

INTERNATIONAL STUDENT REQUEST PACKET

INSTRUCTIONS

GENERAL

1. For **ALL New LSUSHC** Students Send the [F-1/J-1 Student I-20/DS-2019 Application Kit](#) to the prospective International Student. You will need information, documents and signed forms from the International Student before you are able to complete LSUHSC-38 and the request packet. The completed International Student Application Kit and all documents must be provided with the request packet.
2. Complete International Student LSUHSC-38 (I-20/DS-2019 Request Form) attaching necessary additional documents as appropriate based on the information provided by the International student in the Application Kit if applicable.
3. Individual preparing request must complete and sign LSUHSC-39 International Student Request Packet Checklist and attach to packet.
4. Once forms are fully complete and signed, forward to International Services.
5. International Services will review application and, if complete, will issue and sign the appropriate document.

FORMS ISSUED

An I-20/ DS-2019 issued to “**Begin a new program**”/”**Allow dependents to enter separately**” will be returned to the sponsoring department for transmittal to the international student/dependents.

An I-20/DS-2019 issued to **Transfer** to LSU HSC from another SEVIS sponsor will be available for pick up in International Services once the International Student has arrived at LSU HSC and checked in with ISO.

An I-20/ DS-2019 issued for **Extension or Change in Education Level** will be available for pick up in International Services.

An International Student may request a replacement for a lost/stolen/damaged I-20/DS-2019 directly to the ISO via email to rall11@lsuhsc.edu. This *only* applies to replacement forms which require **no** changes.

REQUEST FORM

Complete **LSUHSC-38 (I-20/DS-2019 Request Form)** as follows:

Obtain necessary biographical data from the International Student using the F-1/J-1 I-20/DS-2019 Application Kit, if applicable.

Indicate the purpose of the form:

- **Begin New program**
 - Use for Students (and dependent(s)) who are not currently in the U.S. who will begin a course of study at LSUHSC.
 - Use for persons in the U.S. in another status other than F-1/J-1 Student who request immigration status sponsorship by LSUHSC as an F-1 or J-1 Student. (H-4, J-2, F-2, etc.)
- **Change in Education Level (see Addendum #1)**
 - Use for LSUHSC Students completing one course of study and beginning a new course of study at the same level or a higher level e.g. Bachelor's to Master's, Master's to Doctorate, Master's plus second Master's OR
 - Use for LSUHSC Students who are already enrolled at a particular education level who have chosen not to complete that level, e.g. Doctorate student who elects to only complete Master's requirements.
 - Do not use for Non-LSUHSC students already in F-1/J-1 status at another institution, should use transfer.
- **Permit Family to Enter U.S. Separately (see Addendum #2- form can be completed alone without full Application Kit)**
 - Use to permit a Student's dependent(s) (Spouse, Children under 21 only) to join them in the United States *after* they have arrived at LSUHSC.
 - Use to permit a Student's dependent(s) Spouse, Children under 21 only) to obtain J-2 or F-2 dependent status if already in the U.S. in another status.
- **Transfer Student's program from another SEVIS program sponsor (see Addendum #3.)**
 - Use for Students who are currently in F-1 or J-1 Student status at another institution.
- **Extension of current on-going program (see Addendum #4)**
 - Use to request a later completion date for the current program listed on the current I-20/DS-2019.
- **Other (see Addendum #5)**
 - Use to correct errors on a previous I-20/DS-2019
 - Name misspelled, other biographical information incorrect

- Wrong education level indicated
- Wrong major indicated
- Defer attendance (if deferral requested by student **in writing** no later than **15 days (J-1) or 45 days (F-1)** following start date on the form **and** student has not yet entered the U.S. OR is waiting on an F-1/J-1 Change of Status approval.)
- Use if a student changes Major, declares a second Major, declares a Minor.
- Use to update Financial Information (without corresponding Extension)
 - Begin/End of Student Worker Appointment
 - Begin/End of Assistantship
 - Begin/End of Tuition Waiver
 - Begin/End Stipend
- Use to shorten program
 - Graduating *prior* to completion date on current form
- Reinstatement (consult with International Services)
 - Use for Students whose SEVIS record is no longer ACTIVE.

Provide duration of program of study requested with beginning and end dates and normal completion time.

FINANCIAL VERIFICATION

Minimum financial support for Student living expenses is \$23,772 in addition to each school's tuition and fees. Each sponsored Dependent requires an additional \$3500/year. These amounts must be met and verified each time a new or updated I-20/DS-2019 is requested. Any variation to the amounts for living expenses must be approved by the ISO.

Verification of adequate financial resources must be provided if funding source is not LSUHSC.

- This verification must be on official letterhead of the funding agency (translated as appropriate) indicating the U.S. dollar amount and dates of support.
- If personal funds, verification on official letterhead from a financial institution is required.
- If family funds, verification on official letterhead from a financial institution **and** a letter/affidavit pledging support to the student whose name appears on the form is required.

SUPPORTING DOCUMENTS

Remember to attach copies of passport, visa, I-94 and copies of all previously issued relevant forms (i.e. DS-2019, I-20, etc) for new LSUHSC students and their dependents. If the spouse or unmarried children under the age of 21 (dependent(s)) will accompany the International Student to the U.S., the sponsoring department should obtain the required documents from the

prospective International Students for their dependents, as specified in the F-1/J-1 Application Kit.

(An Acceptance Letter for all New LSUHSC Students or Current LSUSHC Students entering a new Program must be provided with all application packets.)

Utilize LSUHSC-39 International Student Request Packet Checklist to determine that all required forms and documents are complete and signed by the appropriate individual. Once forms are fully complete and signed by all including the Dean, forward to International Services.

INSURANCE

The insurance requirement for all **J-1 Students and their Dependents** remains the same. LSU HSC-34 is now part of the F-1/J-1 Application Kit, which is completed by the beneficiary.

To avoid purchasing coverage that a J-1/J-2 does not need/cannot use, LSU HSC-34 must now be completed by the student and the insurance provider and returned by the Exchange Visitor before they leave their home country and/or transfer, *but always* prior to their arrival at LSU HSC. Coverage dates must coincide with the date they transfer to LSUHSC or arrive in the U.S. (not necessarily the program start date), and should be for a minimum of two months of coverage at initial arrival at LSUHSC. **If a J-1 student or their dependent(s) arrives at LSUHSC without coverage, their program is subject to termination.**

Following initial arrival at LSUHSC, International Services will take over verifying that all **J-1 Students and their Dependents** are maintaining the required coverage, as usual.

There is currently no federal regulation requiring insurance coverage for F-1 Students and their Dependents, so ISO does not monitor those students in this regard though the F-1/J-1 Application Kit does strongly encourage those students to purchase coverage for themselves and their dependents.

LSUHSC-38 Addendum #1

CHANGE IN EDUCATION LEVEL

LSUHSC Students who have completed a course of study at LSUHSC and wish to begin a new course of study at the same or higher educational level also at LSUHSC must receive a new I-20/DS-2019 reflecting information about the new course of study to be issued to the F-1/J-1 Student and their dependents.

LSUHSC Students who are already enrolled at a particular education level who have chosen not to complete that level, e.g. Doctorate student who elects to only complete Master's requirements must also receive an updated I-20/DS-2019 reflecting the change in their course of study.

For students who have completed a course of study at another SEVIS institution and wish to begin a new course of study at LSUHSC, a transfer I-20/DS-2019 should be requested. **(See Addendum # 3)**

LSUHSC-38 Addendum #2

PERMIT FAMILY TO ENTER THE UNITED STATES SEPARATELY

If F-2/J-2 dependents (spouse and unmarried children under the age of 21) do not enter initially with the International Student and later join them in U.S., a Form I-20/DS-2019 must be obtained through International Services **for each dependent**. Complete LSUHSC-38 (I-20/DS-2019 Request Form), and LSUHSC-34 (Certificate of Health, Accident, and Repatriation Insurance). All J-2 dependents are required by DOS to obtain and maintain health, accident, medical evacuation and repatriation insurance for the entire U.S. stay.

Appropriate documents to attach to the Request Packet are as follows:

- Copy of Marriage Certificate with English Translation
- Copy of Birth Certificate with English Translation for each child
- Copy of Dependent's passport (ID, issuance, expiration page)
- Information on U.S. Consulate where the dependent will make application for the J-2 visa (City/Country)
- Planned date of U.S. entry
- Information on length of proposed stay (i.e. remainder of International Student's course of study, shorter visit -approximate dates needed)

SEVIS functionality only permits dependents to be added while the International Student is in initial status but *before* they are issued an entry visa OR *after* the International Student has arrived and their SEVIS record is in Active status. International Students and dependents should consider this restriction when making travel plans and requests for I-20/DS-2019 forms.

Form I-20/DS-2019 will be prepared exactly as the original form except the purpose indicated is "Permit visitor's immediate family to enter the United States separately" and bears a current signature and issuance date.

Upon arrival in the United States, the F-1/J-1 Student and sponsoring department are responsible for providing a copy of the Dependent's passport, visa, I-94, and copy of Form I-20/DS-2019 utilized for entry, as well as reporting to the ISO any planned travel outside the U.S.

Dependents who do not intend to stay for the full duration of the International Student's course of study, but will visit for shorter trips may also consider using B-2 status which does not carry the same financial/insurance requirements as F-2/J-2 status. International Students whose dependents wish to use this option may request a support letter by submitting the [required information](#) to International Services.

Addendum #2 Form (Completed by F-1/J-1 Student) Permit Family to Enter U.S. Separately

SEVIS functionality only permits dependents (F-2/J-2) to be added before the F-1/J-1 is issued an entry visa **OR** after the F-1/J-1 has arrived and their SEVIS is in Active status. Students and dependents should consider this restriction when making travel plans and requests for I-20/DS-2019 forms.

FAMILY INFORMATION: (For family members who will also apply for F-2/J-2 status. Only legal spouses and children under the age of 21 are eligible for F/J dependent status.) *Provide passport information page, current immigration documentation if in the U.S. and documentation of relationship (marriage license/birth certificate, translated if necessary) for each dependent.

Full Name(LAST, First Middle)	Relationship	Date of Birth	Place of Birth(City,Country)	Nationality
_____	_____	_____	_____	_____

Full Name(LAST, First Middle)	Relationship	Date of Birth	Place of Birth(City,Country)	Nationality
_____	_____	_____	_____	_____

Full Name(LAST, First Middle)	Relationship	Date of Birth	Place of Birth(City,Country)	Nationality
_____	_____	_____	_____	_____

Full Name(LAST, First Middle)	Relationship	Date of Birth	Place of Birth(City,Country)	Nationality
_____	_____	_____	_____	_____

Do **your dependents** have any applications or petitions currently pending with USCIS? Yes No
 If yes, please state what applications are pending and status requested*: _____
 (*provide copy of Receipt Notice(s))

Evidence of Funding*

Each F-1/J-1 Student must provide evidence of funding for \$3,500/year for each sponsored dependent in addition to the minimum required living expenses of \$23,772/year for all international students. An F-1/ J-1 Student whose current funding level does not reach this amount will be advised to obtain additional funding, and provide acceptable evidence of such funds before any dependent I-20/DS-2019 forms will be issued by International Services.

ADDITIONAL DOCUMENTATION: For each dependent, attach copies of all previous entry, work or visitor visas, **Current** passport, Both Sides of I-94 card or printout of electronic I-94 record from [CBP website](#) (if in U.S.)

Signature of F-1/J-1 Student

Printed Name

Date

LSUHSC-38 Addendum #3

TRANSFER OF F-1/ J-1 STUDENT TO LSUHSC FROM ANOTHER SEVIS SPONSOR

Before agreeing to transfer an International Student from another institution, copies of all previous Forms I-20/DS-2019, as well as a copy of the passport, Form I-94 and entry visa must be forwarded as part of the request packet to International Services in order to determine transfer eligibility. Make certain one of the copies of Form DS-2019 indicates “To Begin A New Program” in the upper right hand corner.

The International Student’s current program sponsor must also complete the “Transfer In” request form and provide any required documentation, which should be submitted with the Request packet.

The International Student is required to maintain a valid passport during his or her period of stay. The passport should be valid for six months beyond the requested transfer dates. An International Student may transfer to an LSUHSC program if the I-94 indicates D/S (Duration of Status). If the I-94 has a termination date, Form I-539 (with appropriate fee) must be executed with the I-20/DS-2019 and requires USCIS adjudication. Call International Services for appropriate fee.

International Services will verify transfer eligibility and issue and sign the appropriate I-20/DS-2019 and provide to the International Student once the transfer date has passed and the Student has arrived on the LSUHSC campus.

LSUHSC-38 Addendum #4

EXTENSION

Complete LSUHSC-38 (I-20/DS-2019 Request Form). The Dean's signature is not required for ongoing extensions **unless** the extension puts the student's course of study **more than one year** outside of normal completion time.

If not LSUHSC funded, attach financial verifications for extension period with appropriate translation.

Indicate the new completion date to include the extension. Requests for extension may only be entered in one year increments due to SEVIS system limitations. **ALL** extensions require justification (using the appropriate letter template).

An International Student's participation in the LSUHSC program of study may be extended if the I-94 indicates D/S (Duration of Status). If the I-94 has a termination date, Form I-539 (with appropriate fee) must be executed with the I-20/DS-2019 and requires USCIS adjudication.

Once all approvals are obtained, International Services will issue an executed Form I-20/DS-2019 to the exchange visitor reflecting the extended completion date.

The International Student is required to maintain a valid passport during his or her period of stay. The passport should be valid for six months beyond the requested extension.

If the School is seeking an extension **in excess of one year past normal completion time** specified for the course of study, the School shall adequately document the reasons which justify the extension (using the appropriate letter template) and secure the prior written approval of the Dean or Dean's designee.

LSUHSC-39 (INTERNATIONAL STUDENT PACKET CHECKLIST)

Must be completed and attached for the application to be considered complete. Individual preparing request, not necessarily the faculty sponsor, should sign completed checklist as appropriate and attach to request.

1. LSUHSC-38 (I-20/DS-2019 Request Form). Attached N/A

2. Completed J-1/F-1 Application Data Sheet Attached N/A

3. LSUHSC-35 (Information Regarding Program Termination) Attached N/A

4. J-1 Insurance Information Page signed by applicant Attached N/A

5. "Transfer In" form completed. Attached N/A

6. Attach formal letter of acceptance to School/Program. Attached N/A

7. Attach financial verification if not funded by LSUHSC Attached N/A

8. Attach copies of current passport, entry visa, I-94, and relevant forms (DS-2019, I-20, I-797 Notices) if currently in U.S. Attached N/A

Signature

Date

6. English proficiency:
- The student has the required English proficiency.
 - The student is not yet proficient, English instruction will be given at the school.
 - English proficiency is not required because: _____

7. LSUHSC estimates the student's average costs for an academic term of 12 months to be (please refer to the current LSUHSC Non-Resident Cost breakdown for the appropriate School):

- a. Tuition and Fees \$ _____
 - b. Living Expenses \$ 23,772
 - c. Expenses of Dependents \$ _____ (minimum \$3,500 each)
 - d. Other (specify-books,etc) \$ _____
- Total** \$ _____

8. LSUHSC has information showing the following as the student's means of support, estimated for an academic term of 12 months (**must attach financial verifications**):

- Student's Personal Funds \$ _____
 - Family Funds \$ _____
 - Tuition Waiver by LSUHSC \$ _____
 - Funds from Another Source \$ _____
(specify type & source) _____
 - On Campus Employment \$ _____
(Stipend, Assistantship, if any
Or as Student Worker)
- Total** \$ _____

Faculty Sponsor Name: _____ Signature: _____ Date: _____

Department Head: _____ Signature: _____ Date: _____

Dean/Designee Name: _____ Signature: _____ Date: _____

Contact Person: _____ Tel #: _____ Fax #: _____ Email: _____

APPROVED INTERNATIONAL SERVICES: _____
Remy Allen *Date*