

## Request Form for I-20 Documents

Welcome to the University of Washington Seattle campus! You must complete this request form and be issued a Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status," if you will be studying in F-1 student status during your graduate program. Your I-20 will be issued by Graduate Enrollment Management Services (GEMS), a team within the UW Graduate School. Review the below instructions carefully and complete all applicable sections of this form. Please only submit this request when you have decided you will be attending the University of Washington in F-1 status.

*This request is for use by UW Seattle campus students only. If you are admitted to a program on the UW Bothell or Tacoma campus, please email their international office for I-20 instructions.*

**Bothell:** [uwbintl@uw.edu](mailto:uwbintl@uw.edu) **Tacoma:** [uwtiss@uw.edu](mailto:uwtiss@uw.edu)

**Notice:** 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.

### Instructions:

- Determine** the type of I-20 you are requesting and complete the form sections as indicated below.
  - **Initial I-20** to apply for F-1 student status and enter US with UW Graduate School I-20  
*Complete sections 1 and 2*
  - **Change of degree level or change of graduate program** (current UW Seattle students, including those on OPT)  
*Complete sections 1, 2 and 3*
  - **Transfer I-20** to the UW Graduate School, Seattle Campus (if you are transferring from another U.S. school, UW Tacoma, UW Bothell, or UW International & English Language Programs)  
*Complete sections 1, 2 and 4*
  - **Change or other nonimmigrant status** to F-1 student status  
*Complete sections 1, 2 and 5*
- Review** the UW Graduate School Financial Ability Requirement to determine educational costs and obtain financial documentation. <http://grad.uw.edu/admissions/understanding-the-application-process/international-applicant-information/financial-ability-requirement/>
- Prepare** your UW email address for I-20 delivery. Due to the current COVID-19 situation, the U.S. government recently announced a temporary policy change allowing U.S. schools to electronically sign and email I-20 forms. Your electronic Form I-20 is delivered to your UW email address. <https://www.ice.gov/doclib/coronavirus/covid19faq.pdf>
- Upload** the following documents as one PDF file to your Pre-Registration page (not to exceed 2 MB):
  - Request form for I-20 documents (completed sections only)
  - Financial documentation
  - Passport photo page (*highly recommended* - name errors cause serious visa & border crossing/problems)
  - English proficiency documentation (if applicable)
- Track** the status of your I-20 request on your Pre-Registration page. We will email you if there are any questions or problems with your request. Log in to your application as a Returning Applicant to access this page.

### Section 1: Applicant Information

1. Your name as it appears on the primary identifier from your passport's machine readable zone:

Surname/Primary Name:  Given Name(s):

2. Your UW Student Number:

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

Month:  Day:  Year:

4. Select the type of I-20 you are requesting, then complete the sections indicated below:

- Initial I-20* to apply for F-1 student status and enter US with UW Graduate School I-20  
**Complete sections 1 and 2**
- Change of degree level or change of graduate program* (current UW Seattle students only, including those on OPT)  
**Complete sections 1, 2 and 3**
- Transfer I-20* to the UW Graduate School, Seattle Campus (if you are transferring from another U.S. school, UW Tacoma, UW Bothell, or UW International & English Language Programs)  
**Complete sections 1, 2 and 4**
- A change of other non-immigrant status* to F-1 student status  
**Complete sections 1, 2 and 5**

5. Are you declaring any 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.

6. Electronic I-20 Delivery:

Enter your UW email address for I-20 delivery:

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](#)

Check below how you are meeting this requirement and attach documentation to this request form:

- 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 from Undergraduate Institution
- Successful Completion of UW Intensive English Program

**Section 2a: Financial Resources**

Surname/Primary Name:  Given Name(s):   
Your UW Student Number:

**Estimated total expenses for academic year 2021-22:**

- Academic Year: \$57,210.00 (Autumn Start, 9 months)
  - Calendar Year: \$75,927.00 (Winter/Spring/Summer Start, 12 months)
  - Expenses for Dependents: Spouse \$12,476.00; Child \$8,880.00 per year per child
- If declaring dependents, attach additional proof of funding for their expenses.

U.S. immigration law requires international students show proof of funding for one year. Any combination of funds is acceptable, but you must demonstrate the total estimated costs for tuition and living expenses. See [UW Graduate School Financial Ability Requirement](#) for more details.

**Indicate below which type(s) of funding you will use (ATTACH the proof of funding like bank statement or sponsor letter to this request form):**

- 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.\$
- I have received confirmation of funding from my UW department (e.g. Research/Teaching/Staff Assistant or other tuition waiver)
- Total Amount of Support for Year** U.S.\$

**Required 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 2b: Dependent Information:**

Complete for each family member (spouse & children under 21 only) entering the U.S. with you in F-2 status.

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

SAMPLE FORM - DO NOT COMPLETE

### Section 3: Change of Degree Level or Change of Graduate Program

This I-20 category is only for students currently holding F-1 status at the University of Washington Seattle Campus (including those on OPT) who are admitted to a new graduate program at UW Seattle.

Surname/Primary Name:  Given Name(s):   
Your UW Student Number:

#### Definition:

Students are admitted to the United States to complete a specific educational program as reflected on their I-20. If your academic program changes, it is your responsibility to request an update to your SEVIS record and obtain a new, accurate I-20 *before enrolling* in the new degree program. By updating your SEVIS record with the new program details and issuing the new I-20, GEMS notifies the U.S. government that you are beginning a new or different degree program.

#### Eligibility:

If you are completing your current degree or finishing your authorized OPT and are admitted to a new degree program, you must request a new I-20 within your 60-day grace period. You are not eligible for change of level update if your new program will not begin within 5 months. If applying for OPT between two programs, ISS recommends that students wait to receive their EAD card *before* requesting a change of degree level I-20.

#### Complete the following:

1. Graduation date for your UW degree program: Quarter  Year   
*If not yet graduated, enter your expected graduation date.*
2. Confirmed start date for new graduate degree program: Quarter  Year
3. Have you completed the [ISS Change of Level Notification form](#)?  Yes  No
4. Are you currently on OPT or have you applied for OPT?  Yes  No

*If yes, review the ISS OPT information: <https://iss.washington.edu/employment/f1-employment/overview/>*

*If currently on OPT, answer the following:*

- a. Start date of OPT authorization (month/day/year):
  - b. End date of OPT authorization (month/day/year):
  - c. Last date of employment (month/day/year):
5. Will you leave the U.S. BEFORE starting your new graduate program?  Yes  No  
*If yes, provide your travel dates (month/day/year): From  To*

#### 6. Student Certification:

*I acknowledge that any pending applications for OPT authorization may be impacted by issuance of a new degree program I-20. Your I-20 will be processed after your last day of employment. I have read the provided information and request a change of program/degree level I-20 (check to confirm):*

**Section 4: Changing Schools? Transfer your SEVIS Record.**

**Transfer form I-20 to the UW Graduate School, Seattle Campus**

**Do not submit this form until you have verified your transfer out date with your current institution.**

Surname/Primary Name:  Given Name(s):

Your UW Student Number:

**Instructions:**

- Complete this transfer section only if you first entered the U.S. with an initial form I-20 from another U.S. school, the UW Tacoma or Bothell campus, or the UW English Language programs.
- You are required to notify your international student advisor at your current school of your intent to transfer to the UW Graduate School, Seattle Campus and schedule a transfer out date. Do NOT submit this form until you have scheduled your "transfer out" date with your current school. Only one school may access your SEVIS record at a time.
- You are required to successfully receive an updated new I-20 from the **University of Washington - Seattle with "Transfer Pending"** before you can start studies at UW Seattle.
- If you are transferring into the [Global Innovation Exchange](#) (MS in Technology Innovation - GIX) program, contact uwgrad@uw.edu for special instructions.

**Eligibility:**

- Review this information carefully: <https://iss.washington.edu/procedures/change-school/>
- If you have already graduated, you must be within your 60-day grace period to be eligible to transfer.
- Transferring your SEVIS record will cancel your OPT employment authorization. Therefore, work closely with your student advisor to determine the best transfer date if you are currently on OPT.
- Provide our campus code to your current DSO: **University of Washington-Seattle Campus SEA214F00265000**

**Current School Information:**

1. SEVIS ID Number: N
2. Name of institution:
3. Designated School Official (DSO):  
Name:  Title:   
Email:  Phone:

**How to choose your I-20 Transfer Out Date/SEVIS Release Date:**

4. Last date of attendance at your current school (month/day/year):
5. *If you are currently on OPT...*
  - a. Start date of OPT authorization (month/day/year):
  - b. End date of OPT authorization (month/day/year):
  - c. Last date of employment (month/day/year):
6. Transfer out date (month/day/year):

**Travel Plans:**

7. Will you **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

**Section 4: Changing Schools? Transfer your SEVIS Record. (Cont'd)**

8. A valid U.S. address is required by the SEVIS system before a transfer I-20 can be issued. Provide your most current U.S. address below (this will *not* be used for shipping your I-20):

Street Address   
  
City/State/Zip

**9. Student Certification**

**5 Month Rule**

I understand that if my past school I-20 and SEVIS record are transferred to UW, [U.S. law](#) requires that I enroll for and begin classes within a strict 5-month window.

**Declining Admission & the 5 Month Rule**

I understand that if my past school I-20 is transferred to UW, but I then decline my admission, I am not eligible for a SEVIS Transfer.

- a. UW will attempt to return the I-20 to my previous school. I understand this attempt requires a support letter from my past school, and approval by the Student and Exchange Visitor Program
- b. I understand a successful return is not guaranteed, and any record that can't be returned will be terminated for "failure to enroll" which can negatively affect U.S. visa applications and border crossings.

**Deferring Admission & the 5 Month Rule**

I understand that if my past school I-20 is transferred to UW, but I then request my admission be deferred to a start date beyond the U.S. legal 5-month limit, I am not eligible for a SEVIS Transfer

- a. I understand UW will attempt to return the I-20 & SEVIS record to my previous school. I understand this attempt requires a support letter from my past school, and approval by the Student and Exchange Visitor Program
- b. I understand a successful return is not guaranteed, and any record that can't be returned will be terminated for "failure to enroll" which can negatively affect U.S. visa applications and border crossings.
- c. I understand that I must notify [GEMS](#) and request a new initial I-20 with a new SEVIS ID number for any deferred admission past the 5 month legal limit.

***I have read the provided information, understand the possible negative consequences if I fail to enroll within the 5 month legal limit, and I request a transfer I-20 (check box to confirm)***

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

Surname/Primary Name:  Given Name(s):

Your UW Student Number

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

The I-20 documents for your change of status will be issued by the UW Graduate School, Seattle Campus.

**2. Decide whether a Change of Status is the right decision for you.**

Review the information on Change of Nonimmigrant Status provided by International Student Services (link below). It is important that you have made the final decision to study in F-1 status **before you upload this form** by reading this information carefully and, if necessary, consulting with your immigration attorney:

<http://iss.washington.edu/procedures/change-status>

**3. Consider your options. There are two ways of gaining a new nonimmigrant status.**

*Note: we will issue the same I-20 regardless of which option you choose. This section is for information purposes only.*

**Option A: Travel and Re-entry.**

Leave the U.S., apply for a new visa at a U.S. consulate, and reenter the U.S. with the new visa and other relevant documents. You will gain your new status when you are admitted into the U.S.

**Option B: Change Status in the U.S. (USCIS Application).**

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 the new status but you will not receive a new visa; visas are only issued outside the U.S.

**Change of status eligibility:** <https://www.uscis.gov/sites/default/files/USCIS/Resources/C2en.pdf>

**4. Student Certification:**

I have read the provided information and request a change of status I-20. (check to confirm):