

SERVICE REQUEST FORM

-Please Print Clearly-

Family Name: _____ Given Name: _____ Date: _____
Student ID#: _____ Sex: Male Female
Cell #: _____ Home phone #: _____ E-mail: _____
US address: _____
Address in your country: _____

What type of visa do you have? F-1 J-1 Are you on OPT? Yes No
Major: _____ Degree: Masters Undergraduate Exchange student Visiting scholar

Please check the appropriate request item(s) and write any explanation on the back of the request. Missing information will delay process time. Documents will be available on the 5th business day of your request.

I-20/DS-2019 Travel Signature (I-20/DS-2019 must be attached)

___ I-20/DS-2019 travel signature

- Pick-up in CISP
- Regular mail (free)
- FedEx - Postal code & phone # in your country must be included / (You will be charged)

New I-20/DS-2019

___ Change of major or concentration from: _____ to: _____
___ Add a second major or concentration: _____
___ Need more time to graduate (you need to include a letter from your academic advisor)
___ Lost
___ Damaged (we will determine if a new I-20 is necessary)

- Pick-up in CISP
- Regular mail (free)
- FedEx - Postal code & phone # in your country must be included / (You will be charged)

IMPORTANT: We will include a travel signature **only if you are travelling outside of the U.S. in the near future.**

Are you travelling? YES NO If yes, specify date of departure: _____ (Include a copy of your flight ticket)
MM/DD/YYYY

Employment*

*Pick-up in CISP only

___ On-Campus employment authorization- Routing slip from The Financial Aid office, passport, visa, I-94, I-20
___ Off-Campus employment authorization (Severe economic hardship)
___ Curricular Practical Training (CPT) - Registered in an internship class, letter from professor, job offer letter

Letter of Verification - Must explain the purpose of the letter, Include name and address of where it is to be sent

___ Regular (includes major, concentration, degree, units enrolled and status)

___ Tuition payment  Already paid
___ Graduation date  Upcoming payment(s) } How many quarters? _____

___ Specification of classes
___ Orientation payment receipt - Amount paid \$ _____
___ Visa

___ Family invite (Specify guest's: first and last name/date of birth/country of birth/relationship to you) On the back
___ Social Security Letter - Job Offer Letter must be included

___ Other - explain: _____

- Pick-up in CISP
- Regular mail (free)
- Fedex - Postal code & phone # in your country must be included / (You will be charged)
- E-mail

Deferred Payment Request*

*Pick-up in CISP only

___ **Deferred Payment Request** - Deferred payment form must be completed and attached. Pay attention to the dates. No exceptions.

Transfer out Request - Official acceptance letter and transfer form must be included *

___ Transfer out request / Date when you finished/will finish taking classes at CSUSB _____ Date when you will start taking classes at new school _____
Why are you transferring out? MM/DD/YYYY MM/DD/YYYY

- ___ Better place to live
- ___ Better ranking of the new university
- ___ New academic level
- ___ Major is offered in new university
- ___ Other - explain: _____

*You don't have to pick-up any document. You will receive an email

Other

___ Any other request - explain: _____

FOR OFFICE USE ONLY

Program Start Date: _____ Program End Date: _____ (MM/DD/YYYY)
Enrollment Verification: Next quarter ____/____/____ Current quarter ____/____/____ (YY/QUARTER/UNITS)
Previous quarter ____/____/____ 2nd previous quarter ____/____/____ 3rd previous quarter ____/____/____ (YY/QUARTER/UNITS)
GPA: _____ HI expiration date: _____ CISP holds: _____ Checked by: _____

To be completed by D.S.O.

SEVIS REGISTRATION: _____

DATE: _____
MM/DD/YYYY