

Request Form for I-20 Documents

The U.S. Department of Homeland Security (DHS) mandates that all schools verify students requesting visa documents show proof of readily accessible and adequate financial resources for themselves and any dependents they declare without resorting to unauthorized employment.

Do not submit this request until you have decided you will be attending the University of Washington.

*For use by UW Seattle campus students **ONLY**.*

UW Bothell students: please contact uwbintl@uw.edu. UW Tacoma students: please contact uwtiss@uw.edu.

Instructions - Please follow these instructions carefully

1. **Review** the UW Graduate School Financial Ability Requirement to determine educational costs and a list of acceptable resources and documentation for demonstrating adequate financial support:
<http://grad.uw.edu/admissions/understanding-the-application-process/international-applicant-faqs/financial-ability-requirement/>
I-20 documentation will contain the estimated University of Washington's average cost of graduate tuition rates.
2. **Obtain** financial documentation.
2a) If you have received confirmation of funding from a UW department (UW ASE appointment including Research Assistant/Teaching Assistant/Staff Assistant or tuition waiver only): contact the UW department and let them know you are requesting I-20 documents from GEMS (Graduate School). The UW department must notify GEMS about your funding by entering your financial support information into your application.
3. **Create** a shipment for the I-20 documents to be sent via Express Mail: <https://study.eshipglobal.com/>
For "sender" choose:

Sender
Univ. of Washington-Seattle Campus
4109 StevensWay-GradSchl, G-1 Com Bld
GEMS (Graduate School)
Seattle WA 98195
United States
4. *Optional:* If you have a passport, please include a copy of the photo page of your passport in black and white. This extra step helps to ensure your I-20 is issued with correct biographical information.
5. **Scan** the following documents as one PDF File (not to exceed 2 MB, black and white recommended):
 - *Request Form for I-20 Documents* (Completed Sections only)
 - *Financial Documentation*
 - *Passport Photo Page* (Optional)
 - *Non-native English speakers only:* upload the documentation that will satisfy the English requirement (see page 2 for more details)
 - **Upload the combined file** to your Graduate Application Status page.
6. **Track** the status of your I-20 request on your Graduate Application Status Page (Log in to your application as a Returning Applicant to access this page)
7. **Contact** GEMS (Graduate School) with questions: uwgrad@uw.edu / 206.685.2630

Section 1: Applicant Information

1. Your name as it appears on the primary identifier from your passport's machine readable zone (do *not* use hyphens or dash marks):

Family Name:

Given Name(s):

2. Your UW Student Number:

3. Your date of birth as it appears on your passport:

Month:

Day:

Year:

4. Complete sections depending on the type of I-20 you are requesting.

An initial I-20 to apply for F-1 student I-20 status and enter US with UW Graduate School I-20

Complete sections 1 and 2

A change of degree level (current UW students only)

Complete sections 1, 2 and 3

A transfer I-20 from another U.S. school or UW English Language Program to UW Grad School

Complete sections 1, 2 and 4

A change of other nonimmigrant status to F-1 student I-20 status

Complete sections 1, 2 and 5

5. Are you declaring dependents (spouse and/or children under 21 only)?

No, I am not declaring dependents.

Yes, I am declaring dependents. They will be entering the U.S. with me. I am requesting the UW issue dependent I-20 documents. **Complete section 2: dependent information**

6. Shipping (see instructions on Page 1):

Provide eshipGlobal order number:

Pick-up I-20 documents in person instead of Express Mail (if you are in Washington State)

7. English Proficiency (if applicable):

If you are a non-native English speaker, you are required to demonstrate English proficiency per Graduate School Memo 8- English Language Proficiency Requirements: <http://bit.ly/2azo5fZ>

Indicate below how you have met this requirement:

Official Test Scores (TOEFL/IELTS)

U.S. Degree (Bachelors or Higher)

Bachelor's, Master's or Doctoral Degree from Specified Country on Memo 8- Item 2

Medium of Instruction Document for Undergraduate Institution

Successful Completion of UW Intensive English Programs

- 7a. Attach Proof of English Proficiency to this request form (e.g. scanned copy of test scores).

Section 2: Financial Resources & Declaring Dependents (Spouse & Children Under 21 Only)

Family Name: _____ Given Name(s): _____
Your UW Student Number: _____

Financial Resources (for myself and any dependents I declare below)

my own personal funds U.S.\$
funds from family sponsor(s): U.S.\$
Family sponsor(s) relationship to you:
funds from government/agency/employer sponsor(s): U.S.\$
Total Amount of Support Per Year U.S.\$

I have received confirmation of funding from my UW department (see instructions on Page 1)

Dependent Information: (Complete for each family member entering the U.S. with me)

1. Family Name _____ Given Name(s) _____
Date of Birth (month/day/year) _____
Country of Birth _____ Country of Citizenship _____
Relationship to student wife husband son daughter

2. Family Name _____ Given Name(s) _____
Date of Birth (month/day/year) _____
Country of Birth _____ Country of Citizenship _____
Relationship to student wife husband son daughter

3. Family Name _____ Given Name(s) _____
Date of Birth (month/day/year) _____
Country of Birth _____ Country of Citizenship _____
Relationship to student wife husband son daughter

4. Family Name _____ Given Name(s) _____
Date of Birth (month/day/year) _____
Country of Birth _____ Country of Citizenship _____
Relationship to student wife husband son daughter

Certification of Financial Ability

I certify I will have sufficient funds, in United States currency, available to me for my first year of study at the University of Washington. I understand I must be able to support myself while pursuing a full course of study at this University.

Applicant's Signature: _____ Date: _____

Section 3: “Change of Degree Level” I-20 (Current UW Students Only)

1. Expected Graduation Date for your current UW Degree: Quarter Year
2. Expected Start Quarter for New Graduate Degree (Master’s, Doctoral): Quarter Year
3. Name of your UW [International Student Services](#) (ISS) Advisor:
4. Did you notify your UW ISS Advisor of your graduation date? (Check One): Yes No
(If “No,” please contact your ISS advisor before uploading this form).

Section 4: Transfer I-20 from Another U.S. School to UW Graduate School, Seattle Campus

Family Name:

Given Name(s):

Your UW Student Number:

Instructions: If you are entering the U.S. with an initial I-20 from another U.S. institution, the UW Tacoma or Bothell campus, or the UW English Language programs, complete this section. You must notify your international student advisor at your current school of your intention to transfer to the UW Graduate School, Seattle Campus.

Things to consider...

- Do not submit this form until you have verified your *transfer out* date with your current institution.
- Only your current school has access to your SEVIS record. The UW cannot issue your UW I-20 (F-1 Status) until your student advisor at your current school completes the *transfer out* process in the SEVIS tracking system. In most cases, the *transfer out* date will be the last day of your final term at your current school.
- If you have already graduated, you must be within your 60-day grace period.
- A *transfer out* date earlier than your OPT expiration date will cancel your OPT employment authorization.
- The start date at UW must be within 5 months of your *transfer out* date in SEVIS or your program completion, whichever is earlier.
- Provide this information to your current DSO: University of Washington-Seattle Campus(SEA214F00265000)

Complete the following:

1. SEVIS ID Number: N
2. Name of current institution:
3. Designated School Official (DSO):
Name: _____ Title: _____
E-mail: _____ Phone: _____
4. Transfer out date (month/day/year): _____
5. Are you currently enrolled at the institution that issued your current I-20? Yes No
6. Last date of attendance (last date of the final term) at your current school (month/day/year): _____
7. Are you currently on OPT? Yes No
8. If you are currently on OPT, Dates of OPT authorization:
(month/day/year): From _____ To _____
9. Do you intend to **leave the U.S. BEFORE** starting your graduate program at the UW? Travel plans may impact your I-20 application. Yes No

If Yes, list your travel dates here (month/day/year): From _____ To _____
10. A valid U.S. address is required to issue a transfer I-20. Provide your most current U.S. address below:
Street Address _____

City/State/Zip _____

Section 5: Change of Other Nonimmigrant Status to F-1 Student I-20 Status

Family Name:

Given Name(s):

Your UW Student Number:

Instructions

1. Review the information on Change of Nonimmigrant Status:
<http://iss.washington.edu/procedures/change-status>
2. Submit an application to the U.S. Citizenship and Immigration Services (USCIS) for a change of status. This option allows you to change your nonimmigrant status while remaining in the U.S. With this option you may gain F-1 student I-20 status, but you will not receive a new I-20. I-20s are only issued outside of the U.S. at a U.S. consulate or embassy.

What is your current visa status in the U.S.?

The documents for your change of I-20 status will be issued by the UW Graduate School, Seattle Campus. Should you have any questions, please contact us: uwgrad@uw.edu / 206.685.2630.