Instruction for F-1/J-1 students: In order for the ISSO to process your immigration application, please complete the student section below, request your academic advisor to complete the academic advisor section, then return the completed form to the International Student and Scholar Office in CHHS 202 (or via scanned email attachment to intlsso@uncc.edu). Please allow 10 business days for your application to be processed.

International Student Section

Student’s Name: __________________________________________________________ Gender: □ F □ M Date of birth: ___ / ___ / ___

UNC Charlotte ID: 80 ___ - ___ ___ - ___ ___ ___ ___ SEVIS ID #: N00 ___ ___ ___ ___ ___ ___ F-1 J-1

E-mail: ______________________@uncc.edu Phone: (___ ___ ___) ___ ___ ___ - ___ ___ ___ ___ Country of Citizenship: _____________________

Student’s Major: __________________________________________ Degree: □ BA/BS □ MA/MS □ PhD □ G. Certificate □ Other __________

Current Semester of Enrollment: __________________, 20 ___ Anticipated Graduation Semester/Date: __________________, 20 ___

Have you requested OPT? □ YES □ NO (please note that you CANNOT work on campus AFTER the expiration date on the I-20/DS-2019 form)

I am applying for:
□ Obtaining a new immigration status from ______ to ______ via travel and re-entry to U.S. with new visa (please attach financial documents)
□ Change of immigration status from ______ to ______ via application to USCIS & remaining inside the U.S. (if changing to F-1 or J-1, please complete address section on the back of this form) (please attach financial documents)
□ Travel and re-entry to U.S. based on status violation Date of Departure: ___ / ___ / 20 ___ Date of Re-entry: ___ / ___ / 20 ___ (please complete the back of this form)
□ Reinstatement after status violation via application to USCIS & remaining inside the U.S. (Please attach financial documents)
□ Returning from Leave of Absence Date of return: ___ / ___ / 20 ___ *Please attach return plane ticket or itinerary
□ Other __________________________________________________________________________________________________________

Student Signature: ______________________________________________________________________ Date: ___ / ___ / 20 ___

Academic Advisor Section (not required when changing OUT of F-1 or J-1 status)

Instructions to Academic Advisor: International students in F-1 or J-1 status are required to make normal progress toward completion of their degree. The student named above has requested an immigration transaction and in order for the ISSO to assist the student with his/her request, the following information is needed from you:

Estimated Date of Completion: ___ / ___ / 20 ___ OR Semester: __________________, 20 ___

Reason for Change in Expected Completion Date (if applicable): __________________________________________________________________________________________

Please check as appropriate:

______ Student must complete ______ credit hours to satisfy degree requirements
______ Student has completed all course work for the degree and is currently enrolled in thesis/dissertation only

_________________________________________________ (704) 687- ___ ___ ___ ___ ___ / ___ / 20 ___

Signature of Academic Advisor Advisor’s Name (Print) Phone Today’s Date
### Student Address Section (ONLY required if changing TO F-1 or J-1 status)

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Address:</td>
<td>(Number) (Street &amp; Apartment Number)</td>
</tr>
<tr>
<td>(City) (State) (Zip Code)</td>
<td></td>
</tr>
<tr>
<td>Home Country Address:</td>
<td>(Street Number) (Street name) (Apartment Number- if any)</td>
</tr>
<tr>
<td>(City) (State/Province) (Country) (Zip/Postal Code)</td>
<td></td>
</tr>
<tr>
<td>HOME COUNTRY TELEPHONE NUMBER:</td>
<td>(Country’s Code, Area/City Code and Number)</td>
</tr>
</tbody>
</table>

### ISSO Advisor Processing Section

Student requests:

- Change of immigration status from ______ to ______ via travel and re-entry to U.S. with new visa (see dates above)
- Change of immigration status from ______ to ______ via application to USCIS & remaining inside the U.S.
- Travel and re-entry to U.S. based on status violation (see dates above)
- Reinstatement after status violation via application to USCIS & remaining inside the U.S.
- I-20/DS-2019 extension
- Returning from Leave of Absence (see dates on reverse)
- Other __________________________

I-20/DS-2019 issuance recommended until: ______ / ______ / 20 ______

DSO Signature: ___________________ Date: ______ / ______ / 20 ______

Notes: _____________________________________________________________________________________________

Processed by SEVIS Coordinator (initial): _______________ Date: ______ / ______ / 20 ______

### ISSO Post-Processing Section

Upon approval/re-entry, advisor collects all applicable documentation from student, attaches to this form, and checks applicable boxes below. Entire packet is then forwarded to SEVIS Coordinator for ISSM update and then Administrative Assistant for Banner update.

- I-797 approval notice
- I-94
- green card/I-551 stamp
- Initial: ___________ Date: ______ / ______ / 20 ______
- ISSM updated
- New I-20/DS-2019 printed
- Initial: ___________ Date: ______ / ______ / 20 ______
- Banner updated
- Student notified of new document
- Initial: ___________ Date: ______ / ______ / 20 ______