

**NORTH CAROLINA A&T STATE UNIVERSITY  
OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS**

**SERVICE REQUEST**

An updated file (**current class schedule/account statement; grade reports; insurance; financial documents; valid passport, I-94 & I-20 OR DS-2019**) is required before your request is evaluated. Please allow up to five (5) to ten (10) business days after submitting this form and all required documents for processing your request.

**Please Print Legibly. Difficulty in the ability to read your e-mail address WILL DELAY your request.**

Name: \_\_\_\_\_ E:Mail \_\_\_\_\_  
(Last) (First) (Middle)

Student ID #: \_\_\_\_\_ Visa Status: \_\_\_\_\_ Local Telephone: \_\_\_\_\_

Local Address: \_\_\_\_\_  
Street/Apartment/P.O. Box City State Zip

Mailing Address (if different from local address): \_\_\_\_\_  
\_\_\_\_\_

Expected completion date on I-20 \_\_\_\_\_ Expected graduation date \_\_\_\_\_  
Is your major medical insurance coverage current? \_\_\_\_ yes \_\_\_\_ no  
Do you have an outstanding balance with the University? \_\_\_\_ No \_\_\_\_ Yes (If yes) Amount: \_\_\_\_\_

Are you currently enrolled as full-time student (12 hours undergraduate/9 hours graduate)? \_\_\_\_ yes \_\_\_\_ no  
If no, please explain: \_\_\_\_\_

**PLEASE CHECK TYPE OF SERVICE NEEDED**

- \_\_\_\_\_ Letter stating costs for tuition, fees and living expenses
- \_\_\_\_\_ Letter certifying full-time student status
- \_\_\_\_\_ Letter request for Social Security Administration
- \_\_\_\_\_ Letter request for North Carolina Driver's License (DMV)
- \_\_\_\_\_ Letter request (other-Visa Renewal, etc.) \_\_\_\_\_
- \_\_\_\_\_ I-20 and letter for reentry: Destination: \_\_\_\_\_  
Departure Date \_\_\_\_\_ Return Date: \_\_\_\_\_  
Purpose of Trip \_\_\_\_\_
- \_\_\_\_\_ I-20 for spouse and/or child(ren) (financial certification, funds on deposit at local bank and insurance are required): Desired date of arrival in U.S.: \_\_\_\_\_

Name	Relationship	Date of Birth
Last	First	Middle

\_\_\_\_\_ Other (Specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Official Use Only**  
Received by: \_\_\_\_\_ Date: \_\_\_\_\_ O.K. to Process: \_\_\_\_\_ Denied: \_\_\_\_\_  
Pending completion of file \_\_\_\_\_ Comments: \_\_\_\_\_