



## SERVICE REQUEST FORM

Name: \_\_\_\_\_ UNF Student ID #: \_\_\_\_\_

Local Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Major: \_\_\_\_\_ Visa Type: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

**APPOINTMENT REQUESTS:** Use this section to request an appointment to discuss activities that must be processed and approved by an International Student Advisor. Bring all relevant forms with you to the appointment. Additional forms are located at the front of the International Center on the wall. Contact an International Student Advisor (e-mail preferred) to make an appointment.

- F-1 Curricular Practical Training** (additional form needed)
- F-1 Optional Practical Training** (additional form needed)
- F-1 Concurrent Enrollment** (additional form needed)
- J-1 Academic Training** (additional form needed)
  
- A new **I-20** (please indicate reason):
  - I have changed my major (bring Change of Major form to appointment).
  - I have added a new major (bring Change of Major form to appointment).
  - I need to apply for a program extension (bring Academic Advisor's Recommendation form to appointment).
  - I need a replacement I-20. Mine was:  **Lost** or  **Mutilated**
  
- A new **DS-2019** (please indicate reason):
  - I need a replacement DS-2019. Mine was:  **Lost** or  **Mutilated**

**DOCUMENT REQUESTS:** Use this section to request documents that must be created by an International Student Advisor. The International Student Advisor may contact you for additional information. Please allow at least 5 business days for completion.

- Social Security Number** letter
- Driver's License** letter:  **First-time application** or  **Renewal**
- Certification of Estimated Expenses** letter
- Other** (Please explain below exactly what you need)

\_\_\_\_\_  
\_\_\_\_\_

By printing my name below, I hereby sign and authorize the release of any information required to fulfill the request specified above.

\_\_\_\_\_  
StudentName

\_\_\_\_\_  
Date