

## F-1 Non-Degree-Seeking Student Request Form

### General Information for UTSA Inviting Departments

**Non-degree students** enroll in the nontraditional programs, which lead to the attainment of specific educational or professional objective (e.g. for continuing education, personal enrichment, background requirements, work development skills, additional requirements of the academic program, etc.) A program certificate or a course credit is normally awarded upon completion of these programs. These programs must constitute full course of study.

Full course of study, according to the Federal Regulations, is defined as : (A) if a non-degree program is done at the undergraduate level, a student would be bound by the 12 credit per semester requirement; (B) if a non-degree program is done at the graduate level, the graduate study requirements of UTSA will be the factor for determining whether the program is considered as a full course of study or not, for example, 9 credit hours is considered a full-time graduate course load during the coursework phase of a graduate program (C) If a non-degree program is an individually-tailored program, full course of study must consist of at least twelve clock hours of instruction a week or its equivalent. The study may include Intensive English language training, classroom instructions, research projects, and/or academic training to the extent permitted according with the federal regulations.

UTSA Inviting Department must provide program description in terms of OIP guidelines when submitting this form to the OIP. Please contact us at 7266 or 8510 to schedule a consultation, if necessary.

All F-1 Visa students, once in the U.S., must schedule a mandatory orientation appointment with Office of International Programs.

**Please allow at least one (1) week for processing. Questions, please call ext. 7266 or 8510.**

### UTSA Department Checklist

- Completed and signed F-1 Request Form
- Copy of F-1 Student's CV/Résumé
- Copy of F-1 Student's Passport Biographic Data Page and dependents, if any
- Financial supporting documents, if funding provided by the foreign, non-UTSA source
- Program description from UTSA Inviting Department

Print this form when all sections are complete. Return the completed form to the Office of International Programs.

**The UTSA inviting department must receive the completed F-1 visa packet from the Office of International Programs.**

**The UTSA inviting department must mail the completed F-1 visa packet to the F-1 Student in his or her home country, via courier service such as DHL or FedEx.**

## F-1 Non-degree-seeking Student Request Form

Completed and signed F-1 Request Form must be returned to the Office of International Programs.

**TO BE COMPLETED BY THE PROSPECTIVE F-1 STUDENT**

### PERSONAL INFORMATION

Complete all questions. If a question does not apply, write N/A for not applicable.

Correct spelling is VERY important.

Ensure that all names appear exactly as shown in your passport. A copy of passport **must be** attached to this Request Form.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name (Required if any): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender \_\_\_\_\_ Suffix: \_\_\_\_\_ (e.g. Jr, Sr.)

Place of Birth: City/Town \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

Country of Legal Permanent Residence (LPR) \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Exchange Visitor Contact Information: Email Address: \_\_\_\_\_ Telephone \_\_\_\_\_

Current address in LPR country: \_\_\_\_\_

No. and Street

City

Province/State

Country

Zip Code

Highest degree completed: \_\_\_\_\_

Area of Study for Completed Degree: \_\_\_\_\_

Current position/occupation in country of Legal Permanent Residence: \_\_\_\_\_

If you are currently a student, indicate degree: \_\_\_\_\_

If bachelor's degree, select year: \_\_\_\_\_

Area of Study: \_\_\_\_\_

Are you currently in the U.S.? \_\_\_\_\_

**If yes**, what is your visa type: \_\_\_\_\_

If currently employed, title and name of employer in country of Legal Permanent Residence: \_\_\_\_\_

Is this a government organization? \_\_\_\_\_

**If yes**, identify: \_\_\_\_\_

**If currently in the U.S., please provide copies of your current visa and I-94 document and I-797 notice.**

Current address in U.S.: \_\_\_\_\_

No. and Street

City

Province/State

Country

Zip Code

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**DEPENDENT INFORMATION**

Number of accompanying dependents (spouse, child/ren (under the age of 21), who will accompany the F-1 Student: \_\_\_\_\_  
 You can add your dependents at any time after you arrive at UTSA. Separate F-1/I-20 forms will be issued for each dependent.  
**A copy of each dependent's passport must be attached to this form.**

*Use additional sheets if necessary.*

	DEPENDENT 1	DEPENDENT 2	DEPENDENT 3
Last name			
First name			
Middle name			
Date of birth			
City of birth			
Gender			
Relationship (spouse or child)			
Country of birth			
Country of citizenship			
Country of Legal Permanent Residence			

**INSURANCE INFORMATION**

All F-1 students and F-2 dependents must maintain medical, evacuation and repatriation insurance coverage as listed below. In accordance with UTSA policy, evidence of insurance coverage must be presented at your Orientation and must be for the entire expected period of F-1 program participation. Your SEVIS record will not be registered with U.S. Department of Homeland Security until you provide Office of International Programs with evidence of insurance coverage.

- (1) Medical benefits of unlimited maximum;
- (2) Repatriation of remains in the amount of U.S. \$7,500; and
- (3) Expenses associated with medical evacuation in the amount of U.S. \$10,000.
- (4) \$500 or less deductible per condition.

**I hereby certify that I am aware of the health insurance requirement and that my dependents, if applicable and I will comply with the health insurance requirement for the entire period of my F-1 program as indicated on the I-20. Please contact InsuranceAdvisor@utsa.edu for insurance premiums.**

**Please refer to <http://international.utsa.edu/insurance/insurance-policy-details/> for more information.**

**Part II. F-1 Visa's Program Information**

**TO BE COMPLETED BY UTSA INVITING/SPONSORING DEPARTMENT**

UTSA Inviting Department: \_\_\_\_\_

Projected Dates of Program Participation: Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Academic disciplinary field of Construction / Research / Study / Visa \*

Brief description and field of activity that the F-1 Visa Student will engage in under this program:

The F-1 Student will (please type in box)

Total Financial Arrangements per UTSA policy must cover the requested period of stay indicated above. (The minimum amount of funding must total \$1,500/month for the F-1, plus an additional \$500/month for a F-2 spouse and an additional \$300/month for each F-2 child.)

Total UTSA Funding: Amount: \$ \_\_\_\_\_ (List for entire F-1 period. If not funded by UTSA, insert "0")

UTSA Funding Department: \_\_\_\_\_

If UTSA-funded, will the F-1 visa student be paid from any grant-funded projects?  Yes  No

**If non-UTSA funded:**

Supporting financial documents, such as bank statements or letter of sponsorship, must be attached to this request form for all non-UTSA funding. All documents must be in ENGLISH and include U.S. currency. I-20 documents MAY NOT be issued without complete documentation supplied first.

Total Non-UTSA funding: Amount: \$ \_\_\_\_\_ Organization: \_\_\_\_\_  
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Total Non-UTSA funding: Amount: \$ \_\_\_\_\_ Organization: \_\_\_\_\_  
Total Personal Funding: Amount: \$ \_\_\_\_\_ Relationship, Check all that apply:  Self  Family  Other

Total (including all sources): Amount: \$ \_\_\_\_\_

**UTSA Inviting Department Contact Information to whom the F-1 Visa Student will report:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Ext. \_\_\_\_\_ E-mail: \_\_\_\_\_ Department: \_\_\_\_\_

Administrative Assistant: \_\_\_\_\_ Ext. \_\_\_\_\_

The UTSA inviting department contact person will be notified by e-mail once the F-1 visa packet is prepared. Choose delivery method for the packet below:

- Department pick up at the Office of International Programs front desk
- Campus Mail to Department

**The UTSA inviting department must mail the F-1 packet to the student in his or her home country via courier service, such as DHL or FedEx.**

**TO BE COMPLETED BY UTSA INVITING/SPONSORING DEPARTMENT SUPERVISOR OR FACULTY MEMBER. FOR QUESTIONS, PLEASE CONTACT ORI AT 458-4233 OR EMAIL EXPORT@UTSA.EDU.**

Yes  No **Will any special equipment or items (e.g. chemicals, lasers, laboratory animals, biological agents, human subjects) be needed for the research/scholarship?**  
 If yes, explain in greater detail below and note if Host does not control the special equipment or items:

\*Note: use of such equipment or items is not guaranteed and may require additional training and/or approvals.

Yes  No **Is the research/scholarship related to a Sponsored Program at UTSA or elsewhere?**  
 If yes, provide Project Title, Name of Sponsor, Name of Principal Investigator, and role visitor has or would have on project:

Yes  No **Does the research/scholarship include or involve the use of any existing UTSA intellectual property or proprietary or confidential information/data of UTSA?**  
 If yes, list the intellectual property or proprietary or confidential information/data below and who at UTSA uses/controls it.

Yes  No **Will Visitor bring any intellectual property or any proprietary or confidential information/data for use in the research/ scholarship?**  
 If yes, describe the intellectual property of the information/data and who or what entity owns or control it.

List any expected outcome(s) of the visit (technique learned, publication, final report, etc.):

**Part IV. Certification of the UTSA Office of Research Integrity**  
**TO BE COMPLETED BY ORI, PLAZA NORTE BUILDING (PNB) 2.130CC.**

**UTSA Inviting/Sponsoring department MUST send this J- 1 Request Form and all required documentation (Department Checklist) by campus mail to ORI, PNB 2.130CC first. After ORI signs off on the form, return the form and all supporting documentation to OIP International Scholar Services. For questions, please call ORI at 458-4233.**

**Comments/Recommendations:**

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Approved "As Is"  Approved with Recommendations  Denied

**Office of Research Integrity:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If you have any questions or comments regarding this form please contact International Scholar Services at (210) 458-7201 or email**

**SIGNATURE OF UTSA INVITING/SPONSORING DEPARTMENT**

**UTSA Supervisor/Sponsor's Name and Signature/Initials:**

Name: \_\_\_\_\_ Signature/Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Department Chair:

Name: \_\_\_\_\_ Signature/Initials: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions or comments regarding this form please contact Office of International Programs at (210) 458-7266/8510 or email [Ashley.Wallace@utsa.edu](mailto:Ashley.Wallace@utsa.edu) or [Tanya.Orndorff@utsa.edu](mailto:Tanya.Orndorff@utsa.edu)