

## Requesting a New I-20

If you need to add dependent(s) to your SEVIS record, please go to our Dependent Request page. If you need to apply for I-20 extension, please go to our Extension of Stay page.

Please use the Request for I-20 form to obtain a new I-20 for the following reasons:

- to replace your lost document,
- to update your financial information (e.g., change in source of funding, applying for a new visa, etc.),
- to change your immigration status to F-1,
- to change your level of study from Master's to Doctorate or from Doctorate to Master's at Syracuse University\*, or
- to add or change a program of study.

\*If you are going to change from Bachelor's to Master's at Syracuse University or if you are going to have any change of level at SUNY-ESF, you do not have to submit the Request for I-20 form. The Slutzker Center will issue your new immigration document upon your admission to your new program of study.

### **Instructions to request a new I-20**

1. Complete the Request for I-20 form
2. Complete the Financial Worksheet if you are updating your financial information, changing your immigration status to F-1, or changing your level of study.
3. Drop off the following documents at the Slutzker Center Front Desk for review:
  - Request for I-20 form
  - Financial Worksheet (if applicable)
  - A photocopy of your passport, visa, I-94, and I-20 (page 1)
  - A photocopy of your health insurance proof (You must meet the Slutzker Center Health Insurance Policy.)
  - A photocopy of your financial document (if applicable)\*\*
  - A photocopy of Internal Admission Application or Graduate Program/Plan Transfer Form (if applicable)
  - Enrollment Certification (SUNY-ESF students only: obtain this Certification from the Office of the Registrar)

\*\*-personal/family bank statement or available balance page of your online account information (no more than 3 months old);  
-assistantship letter, scholarship letter, or fellowship letter; and/or  
-notarized letter from a sponsor (relative or third party) and sponsor's financial bank statement

4. A Slutzker Center Advisor will e-mail you upon issuance of your new I-20 within two weeks of the receipt of your request.



**SYRACUSE UNIVERSITY**  
 LILLIAN AND EMANUEL SLUTZKER CENTER FOR INTERNATIONAL SERVICES  
 310 Walnut Place | Syracuse, New York 13244-2380  
 TEL: 315-443-2457 | FAX: 315-443-3091 | EMAIL: [LESCIS@SYR.EDU](mailto:LESCIS@SYR.EDU)  
<http://international.syr.edu>

**SU**  
**I-20/DS-2019**  
**Request Form**

## I-20/DS-2019 Request Form

**SUID:** \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**SEVIS ID:** \_\_\_\_\_ I-20/DS -2019 Expiration: \_\_\_\_/\_\_\_\_/\_\_\_\_ Passport Expiration \_\_\_\_/\_\_\_\_/\_\_\_\_  
 First name: \_\_\_\_\_ Middle name: \_\_\_\_\_ Last name: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_ @syr.edu  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Male  Female  Country of Citizenship \_\_\_\_\_  
 Current Program of Study: \_\_\_\_\_ Current Level:  Bachelors  Masters  PhD  Other

### Nature of Request:

*You must submit the Financial Worksheet with this Form.*

*Check all that apply*

<input type="checkbox"/> Replace	<input type="checkbox"/> Lost document	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Update	<input type="checkbox"/> Financial Amount	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Change Program of Study (Must give letter of admission to new program)	<input type="checkbox"/> from _____	to _____
<input type="checkbox"/> Change Degree Level (Must show letter of admission to new level of study)	<input type="checkbox"/> from _____	to _____
<input type="checkbox"/> Add Program of Study (Must give letter of admission to new program)	New Program: _____	
<input type="checkbox"/> Change Immigration Status (Make an appointment to speak with an Advisor)	<input type="checkbox"/> from _____	to _____
<input type="checkbox"/> Other: <i>(Please explain)</i>	_____	

**NOTE:** Please keep all of your original I-20's/DS-2019's as they prove that you have been in the US in legal status and you may need them in the future to prove this.

<i>I certify that the above information is accurate:</i>	
Student Signature: _____	Date: ____/____/____

**SCIS Advisor use only:**

Initials of SCIS Advisor: \_\_\_\_\_

Case notes written: \_\_\_\_\_

Entered into PeopleSoft: \_\_\_\_\_

**NOTES:**  
 \_\_\_\_\_  
 \_\_\_\_\_



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<http://international.syr.edu>

**Financial  
Work Sheet**

**SUID:** \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**SEVIS ID:** \_\_\_\_\_ I-20/DS -2019 Expiration: \_\_\_\_/\_\_\_\_/\_\_\_\_ Passport Expiration \_\_\_\_/\_\_\_\_/\_\_\_\_  
 First name: \_\_\_\_\_ Middle name: \_\_\_\_\_ Last name: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_ @syr.edu  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Male  Female  Country of Citizenship \_\_\_\_\_  
 Current Program of Study: \_\_\_\_\_ Current Level:  Bachelors  Masters  PhD  Other

**You must show the following amount or more to the Slutzker Center.  
 You may use a bank statement or support letter from your financial sponsor.**

Estimated Tuition <sup>1</sup> (see below):	\$	x	(a)	=
Estimated Fees:	\$ 350 per semester for grads/\$ 500 per semester for undergrads =			
Estimated Living Expenses (see below):	\$	x	_____ months	(b) =
Estimated Dependent Costs (see below):	\$	x	(b)	=
<b>TOTAL</b>	\$			

**NOTE:**  
 (a) = # of credits remaining to complete your degree after the current semester times tuition cost; **if 0 credit, enter \$38 (SU Student) or \$0 (SUNY-ESF) in the tuition section instead of (\$ x (a) )**  
 (b) = 12 months unless applying for an extension (for extension use the # of months between your current I-20 program end date and your new program end date after extension)

**SU Undergrad**  
 Tuition: \$1464/cd (first 11 cd), \$16815/sem (12-19 cd), \$1012/cd (20 or more cd)  
 Living expenses: \$1238/month

**SU Grad**  
 General Tuition = \$ 1117/credit hour OR \$ 26808/year  
**Living Expenses = \$ 10900/year (or \$ 909/month)**  
 \*\*SU Law students must contact SCIS for their tuition amounts.

**Estimated Dependent Costs:**

	Non-Assistants	TA/GA/RA
Spouse OR Child Only	\$ 8330	\$ 7405
Spouse + 1 child	\$ 12507	\$ 10723
Spouse + 2 children	\$ 17839	\$ 13448
Spouse + 3 children	\$ 20564	\$ 16173

**NOTE:** <sup>1</sup> The figures for Tuition and Fees listed above are for the current academic year. The University reserves the right to increase tuition and fees.

**SCIS Advisor use only:**

I-20 Request                       I-20 extension                       Dependent request                       Financial Update

Initials of SCIS Advisor: \_\_\_\_\_                      NOTES: \_\_\_\_\_

Case notes written: \_\_\_\_\_

Entered into PeopleSoft: \_\_\_\_\_

Documentation scanned into On Base: \_\_\_\_\_