

# *Alabama A&M University*

## *School of Graduate Studies*

### STUDENT REQUEST FORM

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Departure: \_\_\_\_\_  
 (Number where you may be reached during the day so that we may contact you for pick up)

**Please allow five (5) working days for Pick-up.**

Request for letter:

- Certification Letter       Visa Renewal Letter  
 Passport Renewal Letter       Social Security Letter  
 Other: \_\_\_\_\_

If you are planning on traveling outside the U.S., give the date you intend to return to the U.S.:  
 \_\_\_\_\_ (Without this information your travel information cannot be processed).

Additional information that needs to be included? \_\_\_\_\_

Request for I-20:

- Add dependent  
 Change of major/program/sponsorship  
 Other: \_\_\_\_\_

**Dependent Information** (Please print clearly)

To add dependents to your I-20 you must have adequate funding. Please see Foreign Student Advisor.

1) \_\_\_\_\_  Male  Female \_\_\_\_\_  
 (Name -- Last, First) (Relationship)

\_\_\_\_\_  
 (Date of Birth --Month/Day/Year) (Country of Birth) (Country of Citizenship)

2) \_\_\_\_\_  Male  Female \_\_\_\_\_  
 (Name -- Last, First) (Relationship)

\_\_\_\_\_  
 (Date of Birth --Month/Day/Year) (Country of Birth) (Country of Citizenship)

Estimated date your dependents will arrive in the U.S.: \_\_\_\_\_  
 (Note: Without an estimated date of arrival, the I-20 cannot be processed)

Office Use Only:

Contacted: \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date Completed Initials

- Email  
 Postcard  
 Phone