

### 2015-16 Request for I-20/DS-2019 – Undergraduate, Graduate, Professional Program Students

If you are a student attending summer session(s) with pending re-admittance for Fall 2015, a Summer Start program participant or a new student taking summer courses prior to Fall term, please DO NOT use this form. Use the "Summer Session(s) prior to Fall term" form found at the same site.

Deadline dates for submitting request for I-20/DS-2019

|             | Initial Undergraduate | Transfer Undergraduate | Graduate  |
|-------------|-----------------------|------------------------|---|
| Fall 2015   | June 1, 2015          | July 1, 2015           | Per academic department and/or receipt of offer/award |
| Winter 2016 | November 1, 2015      | December 1, 2015       |   |
| Spring 2016 | February 1, 2016      | March 1, 2016          |   |

Check option that applies to you:: ☐ Fall 2015 ☐ Winter 2016 ☐ Spring 2016

I will apply for an: ☐ F-1 visa (I-20) ☐ J-1 visa (DS-2019)

Check situation/description that also applies to you. (check one box only) Answer the questions next to your selection.

|   |  |
|---|--|
| <input type="checkbox"/> <b>INITIAL I-20/DS-2019</b><br><ul style="list-style-type: none"> <li>You are a new student to UC Davis and need an I-20/DS 2019 document to obtain an F-1 or J-1 visa.</li> </ul>   |  |
| <input type="checkbox"/> <b>TRANSFER I-20/DS-2019</b><br><ul style="list-style-type: none"> <li>You have been physically present in the U.S. within the last 5 months with an F-1/J-1 visa and have an I-20/DS 2019 from another U.S. school. (high school, university or college)</li> </ul>                                     | <p>If you can answer "yes" to both questions, you are eligible to transfer your SEVIS record. If you cannot answer "yes" to both questions, see above and request an INITIAL I-20/DS-2019</p> <p>Did you attend a U.S. school/university within the last 5 months? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name of school _____ Last day of attendance _____</p> <p>SEVIS record transfers are time sensitive and must be completed within the <u>grace period</u>.*</p> <p>*The grace period is 60 days for F-1 or 30 days for J-1 following the last day of attendance.</p> <p>Are you still in school or within your grace period? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Complete page 5 of this form and give it to the international student advisor at your current/previous school and request that your SEVIS record be transferred to UC Davis/SISS.</b></p> |
| <input type="checkbox"/> <b>CHANGE OF STATUS I-20/DS-2019</b><br><ul style="list-style-type: none"> <li>You are physically in the U.S. on a visa other than an F-1 or J-1 and you want to change your visa status to an F-1 or J-1.</li> </ul>  | <p>I am a "change of status" student and will:</p> <p><input type="checkbox"/> Depart and re-enter the U.S. to change status.</p> <p><input type="checkbox"/> Change my status within the U.S.</p> <p>SISS recommends leaving the U.S. to change status as changes made to status inside the U.S. can take several months.</p>   |
| <input type="checkbox"/> <b>RETURNING</b><br><ul style="list-style-type: none"> <li>You are returning to UC Davis after having been gone for at least 5 months and need an I-20/DS-2019 document to obtain an F-1 or J-1 visa.</li> <li>You were accepted to UC Davis and had to delay/defer to start at another term.</li> </ul> | <p>I am returning from a leave of absence (PELP, military leave, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I was admitted to UC Davis for a certain term and had to delay/defer my start to a later term. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Did you attend another U.S. school/university within the last 5 months? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If you are a student returning from dismissal, check and complete "INITIAL" or "TRANSFER" from the selections provided.</b></p>   |

| SECTION A: PERSONAL INFORMATION   |                |  |                         |              |
|---|----------------|--|-------------------------|--------------|
| ( COMPLETE NAME AS IT APPEARS IN YOUR PASSPORT )  |                |  |                         |              |
| Last Name   |                | First Name(s)  |                         |              |
| Date of Birth (mm/dd/yyyy)  |                | Gender <input type="checkbox"/> Male <input type="checkbox"/> Female |                         |              |
| Cell Phone #  |                | Email  |                         |              |
| UC Davis Degree <input type="checkbox"/> BA/BS <input type="checkbox"/> MA/MS <input type="checkbox"/> PhD <input type="checkbox"/> MPVM <input type="checkbox"/> MPH Other _____                               |                |  |                         |              |
| UC Davis student ID number : 9 _ _ _ _ _  |                |  |                         |              |
| Country of Citizenship  |                | Country of Birth   |                         |              |
| Current Occupation (for J-1)  |                | City of Birth  |                         |              |
| <b>Permanent Address in Home Country (required)</b>   | Street Address |  |                         |              |
|   | City           |  |                         |              |
|   | Province       |  | Postal Code             |              |
|   | Country        |  |                         |              |
| <b>Current Home Address in U.S. (required of transfer students)</b>   | Street Address |  |                         |              |
|   | City           |  |                         |              |
|   | State          |  | Zip Code                |              |
| DEPENDENT INFORMATION   |                |  |                         |              |
| Only complete this section if you are requesting an I-20/DS-2019 for your dependents (if you have a spouse or unmarried children under the age of 21). Include a copy of the dependent's passport picture page. |                |  |                         |              |
| Spouse's email (required) _____   |                |  |                         |              |
| Last Name   | First Name     | Date of Birth (mm/dd/yyyy)   | City & Country of Birth | Relationship |
|   |                |  |                         |              |
|   |                |  |                         |              |
|   |                |  |                         |              |
|   |                |  |                         |              |
| SECTION B: HOW DO YOU WANT TO RECEIVE YOUR I-20/DS-2019?  |                |  |                         |              |
| Go to <a href="http://sisss.ucdavis.edu/expressmail.cfm">http://sisss.ucdavis.edu/expressmail.cfm</a> . Check the appropriate box below of the option you select.   |                |  |                         |              |
| <input type="checkbox"/> Option 1: eShipGlobal<br>(Credit card online: Fed Ex,DHL,UPS)<br>If you select this, please arrange it immediately   |                | Street Address   |                         |              |
| <input type="checkbox"/> Option 2: International airmail (Write address in space provided →)  |                | City   |                         |              |
| <input type="checkbox"/> Option 3: Domestic U.S. mail<br>(Write address in space provided →)  |                | Postal Code  |                         |              |
|   |                | Country  |                         |              |
|   |                | Phone  |                         |              |
| <input type="checkbox"/> Option 4: In-person. The person named here will pick up my I-20/DS-2019 at SISS (picture ID required).<br>Name _____ Phone _____   |                |  |                         |              |

## 2015-2016 Financial Statement Support Document Guidelines

An international student must be able to show financial support for 9 months (undergraduate) 12 months (graduate) of a student's total expenses—including tuition, fees, and cost of living. To demonstrate this amount of financial support, SISS must see evidence of financial resources from personal or family funds, UC Davis, or other organizations. Funds shown can be a combination of either:

- Bank Statement(s) that show account balances **OR**
- A letter from the bank(s) stating that sufficient funding is available **OR**
- A letter from the UC Davis department or other sponsoring organization

All funding shown must be funds that are easily available. Stocks, bonds, mutual funds, real estate, and the like, are not acceptable. Copies of statements are acceptable. If originals are provided, they will not be returned.

While there are no restrictions on the source of funds for those applying for an F-1 student visa, applicants for the J-1 visa must show evidence of sufficient financial support (other than personal funds) that is from a government agency, organization or the university. The combined funding total dictates the length of time given on the DS-2019.

**FINANCIAL REQUIREMENTS.** Provide copies of financial bank statements and/or bank letters less than 3 months old. Bank statement(s) or letter(s) must include the name of the account holder. If the account holder is someone other than you, see **SECTION D (sponsor)**. Have sponsor sign this section. Letters from home country government or university sponsors must state the awarded monthly stipend amount.

**SPOUSES AND CHILDREN.** If you are accompanied by a spouse and/or children you must add the following amounts to the total required: \$6,000 for spouse, \$6,000 for each unmarried child under 21 years old.

| Total Required for an I-20/DS-2019** |          |   |
|--------------------------------------|----------|---|
| Base Costs                           |          | Additional Costs  |
| Undergraduate Students               | \$53,600 | Add \$6,000 for spouse<br>Add \$6,000 for <u>each</u> child |
| Graduate Students                    | \$55,800 |   |
| MPVM                                 | \$61,100 |   |
| MPH                                  | \$68,200 |   |

\*\* These are estimates of expenses. Actual expenses may be different. Students living on campus should expect to spend an additional \$4,000.

**Other professional programs: Nursing and Medicine please contact SISS for base cost minimums.**

### SECTION C: FINANCIAL SUPPORT DOCUMENTS

Please check the type (s) of financial documents you have provided with this form.

- ☐ Personal bank statement
- ☐ Bank statement of another person. See "Family or Individual Sponsor Endorsement" below on this page.
- ☐ Copy of financial bank statements and/or bank letters and/or other funding letter.
- ☐ Letter from a UC Davis department/school
- ☐ Award letter from your home country government/ university

### SECTION D: FAMILY OR INDIVIDUAL SPONSOR ENDORSEMENT

"U.S. \$ \_\_\_\_\_ will be available to the student named above while a student at the University of California, Davis."

Print name \_\_\_\_\_ Signature \_\_\_\_\_

Relationship to applicant \_\_\_\_\_ Date \_\_\_\_\_

"This is to certify that all of the information furnished on this form is true and correctly reflects my plans to meet expenses while attending the University of California, Davis. I fully understand that the minimum amount necessary for my living expenses is subject to change and that my individual financial needs may vary from the minimum amount stated above. If any change in my financial situation occurs, I will notify UC Davis Services for International Students and Scholars immediately. I authorize SISS to access my I-94 record (record of legal entry to the U.S.) for purposes of maintaining my immigration status."

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## CHECKLIST for COMPLETING THE I-20/DS-2019 REQUEST FORM

Please use this check list to submit a complete I-20/DS-2019 request. **Documents (including bank statements/letters) sent will not be returned to student. Sending copies only is recommended.**

### **All Students Must Submit the Following Requirements**

- ☐ A complete request for I-20/DS-2019 form.
- ☐ Selected mailing/receiving option. See <http://siss.ucdavis.edu/expressmail.cfm> and complete **SECTION B**
- ☐ Copy of current financial bank statement (s) and/or bank letter(s) and/or other funding letter.
- ☐ Sponsor consent and signature if account(s) in name other than form applicant. See **SECTION D**
- ☐ Copy of letter of financial support from UC Davis Department (if receiving award or assistantship).
- ☐ Copy of passport information page.
- ☐ Copy of readmission approval notice, when received. (if you are a student returning from dismissal)

### **Additional Requirements for Transfers**

- ☐ Copy of current I-20/DS-2019 (if transferring from another U.S. school).
- ☐ Provide a current or previous U.S. address on **page 2** of this form.
- ☐ Provide International Student Advisor at current or previous school/university **page 5** of this form to have your SEVIS record released to the University of California, Davis .
- ☐ Copy of readmission approval notice, when received.(if you are a student returning from dismissal).
  - Your UC Davis I-20 cannot be issued until your previous school has released your SEVIS record.

### **Additional Requirements for Change of Status within the United States**

- ☐ Copy of current visa.
- ☐ Copy of electronic I-94 record
- ☐ Copy of current I-20/DS-2019 if changing from F-1/J-1 or F-2/J-2 status
  - If you decide to submit a change of status request through USCIS (within the U.S.) we strongly recommend meeting with an SISS adviser prior to starting this process.

### **Additional Requirements for Dependents**

- ☐ Copy of spouse's passport (if married and requesting F-2 or J-2 status)
- ☐ Copy of children's passport (if requesting F-2 or J-2 status for unmarried children under 21)

*Please complete pages 1 - 4 of the request form, include required support documents as listed on page 4 of the form and send via DHL or FedEx (takes 3-4 days to arrive) to regular mail (takes 3-4 weeks to arrive) .*

### **Services for International Students and Scholars (SISS)**

**University of California, Davis**

**University House**

**One Shields Avenue**

**Davis, California 95616**

You may send the completed form and the required documents to [siss@ucdavis.edu](mailto:siss@ucdavis.edu) although email is not a secure way to send sensitive information contained on bank statements or passports. If you do send via email, please DO NOT send zip files.

***SISS will not be able to process your I-20 request until a complete application and all of the required documentation has been received and/or your SEVIS record has been released by your previous school.***

***It will take our office approximately 14 business days to create your I-20/DS-2019. We recommend that you do not make consular visa appointments or purchase air travel tickets until you have received your I-20/DS-2019.***

### SEVIS Transfer Instructions and Form

#### Transfer timeframes:

- You must transfer your F-1 SEVIS record to UC Davis within 60 days after completing your program of study. You must begin classes at UC Davis within 5 months of the previous program completion.
- You must transfer your J-1 SEVIS record to UC Davis prior to completing your program of study or within 30 days of interrupting a current program.

**Important:** SEVIS record transfers are time sensitive and should be requested from the international student adviser at the school you are transferring from, as soon as you know you are transferring to UC Davis.

Your current school cannot release your SEVIS record until you have completed your courses and grades have been posted. For your planning, ask your adviser what the earliest date is that your SEVIS will be released. In the meantime, also submit your completed Request for I-20/DS-2019 to SISS at UC Davis by the deadline of July 1, 2015.

#### How to transfer:

**Step 1:** Confirm with your current international student advisor to make sure you are eligible to transfer your SEVIS record.

**Step 2:** If you are eligible, ask your current international student advisor to transfer your SEVIS record /number to UC Davis and give the adviser this page, completed with your information.

**Step 3:** When your SEVIS record is released to UC Davis, we will issue you a new I-20/DS-2019 which will allow you to attend school at UC Davis. This I-20/DS-2019 will allow you to travel outside the U.S. before school begins.

**For International Office:** please transfer the below named student's SEVIS record/number to the "University of California, Davis"

Name: \_\_\_\_\_  
*Last name, First name*

SEVIS record/number: N \_\_\_\_\_  
*number in top right corner of current I-20*

- F-1 transfers SFR214F00614000
- J-1 transfers P-1-02538; notify SISS of transfer release date by email to [siss@ucdavis.edu](mailto:siss@ucdavis.edu) or fax at (530) 752-5822.

Contact Services for International Students and Scholars (SISS) at [siss@ucdavis.edu](mailto:siss@ucdavis.edu) or 530-752-0864 ext. 0 if you have any questions regarding the SEVIS transfer process.

*Note: UC Davis does not accept SEVIS transfers of students in "terminated" status.*