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XAVIER
UNIVERSITY

REQUEST FOR CHANGES IN I-20/DS-2019

The I-20 or DS-2019 must accurately represent your current situation. They are referred to as "living" documents. If anything changes such as your name, your major (changed to a new one or adding a new major to your existing one), your degree level, or your financial situation etc., those are all reasons to request for a new document.

First Name: _____   Family Name: _____

Student ID: _____   Type of Document: ☐ I-20   ☐ DS-2019

E-mail: _____   Please check below. I am an (a)…
          ☐ Intensive English Program (IEP) student
Phone: _____   ☐ Exchange or BSMP student
          ☐ Undergraduate student
Expected Graduation Date: _____   ☐ Graduate student
          ☐ International Scholar

Address: _____

          _____

Change(s) Requested:

☐ Add New Major to existing one: New major: _____

☐ Change Major: New major: _____

☐ Change of Degree Level: New degree level: _____

- You must provide new proof of funding that is less than 6 month old.

- Submit your Admission letter for the new program.

☐ Change in Financial Information: Provide new proof of funding that is less than 6 month old.

☐ Shorten Program/Program Completion   (New End Date: _____) (MM/DD/YYYY)

☐ Other: _____

Student's Signature: _____   Date: _____ (MM/DD/YYYY)

Intake:

      Received by: _____
      Date: _____
- **Take in request and tell student/scholar this request may take up to 5 business days.**
- **Tell student/scholar that they will be emailed once the request is completed.**
- **Mark the request on the CIE Stats page for the "Intake Date" above.**
- **Place into INTAKE bin if you are not ready to assign this request.**

- **Pull the File.**
- **Clip Request onto the top of the File.**
- **Assign to Appropriate ISSS Staff :**
  - **ISSS Advisor: Undergrads, IEP, Other F-1s**
  - **ISSS Assistant Director: Grads, Exchanges/BSMP, Scholars, Other J-1s**

ISSS Staff:

Look over student's Unofficial Transcript: Check for Fulltime Enrollment & Maintenance of Status.
Check Address in Banner/SEVIS
If adding or changing major, check in Banner if new major(s) are posted.
If changing degree level, review the Admission letter.

Once approved, update SEVIS/Banner and issue new document if applicable.
If additional time was given (Change of Degree/Add New Major), also update date GOAINTL with the new end date.

Dispatch:
- **Review the file and make a copy of any products (new documents or letters) in GREEN if any.**
- **Staple the Request together and place it into the file. (Put the GREEN copies on top followed by the application forms and other supporting materials).**
- **Email the student/scholar that their request is completed. If there are any products for them to pick up, please let them know it's ready for them to pick up at the front desk during our office hours.**
- **Place any documents or letters in the file cabinet at the front desk for pick up.**
- **File the folder.**

Notes: