

## International Student Request Form

Regular processing time is **three business days minimum**. If you are unable to pick up the requested items, submit the [Authorization Request Form](#) on our website for a friend/relative to pick up.

**Processing of Request:**

My request will be processed after my record is verified and only if I am in good standing. I understand if I am not in compliance with my particular visa regulations, my request will not be processed.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I-20/DS-2019 Related Request:**

- Standard travel Signature (required once every six months)
- Updated Form I-20/DS-2019 for **study abroad** (1<sup>st</sup> page notation and travel signature)
- Replacement of I-20/DS-2019: Check reason  LOST  STOLEN  DAMAGED

**Letter Request:**

- International Student Status Verification
- Apply for TX ID Card
- Apply for Driver's License
- Apply for TX ID Card
- Driver's License Renewal
- Change of Address on Driver's License
- Apply for Social Security Card (employer letter required, '[Letter of Hiring](#)' for on-campus employment)
- ITIN Dependent Tax Letter
- J-1 On-Campus Employment Authorization Letter (please review [handout](#))
- Graduation Invitation (must submit the graduation confirmation from the Registrar's office; email or hard copy)
- Summer Transient Enrollment Verification Letter
- Letter for a dependent: Indicate reason \_\_\_\_\_
- Other (special verification/circumstance): \_\_\_\_\_

**Student Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Visa Type: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ UTSA ID: @\_\_\_\_\_ Major: \_\_\_\_\_

Email: \_\_\_\_\_ Level:  IEP  Bachelor  Masters/PhD  OPT  Academic Training

Employment:  No  Yes If yes,  on-campus  off-campus

Local Address in US: \_\_\_\_\_  
Street Address Apartment number

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ TEL: \_\_\_\_\_  
Voice mail activated?  Yes

F-2/J-2 Dependent Name (if applicable): \_\_\_\_\_  
Last name First name

**For ISS Use Only Academic Standing:**  1<sup>st</sup> Term  GS  Prob  Dism  OPT  Academic Training  
*Current credit hours:* \_\_\_\_\_ *RCL approved:*  Yes  No *Previous credit hours:* \_\_\_\_\_  
*Local Address:*  Current  VIOLATION **TELEPHONE**  Check **Emal**  Check *I-20/DS-2019:*  Pending  Active  Terminated  
*I-20/DS-2019 Expiration:* \_\_\_\_\_ *Passport Expiration:* \_\_\_\_\_ *Major in SGASTDN:* \_\_\_\_\_  
 Log in by \_\_\_\_\_ Letter Prepared by \_\_\_\_\_ Record Verified by \_\_\_\_\_ Assigned to \_\_\_\_\_

Note: \_\_\_\_\_