



VCU Strategic Enrollment Management
and Global Initiatives



I-20 REQUEST FORM

**Global Education Office
Immigration Services**



CONTACT US:

geois@vcu.edu



Request for an I-20

GETTING STARTED

The [Form I-20](#) is 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. 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 begin your studies at VCU.
- Is currently enrolled at VCU in a status other than F-1 and you want to change to F-1 status to continue your studies.

Instructions

- ✓ Complete the Request for an I-20
- ✓ Attach the required documents
- ✓ Email the Request for an I-20 and all required documents to geois@vcu.edu

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.

GEO Immigration Services (GEOIS)

Division of Strategic Enrollment Management and Global Initiatives

Virginia Commonwealth University

+ 1 (804) 828-0595

geois@vcu.edu

www.global.vcu.edu

[Virtual Campus Tour](#)



VCU

Strategic Enrollment Management
and Global Initiatives

PART 1: Type of I-20 Needed

Please select ONE of the following:

Initial - For applicants outside of the U.S. You will use the Form I-20 to [apply for an F-1 student visa](#) at a U.S. embassy/consulate. Students are encouraged to obtain their I-20 as soon as possible to leave ample time to schedule a [visa interview](#). Planning ahead and obtaining your I-20 well in advance of your start date gives you the best possible selection of appointment dates, especially in parts of the world with lengthier [wait times](#).

Transfer - For students transferring their F-1 SEVIS record to VCU from another U.S. school. You will need to complete this Request for an I-20 and receive GEOIS approval before your record is released from your current school.

Change of Status (COS) - For applicants or students in the U.S. who want to [change their current nonimmigrant status](#) (F-2, H-4, etc.) to F-1. The COS I-20 is only for individuals who **are not** planning to depart the U.S. to apply for an F-1 visa at a U.S. embassy/consulate.

Part 2: Information About You (Student)

Please enter your name exactly as it appears on your passport.

Last (Family) Name	First (Given) Name	Middle Name (s) or Initial(s)
Date of Birth (MM/DD/Year)	Country of Birth	Country of Citizenship
VCU Identification Number (on your acceptance letter) V	Telephone Number (including country code)	
VCU Gmail Address (@vcu.edu)	Personal (alternate) Email Address	
Street Address Outside of the U.S. <i>(Legally required for Initial I-20 processing)</i>		
City	State / Province	Postal Code <i>(if any)</i>
Street Address Inside of the U.S. <i>(F-1 transfer & Change of Status applicants)</i>		Apartment/Unit Number
City	State	Postal Code

Part 3: Information About Your Program of Study

Please select ONE of the following. I have been admitted for the:

Spring semester (January)

Summer session (May)

Fall semester (August)

Year _____

Degree (Program) Level

Undergraduate (Bachelor's)

Doctoral

Undergraduate Certificate

First Professional (MD, DDS, & PharmD)

Master's ([GEIP](#))

Graduate Certificate

Master's (Other)

English Language Program ([ELP](#))

Part 4: Your Current U.S. Immigration Status

Please select ONE of the following:

I AM NOT currently in the U.S.

I am in the U.S. and transferring to VCU from the following college/university or high school: _____

I am in the U.S. in a status other than F-1 (*For example: H-4, J-2, or F-2*). My current status is: _____

Part 5: Estimated Costs & Required Financial Documentation

To receive an I-20, you must provide evidence of sufficient funds to cover a year's worth of living and study-related expenses or the expenses for the length of your program, whichever is shorter. Please see the chart below for a description of the **minimum** amount that must be demonstrated based on your degree level.

Estimated Tuition, Fees, & Living Expenses (2026-2027 Academic Year)

Program	VCU Tuition & Fees	Living Expenses	Books, Supplies, & Health Insurance	Total
Undergraduate (Bachelor's)	\$41,377	\$24,046	\$4,702	\$70,125
Master's – Graduate Education Innovation Program (GEIP)	\$19,924	\$24,046	\$4,702	\$48,672
Master's - Other	\$33,746	\$24,046	\$4,702	\$62,494
Doctoral	\$29,516	\$24,046	\$4,702	\$58,264
MD	\$67,141	\$30,875	\$4,702	\$102,718
DDS	\$86,693	\$30,875	\$4,702	\$122,270
International Dentist Program (IDP)	\$113,247	\$30,875	\$4,702	\$148,824
PharmD	\$41,351	\$30,875	\$4,702	\$76,928
English Language Program (ELP)	\$10,560	\$24,046	\$1,290	\$35,896

Dependent Expenses: If you are requesting I-20s for any F-2 dependents (*spouse and/or minor child/children*), you must provide evidence of an **additional \$5,000 per dependent**, regardless of their age.

Note: Students' actual expenses may vary. **The estimated totals above DO NOT include individual department or program fees.** Please be sure to reach out to your academic department if you are unsure of how any department or program fees will be applied to your tuition bill.

Estimates also DO NOT include travel-related expenses or expenses for a computer (laptop, desktop, tablet, etc.).

Financial Documentation

Acceptable Financial Documents	
Personal Bank Statements <i>For self-funded students</i>	Personal bank statement(s) must contain your name, the name of the financial institution, the last few digits of your account number, and your current account balance .
Statement of Financial Support <i>For students receiving funding from relatives or other individual sponsors</i>	Students receiving financial support from a family member or another individual sponsor must have that person complete the Statement of Financial Support AND attach their bank statement(s). <i>Statements of Financial Support submitted without bank statements will not be accepted. Separate Statements of Financial Support should be submitted for each individual sponsor.</i>
Government or Organizational Sponsorship Letter	You may submit a letter from your home country government or an external (non-VCU) organization declaring the amount of funding they will be providing to you for the upcoming academic year. If the letter does not include a specific dollar amount, it must list categorically what it will cover (tuition, fees, room and board, health insurance, etc.).
VCU Scholarship or Financial Award Letter <i>Graduate Assistantship (GA), Research Assistantship (RA), Teaching Assistantship (TA), and Athletics Grant-In-Aid awards are included in this category.</i>	Your VCU scholarship or financial award letter must clearly outline the amount of funding that will be provided to you for the upcoming academic year. If the letter does not include a specific dollar amount, it must list categorically what it will cover (tuition, fees, room and board, health insurance, etc.).

Additional Criteria for Financial Documents:

- **Financial documents must be no more than 30 days old at the time they are submitted.**
- Bank statements must contain the name of the account holder, the name of the financial institution, the last few digits of the account number, and the **current** account balance.
- Average account balances will not be accepted.
- Digital bank statements (e-Statements) are acceptable. Statements do not have to be notarized or signed/stamped/sealed by a bank official.
- Financial documents submitted in any language other than English must be accompanied by an English translation.
- Financial documents should include the current balance in U.S. dollars (USD) or be submitted with a currency conversion.
- **The following items cannot be accepted as evidence of financial support:** stocks or bonds; pay stubs or statements; employer salary confirmation letters; tax returns; property deeds; business records; appraisals of property, including vehicles, jewels, or artwork; gold, silver, or other precious metals certificates; cryptocurrency; NFTs; etc.

Statement of Financial Support

To receive the [Form I-20](#), students must provide evidence that they have sufficient funds to cover a year's (two semesters') worth of living and study-related expenses or the expenses for the length of their program, whichever is shorter. The purpose of this Statement is to document the amount of financial support for the student that will be provided by their family member or another individual sponsor. Please see the chart above for a description of the minimum amount that must be demonstrated based on the student's degree level.

Please provide the information requested below and attach the required financial documentation to demonstrate your support for this student. **Separate Statements of Financial Support should be submitted for each individual sponsor.**

Sponsor's Last Name	First Name
Telephone Number	Email Address
Relationship to the Student	Country of Citizenship

Amount of Financial Support

I will provide _____ with financial support in the
(Student's Name)

amount of \$ _____ USD.

As evidence that I have at least the U.S. dollar amount shown above immediately available to me, **I am attaching the following document(s):**

Bank statement(s) for a checking or savings account in my name

Loan approval letter in my name

Other. Please specify: _____

Sponsor Name (Printed)	
Sponsor Signature	Date Signed

F-2 Dependents

Please include the information for any F-2 dependents (*spouse and/or minor child/children*) and attach their passports. For more than three (3) dependents, use a separate sheet.

Reminder: If you are requesting I-20s for any F-2 dependents, you must provide evidence of an additional \$5,000 per dependent, regardless of their age.

You may skip this page if you are not requesting any F-2 I-20s.

Last (Family) Name	First (Given) Name	Middle Name(s) or Initial(s)
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.?	If Yes, what is their current U.S. immigration status?	

Last (Family) Name	First (Given) Name	Middle Name(s) or Initial(s)
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.?	If Yes, what is their current U.S. immigration status?	

Last (Family) Name	First (Given) Name	Middle Name(s) or Initial(s)
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.?	If Yes, what is their current U.S. immigration status?	

Part 6: Student Statements

Please review and affirm the following statements by signing below:

- 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 tuition and fees listed above are shown in U.S. dollars and are subject to change annually.
- I understand payment is due by the date indicated on the bill from [VCU Student Financial Services](#). I understand that I am ultimately responsible for ensuring timely payment, even if my sponsor or sponsoring entity does not submit payment as expected.
- I will comply with all F-1 visa regulations, including, but not limited to, those on the GEO Immigration Services [website](#).
- 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 the F-1 visa regulations, I will contact geois@vcu.edu to seek clarification.

Student Name (Printed)	Date Signed
 Student Signature	

Part 7: Submit Your Request for an I-20

All applicants must email their completed requests to geois@vcu.edu with the following:

VCU Acceptance Letter

Passport (*picture/biographical page only*)

Financial Documentation

Transfer and Change of Status applicants must also submit:

Current school's Form I-20 (*the most recent version*)

Current visa or USCIS Approval Notice

[Form I-94](#) (*"Get Most Recent" I-94; Not the Travel History*)

Applicants requesting I-20s for F-2 Dependents must submit:

Passports for all F-2 dependents

F-2 Dependents (*Please see the next page*)

Note: Submitting an incomplete request will delay processing. If we can approve your completed request, we will send your I-20 to you by email with instructions for use.