



TO: INTERNATIONAL STUDENTS TRAVELING OVERSEAS

FR: Michael Elliott, Director of International Student & Scholar Services
Norma Velazquez- Assistant Director of International Student & Scholar Services

RE: Degree-Seeking students- Travel abroad while attending UNCG (Maintaining F-1 or J-1 status while attending UNCG).

In order to have your SEVIS I-20 form or DS-2019 form signed before travel abroad, be prepared to show your visa documents (including passport, student visa and I-94 card) when requesting a signature.

Please be aware of the following issues related in maintaining your status:

- Make sure your passport is valid for at least 6 months at the time of reentry into the United States, your SEVIS I-20 program dates (F-1 students) or DS-2019 dates (J-1 students) are valid at the time of reentry into the United States.
- Ensure your visa stamp allows for multiple entries and that the visa is valid for reentry into the United States.
- Make sure your SEVIS I-20 form or DS-2019 form reflects any changes in your status before you leave the country (i.e., Extension of stay, changes in educational levels or majors and transfer of schools).

Please pre-register for the upcoming semester prior to requesting a travel signature and traveling. As you know, you must it is essential that you maintain continuous full-time enrollment during the academic year (Undergraduate students, 12 credit hours; Graduate students 6 credit hours during the Fall and Spring semesters.)

If any of these points are not current you must make an appointment before you can leave the country.

When returning to UNCG be aware of the following requirements for maintaining status:

- **Upon arriving back to UNCG, bring your passport along with your SEVIS I-20 and new I-94 card for copying** (IPC must have current information in your file in order for you to maintain status).
- DO NOT drop below full-time without prior IPC approval. (Contact IPC for further information)
- Report a change of legal name or address to IPC within 10 days of change.
- Please set an appointment with Michael Elliott or Norma Velazquez, if you plan to transfer, want to engage in Curricular Practical Training (CPT), or are nearing graduation and plan to engage in Optional Practical Training (OPT) for F-1 degree-seeking students and Academic training for J-1 degree-seeking students.

Please be sure to complete the form that accompanies this memo and sign it to show that you have read and understood its contents, IPC wishes you Bon Voyage and safe travels.



INTERNATIONAL STUDENTS TRAVELING OVERSEAS

ALWAYS HAND-CARRY YOUR DOCUMENTS

Do not check the following documents in your baggage. If your baggage is lost or delayed, you will be unable to present the documents at your port of entry. As a result, you may not be able to enter the United States.

1. Your passport, valid for at least six months beyond the date of your expected stay
2. SEVIS Form I-20 (F-1 students) or DS-2019 Form (J-1 students)
3. Arrival-Departure Record Form (I-94)
4. Student Visa valid for reentry into the United States

In addition, it is strongly recommended that you also hand carry the following documentation:

1. Evidence of financial resources in the form of bank statements, letters of assistantships, scholarships, etc.
2. Evidence of student status, such as recent tuition receipts, transcripts, student registration
3. Paper receipt for the SEVIS fee, Form I-797
4. Name and contact information for your international student advisor, including a 24-hour emergency contact number at the school. For further information, please refer to form included in this package.

COMPLETE YOUR ENTRY PAPERWORK

If Arriving By Air: Flight attendants will distribute Customs Declaration Forms (CF-6059) and Arrival-Departure Record Forms (I-94). These must be completed prior to landing.

If Arriving By Land or Sea: The CBP Officer at the port of entry will provide the necessary Customs Declaration Forms (CF-6059) and Arrival-Departure Record Forms (I-94) to be filled out upon your arrival.

AS YOU ARRIVE AT THE PORT OF ENTRY

Have the following documents available for presentation: your passport; SEVIS Form (I-20); Arrival-Departure Record Form (I-94); and Customs Declaration Form (CF-6059). The Form I-94 should reflect the address where you will reside, **not** the UNCG address.

All visitors entering the United States must state their reason for wishing to enter the country. You will also be asked to provide information about your final destination. **It is important that you tell the Customs and Border Protection (CBP) Officer that you will be student at UNCG** and include the name and address of The University of North Carolina at Greensboro (UNCG).

Once your inspection is successfully completed, the inspecting officer will:

- **Stamp your SEVIS Form for duration of status (“D/S”) for F or J visa holders**
- **Stamp the Arrival-Departure Record Form (I-94) and staple it in the passport**

FOLLOWING ADMISSION INTO THE UNITED STATES

Students should report to UNCG within 30 days of the date that appears on the SEVIS I-20 or DS-2019 forms to register for courses or to validate their intended participation. Failure to do so may result in serious consequences.

ADDITIONAL INFORMATION

SECONDARY INSPECTION REQUIREMENTS

If the CBP officer at the port of entry cannot initially verify your information or you do not have all of the required documentation, you may be directed to an interview area known as “secondary inspection.” Secondary inspection allows inspectors to conduct additional research in order to verify information without causing delays for other arriving passengers.

The inspector will first attempt to verify your status by using the Student and Exchange and Visitor Information System (SEVIS). In the event that the CBP Officer needs to verify information with your school or program, **we strongly recommend** that you have the **name and telephone number of the foreign student advisors at UNCG**. In the event you arrive during non-business hours (evening, weekends, holidays), you should also have an emergency or non-business hour phone number available for this official.

Failure to comply with U.S. government entry-exit procedures may result in your being denied entry to the United States. Under certain circumstances, the CBP officer may issue a “Notice to Student or Exchange Visitor” Form (I-515A), which authorizes temporary admission into the United States. Work with your school to submit the proper documentation without delay.

NATIONAL SECURITY ENTRY-EXIT REGISTRATION SYSTEM (NSEERS)

Some individuals may be asked to provide additional information under the National Security Entry-Exit Registration System (NSEERS). For further information, please refer to handout “Special Issues for Travel Overseas” included in this package.



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO
International Programs

TO: International Degree-Seeking Students

FR: Michael Elliott, Director of International Student & Scholar Services

RE: **Special Issues for Travel Overseas**

5-Month Leave of Absence

F-1 international students who are enrolled at UNCG may return to the United States after a temporary absence of five months or less using the current I-20 form. Please contact your international student advisor for signature for travel.

Study/Courses/Internships Abroad

International degree-seeking students who are registered in a course or internship outside the United States (study abroad) or are engaged in an internship overseas with the authorization from UNCG may return to the United States after a temporary absence of five months or more using the current I-20 form. These students are required to provide the following documents prior to departure:

- 1) Copy of UNCG's authorization to engage in a study abroad program or internship
- 2) Copy of GENIE registration for study abroad or internship class
- 3) Copy of class registration from overseas school

Upon gathering these documents, please schedule an appointment with your international student advisor at the International Programs Center (IPC) for departure and reentry procedures.

Travel Overseas longer than 5 months

F-1 international students who are outside of the country longer than five months away from classes at UNCG are required to apply for and receive a new F-1 student visa, and pay a new SEVIS fee to return to school in the United States. For further instructions, contact your international student advisor.

Special Registration National Security Entry-Exit Registration System (NSEERS)

If you receive a designation of NSEERS in your I-94 card or passports you must register your departure before leaving the United States. In order to do that, you must appear in person before an inspecting officer at a designated airport and leave from that airport on the same day. If you do not appear in person on the date of your departure before an inspecting officer, you may be denied admission to the United States at a later date. For further information, please visit the following website
<http://www.ice.gov/pi/specialregistration/index.htm>