Request Form for I-20 Documents

Welcome to the University of Washington Seattle campus! You must complete this request form and be issued a Form I-20, “Certificate of Eligibility for Nonimmigrant Student Status,” if you will be studying in F-1 student status during your graduate program. Your I-20 will be issued by Graduate Enrollment Management Services (GEMS), a team within the UW Graduate School. Review the below instructions carefully and complete all applicable sections of this form. Please only submit this request when you have decided you will be attending the University of Washington in F-1 status.

This request is for use by UW Seattle campus students only. If you are admitted to a program on the UW Bothell or Tacoma campus, please email their international office for I-20 instructions.
Bothell: uwbinl@uw.edu  Tacoma: uwtiss@uw.edu

Notice: The U.S. Department of Homeland Security (DHS) mandates that all schools verify students requesting visa documents show proof of readily accessible and adequate financial resources for themselves and any dependents they declare without resorting to unauthorized employment.

Instructions:

1. Determine the type of I-20 you are requesting and complete the form sections as indicated below.
   - Initial I-20 to apply for F-1 student status and enter US with UW Graduate School I-20
     Complete sections 1 and 2
   - Change of degree level or change of graduate program (current UW Seattle students, including those on OPT)
     Complete sections 1, 2 and 3
   - Transfer I-20 to the UW Graduate School, Seattle Campus (if you are transferring from another U.S. school, UW Tacoma, UW Bothell, or UW International & English Language Programs)
     Complete sections 1, 2 and 4
   - Change of other nonimmigrant status to F-1 student status
     Complete sections 1, 2 and 5


3. Create shipment for your I-20 (if not picking up I-20 in person) via the eShipGlobal University Express Mail Service: https://study.eshipglobal.com/
   After creating a student account, select "Receive Documents from University"
   Sender information: University: University of Washington-Seattle Campus, Department: GEMS (Graduate School)

4. Upload the following documents as one PDF file to your Pre-Registration page (not to exceed 2 MB):
   - Request form for I-20 documents (completed sections only)
   - Financial documentation
   - Passport photo page (optional)
   - English proficiency documentation (if applicable)

5. Track the status of your I-20 request on your Pre-Registration page. We will email you if there are any questions or problems with your request. Log in to your application as a Returning Applicant to access this page.

Contact GEMS with any questions, and remember to provide your name and student number.
Graduate Enrollment Management Services (GEMS) | Email: uwgrad@uw.edu | Phone: 206.685.2630
Section 1: Applicant Information

1. Your name as it appears on the primary identifier from your passport’s machine readable zone:
   Family Name: ___________________________ Given Name(s): ___________________________

2. Your UW Student Number: ___________________________

3. Your date of birth as it appears on your passport:
   Month: ___________________________ Day: ___________________________ Year: ___________________________

4. Select the type of I-20 you are requesting, then complete the sections indicated below:
   - Initial I-20 to apply for F-1 student status and enter US with UW Graduate School I-20
     Complete sections 1 and 2
   - Change of degree level or change of graduate program (current UW Seattle students only, including those on OPT)
     Complete sections 1, 2 and 3
   - Transfer I-20 to the UW Graduate School, Seattle Campus (if you are transferring from another U.S. school, UW Tacoma, UW Bothell, or UW International & English Language Programs)
     Complete sections 1, 2 and 4
   - A change of other nonimmigrant status to F-1 student status
     Complete sections 1, 2 and 5

5. Are you declaring any dependents (spouse and/or children under 21 only)?
   - No, I am not declaring dependents.
   - Yes, I am declaring dependents. They will be entering the U.S. with me. I am requesting the UW issue dependent I-20 documents.

6. I-20 Delivery (see instructions on page 1):
   - Express Mail. Provide eshipGlobal order number: ___________________________
   - Pick-up I-20 documents in person (third party pick-ups are not permitted)

7. English Proficiency (if applicable):
   If you are a non-native English speaker, you are required to demonstrate English proficiency per Graduate School Memo 8- English Language Proficiency Requirements: http://bit.ly/2azo5fZ

Check below how you are meeting this requirement and attach documentation to this request form:

- Official Test Scores (TOEFL/IELTS)
- U.S. Degree (Bachelors or Higher)
- Bachelor’s, Master’s or Doctoral Degree from Specified Country on Memo 8- Item 2
- Medium of Instruction Document from Undergraduate Institution
- Successful Completion of UW Intensive English Program
Section 2a: Financial Resources

Family Name: ___________________________ Given Name(s): ___________________________
Your UW Student Number: ____________

Estimated total expenses for academic year 2019-20:
- Academic Year: $54,219.00 (Autumn Start, 9 months)
- Calendar Year: $72,244.00 (Winter/Spring/Summer Start, 12 months)
- Expenses for Dependents: Spouse $12,185.00; Child $8,267.00 per year per child

U.S. immigration law requires international students show proof of funding for one year. Any combination of funds (such as multiple family members) is acceptable, but you must demonstrate the total estimated costs for tuition and living expenses. See UW Graduate School Financial Ability Requirement for more details.

Indicate below which type(s) of funding you will use:

☐ my own personal funds: ___________________________ U.S.$ ________
☐ funds from family sponsor(s): ___________________________ U.S.$ ________
☒ Family sponsor(s) relationship to you: ___________________________
☐ funds from government/agency/employer sponsor(s): ___________________________ U.S.$ ________
☐ I have received confirmation of funding from my UW department (e.g. Research/Teaching/Staff Assistant or other tuition waiver)

Total Amount of Support for Year: ___________________________ U.S.$ ________

Required Certification of Financial Ability:
I certify I will have sufficient funds, in United States currency, available to me for my first year of study at the University of Washington. I understand I must be able to support myself while pursuing a full course of study at this University.

Applicant’s Signature: ___________________________ Date: ____________

Section 2b: Dependent Information:
Complete for each family member (spouse & children under 21 only) entering the U.S. with you in F-2 status.

1. Family Name ___________________________ Given Name(s) ___________________________
   Date of Birth (month/day/year) ___________________________
   Country of Birth ___________________________ Country of Citizenship ___________________________
   Relationship to student ☐ wife ☐ husband ☐ son ☐ daughter

2. Family Name ___________________________ Given Name(s) ___________________________
   Date of Birth (month/day/year) ___________________________
   Country of Birth ___________________________ Country of Citizenship ___________________________
   Relationship to student ☐ wife ☐ husband ☐ son ☐ daughter

3. Family Name ___________________________ Given Name(s) ___________________________
   Date of Birth (month/day/year) ___________________________
   Country of Birth ___________________________ Country of Citizenship ___________________________
   Relationship to student ☐ wife ☐ husband ☐ son ☐ daughter

4. Family Name ___________________________ Given Name(s) ___________________________
   Date of Birth (month/day/year) ___________________________
   Country of Birth ___________________________ Country of Citizenship ___________________________
   Relationship to student ☐ wife ☐ husband ☐ son ☐ daughter

SAMPLE ONLY
DO NOT COMPLETE
Section 3: Change of Degree Level or Change of Graduate Program

This I-20 category is only for students currently holding F-1 status at the University of Washington Seattle Campus (including those on OPT) who are admitted to a new graduate program at UW Seattle.

Family Name: ___________________________ Given Name(s): ___________________________
Your UW Student Number: ___________________________

Definition:
Students are admitted to the United States to complete a specific educational program as reflected on their I-20. If your academic program changes, it is your responsibility to request an update to your SEVIS record and obtain a new, accurate I-20 before enrolling in the new degree program. By updating your SEVIS record with the new program details and issuing the new I-20, GEMS notifies the U.S. government that you are beginning a new or different degree program.

Eligibility:
If you are completing your current degree or finishing your authorized OPT and are admitted to a new degree program, you must request a new I-20 within your 60-day grace period. You are not eligible for change of level update if your new program will not begin within 5 months. If applying for OPT between two programs, ISS recommends that students wait to receive their F-1 I.D. card before requesting a change of degree level I-20.

Complete the following:

1. Graduation date for your UW degree program: __________ Year __________
   If not yet graduated, enter your expected graduation date.

2. Confirmed start date for new graduate degree program: __________ Year __________

3. Name of your UW International Student Services (ISS) Advisor: ___________________________

4. Did you notify your UW ISS advisor of your graduation plans?  Yes  No
   If No, you must notify your ISS advisor of your academic plans before uploading this form.

5. Are you currently on OPT or have you applied for OPT?  Yes  No
   If Yes, review the ISS OPT information: https://iss.washington.edu/employment/f1-employment/opt/
   If currently on OPT, answer the following:
   a. Start date of OPT authorization (month/day/year): ___________________________
   b. End date of OPT authorization (month/day/year): ___________________________
   c. Last date of employment (month/day/year): ___________________________

6. Will you leave the U.S. BEFORE starting your new graduate program?  Yes  No
   If yes, provide your travel dates (month/day/year): From __________ To __________

7. Student Certification:
   I acknowledge that any pending applications for OPT authorization may be impacted by issuance of a new degree program I-20. Your I-20 will be processed after your last day of employment. I have read the provided information and request a change of program/degree level I-20 (check to confirm):  __________
Section 4: Changing Schools? Transfer your SEVIS Record.

Transfer I-20 to the UW Graduate School, Seattle Campus (if you are transferring from UW Tacoma, UW Bothell, UW International & English Language Programs, or another U.S. school).

**Important: Do not submit this form until you have verified your transfer out date with your current institution.**

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>Given Name(s):</th>
</tr>
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<tbody>
<tr>
<td>Your UW Student Number:</td>
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**Instructions:** Complete this section only if you initially entered the U.S. with an initial I-20 from another U.S. institution, the UW Tacoma or Bothell campus, or the UW English Language programs. You must notify your international student advisor at your current school of your intent to transfer to the UW Graduate School, Seattle Campus and schedule a transfer out date.

**Eligibility:**
- Review this information carefully: [https://iss.washington.edu/procedures/change-school/](https://iss.washington.edu/procedures/change-school/)
- Only one school may access your SEVIS record at a time. We cannot issue your new UW I-20 until your international student advisor at your current school completes the transfer out process in SEVIS. In most cases, the transfer out date will be the last day of your final term at your current school.
- If you have already graduated, you must be within your 60-day grace period to be eligible to transfer.
- Transferring your SEVIS record will cancel your OPT employment authorization. Therefore, work closely with your student advisor to determine the best transfer date if you are currently on OPT.
- The start date at UW must be within 5 months of your transfer out date in SEVIS or your program completion, whichever is earlier.
- Provide our campus code to your current DSO: **University of Washington-Seattle Campus**
  **SEA214F00265000**

**Current School Information:**
1. SEVIS ID Number: N
2. Name of institution: 
3. Designated School Official (DSO):
   - Name: 
   - Title: 
   - Email: 
   - Phone: 

**How to choose your I-20 Transfer Out Date/SEVIS Release Date:**
4. Last date of attendance at your current school (month/day/year): 
5. **If you are currently on OPT....**
   a. Start date of OPT authorization (month/day/year): 
   b. End date of OPT authorization (month/day/year): 
   c. Last date of employment (month/day/year): 
6. Transfer out date (month/day/year): 

**Travel Plans:**
7. Will you **leave the U.S. BEFORE** starting your graduate program at the UW? (Travel plans may impact your I-20 application.)
   - Yes  
   - No
   a. If Yes, list your travel dates here (month/day/year): From To
8. A valid U.S. address is required by the SEVIS system before a transfer I-20 can be issued. Provide your most current U.S. address below (this will not be used for shipping your I-20):
   - **Street Address:**
   - **City/State/Zip:**
Section 5: Change of Other Nonimmigrant Status to F-1 Student Status

Family Name: ___________________________ Given Name(s): ___________________________
Your UW Student Number ___________________________

1. What is your current visa status in the U.S.? ___________________________
   The I-20 documents for your change of status will be issued by the UW Graduate School, Seattle Campus.

2. Decide whether a Change of Status is the right decision for you.
   Review the information on Change of Nonimmigrant Status provided by International Student Services (link below). It is important that you have made the final decision to study in F-1 status before you upload this form by reading this information carefully and, if necessary, consulting with your immigration attorney: http://iss.washington.edu/procedures/change-status

3. Consider your options. There are two ways of gaining a new nonimmigrant status.
   Note: we will issue the same I-20 regardless of which option you choose. This section is for information purposes only.

   Option A: Travel and Re-entry.
   Leave the U.S., apply for a new visa at a U.S. consulate, and reenter the U.S. with the new visa and other relevant documents. You will gain your new status when you are admitted into the U.S.

   Option B: Change Status in the U.S. (USCIS Application).
   Submit an application to the U.S. Citizenship and Immigration Services (USCIS) for a change of status. This option allows you to change your nonimmigrant status while remaining in the U.S. With this option you may gain the new status but you will not receive a new visa; visas are only issued outside the U.S.

4. Certification:
   I have read the provided information and request a change of status I-20. (check to confirm): ☐