

Request for an I-20

About this Request

Use this Request for an I-20 if you are an international student who:

- Has recently been accepted to a degree or certificate program and you need an F-1 visa to start your studies at VCU.
- Is currently enrolled at VCU but in a status other than F-1 and you want to change to an F-1 visa to continue your studies at VCU.

Instructions

Please do the following:

- ✓ Complete the form below
- ✓ Attach the required documents
- ✓ Return the form and documents to us by email

If we have any questions or concerns about your request, we will let you know by email. If we can approve your request, we will send your I-20 to you by email with instructions for use.

About I-20

I-20 a controlled, numbered U.S. government form issued by VCU under strict U.S. government regulations. The information and documents requested below are legally required for VCU to provide an I-20 to you.

Part 1: Type of I-20 Needed

Please select only one of the following options.

- Initial** - You are not in F-1 status. You will use Form I-20 to apply for an F-1 visa stamp from a U.S. consulate outside the U.S. (citizens of Canada are exempt from this requirement). You will then travel to the U.S. and ask Customs and Border Protection (CBP) to admit you in F-1 status (this requirement applies to citizens of all countries including Canada). Upon admission to the U.S. in F-1 status by CBP, you will be in F-1 status and immediately subject to the F-1 regulations. For VCU's guidance about using an I-20 to apply for an F-1 visa stamp at a U.S. consulate, please go to <https://global.vcu.edu/students/immigration/f-1/> ("How does consulate processing work?")
- Transfer** - You are in the U.S. and in F-1 status but currently enrolled at another (non-VCU) school. You will follow your current school's procedures for requesting the release (transfer) of your Form I-20 to VCU via SEVIS. The release of your Form I-20 to VCU via SEVIS is not the end of the transfer process. On or within 30 days of the release date, you will contact GEO Immigration Services (GEOIS@vcu.edu) to complete VCU's Immigration Check-In process and to request a VCU Form I-20 marked "Transfer Complete". For guidance about your current school's procedures for initiating a transfer of your I-20 from that school to VCU, please contact your current school.
- Change of Status** - You are in the U.S. but in a non-F-1 status (example: F-2, H-4, etc.). You will submit Form I-20 as part of your request to USCIS to change your status to F-1 status by filing a Form I-539 Application to Change/Extend Nonimmigrant Status. When USCIS approves the I-530 application, they will send a Form I-797 F-1 approval notice to you with an effective (start) date on it. You will be in F-1 status as of the start date on the F-1 approval notice. For VCU's guidance about filing an I-20 to USCIS with an I-539 Application to Change/Extend Nonimmigrant Status, please go to <https://global.vcu.edu/students/immigration/f-1/> ("How does USCIS processing work?")

Part 2: Basic Information About You (Student)

Last (Family) Name*	First (Given) Name	Other Names(s) (all)
Date of Birth (MM/DD/YYYY)	Country of Birth	Country of Citizenship
VCU Identification # V	Email	Telephone (Country Code + Number)

Address outside the U.S. (legally required for I-20 processing)			
City	State/Province	Country	Postal Code

Current U.S. address (if any)			
City	State	Country	Postal Code

Do you have a spouse or minor children (under age 21) who need F-2 dependent visas attached to your F-1 visa?	<input type="checkbox"/> Yes
If yes, please see Part 5 below.	<input type="checkbox"/> No

Part 3: Which VCU program will you be enrolling in?

Please select only one of the following options.

- Undergraduate (Bachelor's) MD Certificate English Language Program (ELP)
- Master's DDS
- Doctoral

Part 4: Your Current U.S. Immigration Status

Please select only one of the following options.

- I am not in the U.S.
- I am a transfer student and my current U.S. college/university is: _____
- I am currently in the U.S. and my status is: _____

Part 5: Your VCU Costs and Financial Documentation

Please provide documentation to show that you have, at the time the I-20 is issued to you, sufficient funds to cover the cost of at least one year's VCU tuition and fees plus living expenses for the Richmond, Virginia area.

Estimated VCU Tuition, Fees, and Living Expenses (2022-2023 Academic Year)

Program	VCU Tuition & Fees	Books/Supplies/Insurance	Living Expenses	Total
Undergraduate (Bachelor's)	\$37,588	\$3,994	\$17,647	\$59,229
Master's	\$30,328	\$3,994	\$17,647	\$51,969
Doctoral	\$26,622	\$3,994	\$19,502	\$50,118
MD	\$62,394	\$4,784	\$27,304	\$94,482
DDS	\$89,816	\$5,828	\$30,794	\$126,438
English Language Program (ELP)	\$9,900	\$3,994	\$17,647	\$31,541

Total above is the estimated total cost of just one year of VCU studies. If your VCU program is expected to take more than one year (most do) you should be prepared to have sufficient funds to cover at least the Total above for several years.

Living Expenses above is the estimated cost of living only for you (F-1 student) for just one year of VCU studies. Living Expenses includes books, educational supplies, housing, food, medical insurance, auto or other local transportation, personal maintenance, etc., for you (F-1 student) only. This is a minimum estimate. Actual living expenses could be much higher.

Dependent Expenses

If you answered Yes to the question in Part 1 about dependents, please be advised that you provide documentation to show that you currently have sufficient funds to cover the cost of at least \$5,000 to cover just one year's living expenses for each dependent regardless of their age. If your VCU program is expected to take more than one year (most do) you should be prepared to have sufficient funds to cover each dependent's living expenses at \$5,000 per year for several years. This is a minimum estimate. Actual living expenses could be much higher.

For each F-2 dependent:

Last (Family) Name	First (Given) Name	Other Name(s) (all)
Date of Birth (MM/DD/YYYY)	Country of Birth	Country of Citizenship
Relationship to Student (Spouse or Child under age 21)		
Currently in the U.S.?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, what is their current U.S. immigration status?		

Last (Family) Name	First (Given) Name	Other Name(s) (all)
Date of Birth (MM/DD/YYYY)	Country of Birth	Country of Citizenship
Relationship to Student (Spouse or Child under age 21)		
Currently in the U.S.?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, what is their current U.S. immigration status?		

If more than two dependents, please attach their information on a separate sheet.

Calculate Your Estimated VCU Costs

Program Total Above	\$
\$5,000 per dependent	\$
Total Estimated VCU Costs	\$

Financial Documentation

For I-20 issuance, you must provide documentation to show that you currently have sufficient funds to cover at least one year of the cost of your Total Estimated VCU Costs above.

Acceptable Documents:

Bank Statement. The bank can be either a U.S. or foreign bank. The account must be in your name or in the name of your immediate family member (parent or spouse). The statement cannot be older than 30 days at the time you submit it

to VCU. If the statement is not in English, you must provide an English translation of the statement. VCU cannot translate the document for you. If the account balance is not shown in U.S. dollars (USD), VCU will obtain a conversion report for the currency.

Government or Organizational Sponsor. Example: Letter from your home country government or an organization stating the amount of funding they will be providing to you for the 2022-2023 academic year. The letter cannot be older than 60 days at the time you submit it to VCU. If the letter is not in English, you must provide an English translation of the letter. VCU cannot translate the letter for you. If the account balance is not shown in U.S. dollars (USD), VCU will obtain a conversion report for the currency.

Personal Sponsor. Example: A friend or relative other than a spouse or parent who will provide funds to support your VCU studies. The personal sponsor must be either a U.S. citizen or permanent resident (green card holder). Using this funding source is legally complicated and will require the sponsor to complete a Form I-134 Declaration of Financial Support. Please contact us to discuss this option before proceeding.

VCU Financial Aid or Scholarship Award Letter. Letter from VCU stating the amount of funding they will be providing to you for the 2022-2023 academic year. The letter cannot be older than 60 days at the time you submit it to VCU.

Other forms of documentation may be acceptable. Please contact us to discuss the matter before proceeding.

Part 6: Student Statements

Please review and affirm the following statements by signing below. If you have any questions about the statements, please contact us by email before signing.

- All of the information provided on this form and attached documentation is true and accurate to the best of my knowledge.
- I understand that the VCU program tuition and fees shown above are shown in U.S. dollars and are for the 2022-2023 academic year only and are subject to change annually. I understand that VCU tuition and fee rates are set by the Board of Visitors (BOV). The BOV meets every May and reserves the right to change any and all tuition and fees.
- I understand that if a sponsor is paying my VCU tuition, fees, room and/or board, my sponsor's billing authorization for payment must be unconditionally guaranteed and a copy of the billing authorization, which should include my VCU student V#, must be provided by me to the VCU Student Financial Services department each semester. Payment is due by the due date indicated on the bill from the Student Financial Services. I understand that I am ultimately responsible for payment, should the sponsor default on their payment.
- I will comply with all F-1 visa regulations, including, but not limited to, the following:
 - Immigration Check-In after arriving in the U.S. as directed by the Global Education Office (GEO).
 - Enrollment in a full course of study (FCS) each Fall and Spring semester. It is my responsibility to understand the FCS requirement and to seek clarification from GEO about it in a timely way. Information about the FCS requirement is online at <https://global.vcu.edu/students/immigration/>
 - F-1 visa employment authorization requirements and restrictions. I understand unauthorized employment (even unintentional) is forbidden. Information about F-1 visa employment authorizations is online at <https://global.vcu.edu/students/immigration/>
- I understand that even unintentional non-compliance with the F-1 regulations can lead to immediate loss of F-1 status, which is difficult and costly for me to resume.
- If I have any questions or concerns about F-1 visa regulations, I will seek written clarification from GEO Immigration Services before acting. I can reach GEO Immigration Services at GEOIS@vcu.edu.

Student Name (Printed)	Date
Student Signature	

Part 7: Submit Your Request for I-20

Email the completed Request for I-20 to us with the following required documents at EMAIL.

1. Biodata page of your unexpired passport
2. Biodata page for each dependent's unexpired passport
3. Financial documentation
4. I-20 from your current school (transfer student only)
5. If you are currently in the U.S., a copy of your I-94 record showing your current U.S. immigration status obtained from <https://i94.cbp.dhs.gov/i94/#/home>

For legal reasons, we cannot review an incomplete Request for I-20 or a request submitted without the required documents.

Submitting an incomplete Request for I-20 or neglecting to submit the required documents will delay processing of your request.

If we have any questions or concerns about your request, we will let you know by email. If we can approve your request, we will send your I-20 to you by email with instructions for use.