

PALM BEACH STATE
COLLEGE

**OFFICE OF INTERNATIONAL
ADMISSIONS AND RECRUITMENT**

DOCUMENT REQUEST FORM

Student Name: _____

Student ID Number: _____ **Visa Type:** _____

I- PLEASE INDICATE THE DOCUMENT (S) NEEDED:

- ☐ **A new I-20 Form** (Please complete the Section II. You may need to submit current funding documents)
- ☐ **A Status Letter** - Document certifying your enrollment status at Palm Beach State College.
- ☐ **A Social Security Letter** - Document certifying your immigration status and standing at Palm Beach State College to confirm your eligibility for a social security number.
- ☐ **Permission to Register at a Second Institution as dually enrolled international student** - Document allowing you to register as dually enrolled student at a second institution on condition that you also enroll at Palm Beach State College and maintain a full-time course load (as per immigration regulations) between the two institutions. You must attach the Request to Enroll at Another College Form signed by a College Advisor along with a College Registrar. Please remember to request that your official transcript be sent to Palm Beach State College at the end of the term.
- ☐ **On-Campus Employment Certification Letter**- Document certifying your status and eligibility to engage in part-time on-campus employment at Palm Beach State College.
- ☐ **Full-Time Waiver Form**- Document exempting student from taking a full-time course load (12 credit hours) for a specific term. The laws only allow international student to be part-time under specific circumstances. Please contact our office for required documents, procedures, and legal consequences.
- ☐ **Other** (please specify):

I authorize the release of information required for the document specified above.

Student's Signature

Date

IF YOU ARE REQUESTING A NEW I-20, YOU MUST COMPLETE THE FOLLOWING SECTION:

Total # of credits currently enrolled for: _____

U.S. Visa Expiration Date: ____/____/____

Passport Expiration Date: ____/____/____

II- WHY ARE YOU REQUESTING A NEW I-20?

- ☐ My F-1 visa has expired and I plan to travel abroad to apply for a visa renewal
- ☐ I have changed my major
- ☐ I am going to my home country to apply for the F-1 visa
- ☐ I need to apply for a Program Extension (Please submit a letter from your academic advisor or the chair of your academic department to verify the estimated date of graduation from Palm Beach State College)
- ☐ I am currently out-of-status and will travel outside of the U.S. to be readmitted in legal F-1 status.
- ☐ I am currently out-of-status and will apply for reinstatement with local INS office.
- ☐ I am applying for a change of status to F-1.
- ☐ I need a replacement I-20 for my lost or mutilated I-20.
- ☐ I need a new I-20 to submit with Form I-515 to local INS office.
- ☐ I am currently on OPT post-completion of degree and need an I-20 to travel outside of U.S. (MUST attach copy of your EAD).
- ☐ New I-20 is for use by my spouse and/or children for travel abroad and reentry to the U.S. NOTE: 1) You must present a bank letter showing availability of U.S. funds that will be enough to support yourself and your dependents. 2) For each dependent, you MUST provide Last Name, First Name, Date of Birth, Place of Birth and Relationship to you.
- ☐ Other: (Please specify)

IMPORTANT: IF TRAVELING OUTSIDE THE U.S., when is your expected return/reentry date?

Month _____ Day _____ Year _____