



Graduate Student I-20 Request Form

READ before completing this form:

1. All fields **MUST** be typed and 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 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. in another non-immigrant visa status and will **LEAVE** the U.S. to apply for F1 visa stamp at a U.S. Consulate or Embassy.

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

Email: _____

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

Street: _____ City: _____

Postal Code: _____ Phone number: _____

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

Street: _____ City: _____

Postal Code: _____ Phone number: _____

SUBMISSION OF DOCUMENTS:

Please submit **all** of these documents directly to 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

Financial documentation (see below for instructions)

SEVIS Record Transfer Verification Form (only if applicable)

FINANCIAL DOCUMENTATION:

- Must be an original bank statement or official bank certification with original bank stamp or seal showing proof of funding for each source listed on Part II of STUDENT'S SOURCE OF FUNDS on Certification of Finances.
- Must be in English. If the original is not in English, then you must provide both the original bank statement or letter and an English translation.
- The currency must be clearly indicated on the bank statement or in the letter.
- There must be a specific account balance listed on the document. If a sponsor wishes to keep their bank balance or income private, bank documents must say that the account balance is "more than" an amount that is clearly specified.
- All funds must be liquid assets that can be immediately available in U.S. dollars. Stock/Mutual/Retirement accounts/properties are not considered liquid assets.
- If the funds will be frozen for a period of time after issuance of the bank statement, they must be unfrozen and available by the program start date.
- All financial documents must be the most recent document for the account, dated no earlier than 4 months prior to the date of submission.

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 (OISS)

Name: Kaoru Paganelli, PDSO Email: OISS@bryant.edu