BRYANT UNIVERSITY

Office of International Students and Scholars (OISS): 1150 Douglas Pike, Smithfield, RI 02917-1284
Office: 401-232-6946://www.bryant.edu/international/: Email: OISS@bryant.edu

Graduate Student I-20 Request Form

READ before completing this form:

1. All fields MUST be complete in order for your I-20 to be processed. If a question does not apply to you, please write N/A in the appropriate field.
2. If you have only ONE given name, your given name will appear as your Surname (last name) in SEVIS I-20. Your given name will be blank in the Given (first) Name field. This is because surname in the SEVIS system is a required field and this is the standard recommended practice.
3. If you are **transferring** your SEVIS record from a previously attended U.S. school or institution, please attach a completed **SEVIS Record Transfer Verification Form.**
4. Please send all forms to the Bryant University Graduate School.

I-20 REQUEST TYPE: Check one

☐ I am NOT currently in the U.S. and do not have an **active** F1 SEVIS record.

☐ I am NOT currently in the U.S. but I do have an **active** F1 SEVIS record with another University. You MUST complete the SEVIS Record Transfer Verification Form.

☐ I have an **active** F1 SEVIS record with Bryant University.
　　Check one that applies: If you are not currently enrolled at Bryant University, you must be within your grace period to be eligible for I-20 change of educational level.
　　☐ I am currently enrolled in UG program.
　　☐ I recently graduated from Bryant University and my grace period has not expired.
　　☐ I am currently on post-completion OPT. OPT authorization date: from _____ to _____.
　　　　*Contact OISS to discuss the I-20 issue date. Changing educational level on I-20 will cancel your OPT authorization period.
　　☐ My OPT authorization period already ended on _____ and my grace period has not expired.

☐ I am currently in the U.S. with an **active** F1 SEVIS record and would like to transfer my F1 SEVIS to Bryant University. You MUST complete the SEVIS Record Transfer Verification Form.

☐ I am currently in the U.S. but will LEAVE the U.S. to apply for the F1 visa stamp at a U.S. Consulate or Embassy.

☐ I am currently in the U.S. in another status and would like to change my status to F1 student while remaining in the U.S. My current status in the U.S. is _____.

BIOGRAPHICAL INFORMATION: *All information must be listed EXACTLY as it appears in your passport.*

Surname (last name): _____Given (first) Name: _____

Middle Name:_____

Place of birth:_____,_____ Date of birth: _____
　　　　　　　　city　　　　　　　　　　　*country*　　　　　　　　　　　　　　*month/day/year*

Country of citizenship:_____ Gender: ☐ Male ☐ Female

PERMANENT RESIDENTIAL ADDRESS: *Permanent address must be outside of the U.S.*

Street: _____

City:_____ Country: _____

Postal Code: _____ Phone number: _____

MAILING ADDRESS: *Write exactly as you would want the I-20 mailed to.*

Street: _____

City:_____ Country: _____

Postal Code: _____ Phone number: _____

Email: _____

SUBMISSION OF DOCUMENTS:

Please submit **all** of these documents <u>directly to</u> the Bryant University Graduate School. I-20's cannot be processed until all the documents are received.
- ☐ I-20 Request Form
- ☐ Bryant University Certification of Finances
   The funding information provided on this form will appear on SEVIS Form I-20 and will be a determining factor in whether a visa is actually issued by a U.S. Embassy or Consulate official. As such, it is extremely important that the funding information is correct and that you provide accurate proof of funding.
- ☐ Your Passport Identification/ Biographical page
- ☐ Original and Official Bank Document with seal
- ☐ SEVIS Record Transfer Verification Form (only if applicable)

PROCESSING:

Upon receipt of all documents, OISS will initiate a request through the Student and Exchange Visitor Information System (SEVIS) to generate SEVIS Form I-20. Normal processing time is 5 business days.

QUESTIONS:

Please contact the Office of International Students and Scholars
Name: Kaoru Paganelli
Email: OISS@bryant.edu
Tel: (401)-232-6946