

International Services Request Form for Students (Green Sheet Request Form)

ISO stamp

Please allow at least five (5) business days for processing.

If your request is urgent, please inform the front desk. Further explanation or verification may be necessary.

#1 You must fill out this block **completely** for **all** requests

Visa Status:	<input type="checkbox"/> F-1	<input type="checkbox"/> J-1	<input type="checkbox"/> Other _____	<input type="checkbox"/> Reinstatement	<input type="checkbox"/> Change of Status
89- _____ - _____	Signature: _____			Date: _____ / _____ / _____ <small>Month Day Year</small>	
Last Name: _____		First Name: _____			
Local Address (NO P.O. Boxes): _____			Apartment/Room No.: _____		
City: _____		State: _____		ZIP: _____	
Phone: _____		Email: _____			
Major: _____		Projected Graduation Date/Semester: _____			
Current Degree Program: (circle one) Bachelor's / Master's / Doctorate / Other (specify): _____					
If you have an assistantship please list the yearly amount: _____					

#2 Request for Signature for Re-Entry. (STUDENTS ONLY) **Please attach your current I-20 or LSU DS-2019.**

****NOT FOR J-1 SCHOLARS** J-1 Scholars must fill out Exchange Visitor (J-1 Scholar) Travel Sheet.**

A. Please check:	
<input type="checkbox"/> I-20 to be signed for re-entry	<input type="checkbox"/> DS-2019 to be signed for re-entry (We only sign LSU-issued DS-2019s)
B. Visa Expiration Date: _____	C. Will you apply for a new visa during this trip? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Expiration date of US visa stamp)</small>
D. What are your estimated dates of travel (beginning and end): _____ / _____ / _____ to _____ / _____ / _____ <small>Month Day Year Month Day Year</small>	

#3 Request for New or Updated Document. **Please attach your current I-20 or LSU DS-2019.**

Reason(s) for request: <i>To avoid any processing delays, follow the directions carefully for additional required documents.</i>
<input type="checkbox"/> Change in/Add New Funding – LSU Funding: Have your Department fill out and attach the <u>Department Funding Verification form</u> available at the IS front desk or online at the IS Web site: http://www.lsu.edu/intlpro/is/forms.php OR attach a detailed, current assistantship or scholarship award letter. Non-LSU Funding: Please explain in section #6 and attach appropriate documentation, such as scholarship letter or Affidavit of Support for Continuing Students.
<input type="checkbox"/> Change of Major/Addition of Second Major MUST already be updated in LSU Student Record Database. IF this will affect the program completion date on your I-20/DS-2019 you will need to have your department complete the <u>Request for Program Extension form</u> available at the IS front desk or online at the IS Web site: http://www.lsu.edu/intlpro/is/forms.php .
<input type="checkbox"/> Extension of Stay Have your Department fill out and attach the <u>Request for Program Extension form</u> available at the IS front desk or online at the IS Web site: http://www.lsu.edu/intlpro/is/forms.php .
<input type="checkbox"/> Change of Program Level Have your Department fill out and attach the <u>Change of Program Level Request form</u> available at the IS front desk or online at the IS Web site: http://www.lsu.edu/intlpro/is/forms.php .
<input type="checkbox"/> Replace lost I-20 or LSU DS-2019 (\$10.00 fee. Make check payable to "Louisiana State University." No cash accepted)
<input type="checkbox"/> Name Change (Attach copy of current passport name page. Name can only be changed to match passport)

#4 Request to Add a Dependent (Create an I-20/DS-2019 for F-2/J-2 dependents - if you plan to bring your spouse and/or children to live with you.) Please attach your current I-20 or DS-2019.

In addition to the total amount shown in item #7 of your I-20/DS-2019 for your own support, you must show at least \$4,500 in financial support for each dependent.

Source of funds to support family (check any that apply):

- Personal savings** (Provide proof of the required financial resources such as bank statement or an affidavit of support)
- Assistantship** (Provide a current letter from your department verifying your assistantship amount and duration)
- Scholarship** (Provide a scholarship award letter giving the dates, amounts and any other terms of the award)

Information about dependents (Please print in all capital letters EXACTLY as it appears in the passport):

Family Name	First Name	Date of Birth	Country of Birth	Gender & Relationship (circle correct answer)
				Male / Female Child / Spouse
				Male / Female Child / Spouse
				Male / Female Child / Spouse

- Letter supporting your intention to bring the F-2/J-2s listed above to live with you.

#5 Request for an IS letter (check all that apply)

Requests for "Enrollment Only" Letters can be printed via your myLSU account under the "Student Services" section.

- Letter to verify **Expenses** of Enrollment for several semesters (future and past semesters). Please check all semesters requested and fill in the year (for summer semester please indicate how many credit hours you did/will take)
Fall of _____ Spring of _____ Summer of _____
- Letter supporting your **Invitation** to have family/friends come for a short visit (This is not a support letter to bring F2 or J2 dependents. Please see section #4 above). We will issue a standard letter and provide you with an attachment on which you will fill in the specific details about your visitor(s) and reason for the visit.
 - Check here if invitation letter is for graduation ceremony (degree date must show in the LSU mainframe).
- Other Letter (please explain): _____
- Check here if you would like your requested letter to be **notarized**. (Please note there is a \$10 Notary Fee).
- Department/DSO letter for Social Security: You must provide the signed and dated **original** Combination Departmental Employer and ISO DSO letter for Social Security. Your department can find a sample letter at: http://www.lsu.edu/intlpro/is/pdf/DSO_Request_SSN_Example.pdf. **Graduate assistants** must provide the **original** assistantship letter with an **original** signature from the offering department. If your signature is required on the Assistantship letter, it must also show your signature that you have accepted the Assistantship terms.

#6 Comments, Details, or Other Requests (please attach any related forms or documentation):

*****FOR OFFICE USE ONLY*****

Front Desk (LSU Mainframe Check)

Assistantship \$: _____	Overall GPA (VACA): _____	Program Code (VPGM): _____
Passport Exp Date: ___/___/___	Probation (VSCH): [] No [] Yes	Degree Date (VPGM): _____
I-94 Compl Date: ___/___/___	Total Hours (VSCH): _____	Address (VADR): [] Ok [] Corrected
Hold: [] No [] Yes OPT: [] No [] Yes	Enrollment: [] Full-Time [] Part-Time (Undergrad-12, Grad-9)	(look for LOCR)
		Checked by: _____ Date: ___/___/___

IS Staff (SEVIS System Check):

Address [] Ok [] Corrected Active [] Yes [] No Major/Program Level [] OK [] Corrected 2nd maj/min [] OK [] Corrected
 Finances [] Ok [] Corrected Registered [] Yes [] No Completion Date ___/___/___ [] Shorten [] Prog. Ext.

HOLD/NOTES: