Academic Advisor Certification Form

**Instructions 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 5 business days for your application to be processed.

**International Student Section**

Student’s Name: ____________________________________________________________ Gender: □ F □ M

Country of Birth: ____________________________________________ Country of Citizenship: ____________________________________________

UNC Charlotte ID: 80 __ - ___ - ___ - ___ - ___ - ___ - ___ SEVIS ID #: N00 ___ __ - ___ - ___ - ___ - ___ - ___ - ___

E-mail: _____________________________@uncc.edu Phone: ( ___ ___ ___ ) ___ ___ ___ - ___ ___ ___ ___

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

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

I am applying for:

□ Change of immigration status from ______ to ______ via travel and re-entry to U.S. with new visa
  Date of Departure: ___ ___ / ___ ___ / 20 __ __ Date of Re-entry: ___ ___ / ___ ___ / 20 __ __ (please complete the back of this form)

□ Change of immigration status from ______ to ______ via application to USCIS & remaining inside the U.S. (please complete the back of this form)

□ Travel and re-entry to U.S. based on status violation
  Date of Departure: ___ ___ / ___ ___ / 20 __ __ Date of Re-entry: ___ ___ / ___ ___ / 20 __ __

□ Reinstatement after status violation via application to USCIS & remaining inside the U.S.

□ I-20/DS-2019 extension

□ Returning from Leave of Absence Date of re-entry: ___ ___ / ___ ___ / 20 __ __

□ Other _______________________________________________________________________________________________________

Student Signature: ___________________________________________ Date: _____ / _____ / 20 __ __

**Academic Advisor Section**

**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 conducting research and/or writing his/her thesis/dissertation.

____________________________           _____________________________________       (704) 687-______ / ______ / 20 __ __

Signature of Academic Advisor        Advisor’s Name (Print)                                              Phone        Today’s Date
For students wishing to change immigration status to F-1, the ISSO requires BOTH your U.S. AND home country addresses. Please list below your most updated addresses.

Student’s Name: ________________________________________________________________

U.S. Address: _________________________________________________________________

(City) (State) (Zip Code)

Home Country Address: _________________________________________________________

(City) (State/Province) (Country) (Zip/Postal Code)

HOME COUNTRY TELEPHONE NUMBER: ____________________

(Country’s Code, Area/City Code and Number)

ISSO Section 1

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 Section 2

Post-processing follow-up instructions for all categories:
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 Administrative Assistant for Banner update.

☐ I-797 approval notice  ☐ I-94 Collected by (initial): ______________            Date: __ __ / __ __ / 20 __ __
☐ ISSM updated & new I-20/DS-2019 printed (initial): __________________         Date: __ __ / __ __ / 20 __ __
☐ Banner updated & student notified of new document (initial): ________________ Date: __ __ / __ __ / 20 __ __