



INTERNATIONAL STUDENT REQUEST FORM Page 2 of 2

LIST OF REQUIRED DOCUMENTS
Attach all required documents to this form and submit it to the International Student Services Office.

TRAVEL OUTSIDE THE U.S.

For endorsement by ISS, submit:

1. Original Form I-20, pages 1 and 3.

CURRICULAR PRACTICAL TRAINING (CPT)

For authorization by ISS, submit:

1. Letter from your academic department chair, faculty advisor or graduate program director clearly stating that the internship is an "integral part of the curriculum" and "required for graduation". It must include employment start and end dates and the number of hours per week you will work.
2. Original Form I-20.
3. Signed offer of employment letter on the employer's letterhead, including employment start and end dates and the number of hours per week you will work.
4. Copy of schedule verifying registration for the internship or practicum course related to CPT (obtain from WISER).

OPTIONAL PRACTICAL TRAINING (OPT)

First obtain the OPT information packet from the ISS office.

For ISS endorsement, submit:

1. Original Form I-20.
2. Unofficial UMass Boston transcript. (obtain from WISER).
3. Proof of intent to graduate. Visit the One Stop (Campus Center/UL) to request verification of your graduation application. For information on how to apply for graduation, visit www.umb.edu/students/registrar.

REQUEST FOR SOCIAL SECURITY NUMBER

For ISS employment authorization and student verification letters, submit:

1. Original Form I-20
2. Employment verification form.

REPLACE FORM I-20

To replace your Form I-20, submit:

1. Completed and signed Declaration & Certification of Finances (DCF).
2. Photocopy of Form I-20 pages 1 and 3, if available.
3. Bank statement(s) (yours or a sponsor's); see DCF for instructions. Must reflect a 3 month account history.
4. If using a sponsor's bank statement, sponsor's signed and dated letter of support.

FORM I-20 FOR DEPENDENTS

Only spouses and children are dependents.

For a Form I-20 to allow dependent(s) to apply for F-2 visas, submit:

1. Original Form I-20 pages 1 and 3.
2. Form at the bottom of this page, providing all required information on dependents applying for F-2 visas.
3. Proof of relationship to student for each person listed on this form.
4. Declaration & Certification of Finances (DCF), bank statements, and sponsor's letter of support verifying that sufficient funds are available to pay all dependents' expenses while in the U.S.
 \$4,500 per year for spouse, \$2,000 per year for each child.

TEMPORARY VISIT TO THE U.S. OF A FAMILY MEMBER

For a B-2 (visitor's) visa, submit:

1. Original Form I-20 pages 1 and 3.
2. Form at the bottom of this page, providing all required information for family members applying for B-2 visas.

INFORMATION FOR DEPENDENTS AND VISITORS – PRINT CLEARLY.

Family/Last Name	Given/First Name	Date of Birth mm/dd/yyyy	Country of Birth	Country of Citizenship	Relation to F-1 student