DOCUMENT REQUEST FORM

Section A: Student Information

LAST (FAMILY) NAME in Passport:  
FIRST NAME in Passport:  

DATE OF BIRTH (mm/dd/yyyy)  
DU ID Number:  

I hereby authorize the release of any information necessary for this request and authorize any changes needed to complete my request.

STUDENT SIGNATURE:  
DATE:  

☐ I will pick up my documents myself  
OR  
☐ I cannot pick up my documents and have attached the Mailing or Pick Up Authorization Form with this Request

ISSS sends all official communications, including important information about your immigration status, to your official @du.edu email address. It is important that you check this account regularly.

For information regarding your DU e-mail, visit http://www.du.edu/uts/helpdesk/docs/email.html.

SECTION B: Please Indicate Document(s) Needed:

General Requests:

☐ Certification for a Social Security Number for On-campus Employment*

*Refer to the ISSS website: http://www.du.edu/isss/employment/ssn.html for instructions and sample employer letter.

☐ Colorado Connection Letter for Department of Motor Vehicles

☐ Travel Signature on I-20/DS-2019

Dates leaving and returning to the U.S. (mm/dd/yy):  _____ /_____ /_____ to _____ /_____ /_____ 

☐ Other (please list): ____________________________________________________________________

Requests for F-1 Students Only:

☐ New I-20 (Complete Part C on back) 

☐ Economic Hardship Employment Authorization (Please meet with ISSS Advisor)

Requests for J-1 Students Only:

☐ New DS-2019 (Complete Part C on back) 

☐ Economic Hardship Employment Authorization (Please meet with ISSS Advisor)

If all supporting information is accurate, documents will normally be prepared in 3-4 business days.

COMPLETE REQUIRED PAGE 2 ONLY IF YOU HAVE REQUESTED A NEW I-20/DS-2019

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Assigned To:</th>
<th>Processing Checklist:</th>
<th>Processing Notes</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>☐ Enrollment checked by ________</td>
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<td>☐ ISA processed _____ /_____ /_____</td>
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</table>
**SECTION C: Reason for Requesting New I-20/DS-2019**

- ☐ Re-entry to US after absence of more than 5 months: Expected date of re-entry: _____/_____/_____  (Complete Part D)
- ☐ Replacement: Reason for Replacement: ☐ Lost ☐ Stolen ☐ Damaged
- ☐ Addition of dependents (spouse/children): Expected date of entry to U.S.: _____/_____/_____  (Complete Parts D & E)
- ☐ Out of status: Please make an appointment with an ISSS advisor
- ☐ Change of status: From (status): ______ To (status): ______ Expected Completion Date _____/_____/_____  (Complete Part D)
- ☐ Transfer back/return to DU from another school: Expected start date at DU: _____/_____/_____  (Complete Part D; in addition, email isss@du.edu about your transfer)
- ☐ Change in: ☐ Major ☐ Legal name ☐ Citizenship ☐ Source of funding (Please complete Part D)
- ☐ Dependent information (Please complete Part E)

*Refer to the ISSS website: [http://www.du.edu/isss/visa-immigration](http://www.du.edu/isss/visa-immigration) for instructions and forms*

**SECTION D: Financial Information**

Submit financial documents less than 12 months old to verify funds for the next academic year or length of program, if shorter. The amount of funding required varies by program. Please see an advisor if unsure how much funding is needed.

**Source of funds (check all that apply)**

- ☐ Personal Funds $ ________
- ☐ Family/Third-Party Funds* $ ________
- ☐ University of Denver Name of Department/Unit: __________________________ $ ________
- ☐ Employer* $ ________
- ☐ Student’s Government Name of Sponsoring Agency: __________________________ $ ________
- ☐ Other* Name of Sponsor: __________________________ $ ________
- ☐ Other* Name of Sponsor: __________________________ $ ________

* If you have funding other than personal funds, please have the person providing the funding sign the following statement and provide the funding documents as described above or supply a financial guarantee letter from your financial sponsor.

**Statement of Guaranteed Funding**

_I, ________________________________, certify that funding in the amount(s) indicated above will be available to support the student named in Part A during his/her program at the University of Denver._

Signature of Guarantor ___________________________ Date ________________

**SECTION E: Dependent Information**

If your dependents (spouse and/or unmarried children under 21 years old) will come to the U.S. in F-2 or J-2 status, you must provide evidence of sufficient financial support prior to the issuance of Form I-20/Form DS-2019 ($3,960 per academic year for each dependent). Please submit copies of dependents’ passport ID pages.

<table>
<thead>
<tr>
<th>Spouse</th>
<th>Child 1</th>
<th>Child 2</th>
<th>Child 3</th>
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<tbody>
<tr>
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<td>Middle Name from passport</td>
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