



The purpose of this form is to request an updated Certificate of Eligibility (I-20 or DS-2019). Please allow two weeks for processing upon submission of the completed form at the Office of Global Services (OGS). Enter your name as it appears on your current passport and print clearly and legibly. Incomplete or inaccurate information will delay processing of your request.

Please note, all email correspondence from the Office of Global Services will be sent to your Husky email.

Select the reason for requesting a new I-20 or DS-2019:

- Change of Major: from _____ to (new major) _____
Complete sections 1, 4, and 5
- Change of Education Level*: from _____ to _____
Complete sections 1, 3, 4, and 5
**If you are moving from a PhD to a Masters program or from a Graduate Certificate program to a Masters in CPS, you must also complete the Certificate of Program Completion Form and provide a copy of your assistantship award letter or financial statement for the next academic level. You may be required to complete additional admissions forms for all other changes in degree level.*
- Change in funding (updated financial evidence/letter is required)
Complete sections 1, 3, 4, and 5
- Replace lost I-20 or DS-2019
Complete sections 1, 4, and 5
- Study abroad I-20 (letter from study abroad advisor confirming exact dates and location of study abroad is required)
Complete sections 1, 4, and 5
- Return from a leave of absence of more than 5 months (indicate the term that you plan to resume classes: _____)
Complete sections 1, 3, 4, and 5
- Employer information updated during OPT (you must also complete the Employer Updates for Students on OPT form)
Complete sections 1, 4, and 5
- For dependents (spouse/child)
Complete sections 1, 2, 3, 4, and 5
- Other: _____
Complete sections 1 and 5

Part 1: Student Information

Name: _____
Last/Family Name
First/Given Name
Middle Name

Date of Birth: _____ / _____ / _____ Northeastern ID: _____
Month
Day
Year

Major: _____ Phone Number: _____

Current U.S. Address: _____
Street
Apt #

_____ City State Zip Code Country

I am requesting (please check one): I-20 DS-2019



Part 2: Dependent Information

To apply for an F-2 (I-20) or a J-2 (DS-2019) for dependents, please complete the information below. The dependent's name should be entered as it appears on their passport. Please attach a financial statement demonstrating that the necessary funding will be provided (for first dependent: \$8,000 and \$4,000 for any additional dependents). Please also attach a copy of the biographical page(s) of each dependent's passport.

Please check one:

- Dependent is already in the U.S.*
**Dependents who will change their status to F-2/J-2 must file form I-539 with USCIS. Please refer to the OGS Change of Status Instructions.*
- Dependent will apply for a visa outside of the U.S.

Last Name: _____ First Name: _____

Date of Birth: _____ / _____ / _____ Relationship to Student: _____
Month Day Year

Country of Birth: _____ Country of Citizenship: _____

Part 3: Financial Information

Indicate the source(s) and amount of financial support in U.S. dollars (include copies of updated/current financial letters).

- Personal Funds: \$ _____
- Sponsor Funds*: \$ _____
**Name of Sponsor: _____ Relationship to you: _____*
- Government Funds: \$ _____
- Northeastern University Scholarship/Award: \$ _____
- Graduate Assistant Stipend: \$ _____
- Other: _____

Part 4: Delivery Information

Once my I-20 or DS-2019 is ready (please check one):

- I will pick it up myself
- My friend will pick it up* Name: _____
**Please inform your friend when you receive notification that your document is ready. Your friend will need to show their ID when they pick up your I-20 or DS-2019.*
- I will purchase an eShipGlobal label (for instructions on creating an eShipGlobal label visit northeastern.edu/ogs/contact)
- Please mail it to: (your document will be mailed via USPS regular mail. Overseas mailing will be by regular mail.)

_____ Street Apt #
_____ City State Zip Code Country

Part 5: Student's Signature

Student's Signature: _____ Date: _____