



Center for International Education  
3800 Victory Parkway  
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[www.xavier.edu/international](http://www.xavier.edu/international)

## **REQUEST FOR CHANGES IN I-20/DS-2019**

In order to request a change in your I-20 or DS-2019, please fill out the attached form. Please allow 3 days for the changes to be made.

If you have any questions, please contact your International Student Advisor at [international@xavier.edu](mailto:international@xavier.edu), or via phone, at (513) 745-2864.

When ready, please submit all paperwork to:

Laura Hellebusch  
International Student Advisor  
Center for International Education  
Xavier University  
Gallagher Student Center, Room 230  
3800 Victory Parkway  
Cincinnati, OH 45207-2171

Fax: (513) 745-2876  
Email: [international@xavier.edu](mailto:international@xavier.edu)



**REQUEST FOR CHANGES IN I-20/DS-2019**

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Type of Document:     I-20     DS-2019

Change(s) Requested:

- Travel Signature (Destination: \_\_\_\_\_) (Dates of Travel: \_\_\_\_\_)
- Program Extension (Date to be extended: \_\_\_\_\_) (MM/DD/YYYY)
- Shorten Program (Date to be shortened: \_\_\_\_\_) (MM/DD/YYYY)
- Change of Major (New major: \_\_\_\_\_)
- Change of Degree Level (New degree level: \_\_\_\_\_)
- Change in Financial Information (Provide new proof of funding source)
- Other: \_\_\_\_\_

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

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**FOR CIE OFFICE USE ONLY**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_