# International Student Center

## Request for I-20/DS-2019 Replacement

**Leave of Absence Form**

*Please allow 5-7 business days to process this request.*

<table>
<thead>
<tr>
<th>Status</th>
<th>F-1</th>
<th>J-1</th>
<th>RED ID#</th>
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<td>Last Name</td>
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<td>First Name</td>
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<td>Major</td>
<td>Undergraduate</td>
<td>Graduate</td>
<td>Doctorate</td>
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<td>Email</td>
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<td>Local Address</td>
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## Reason for Request (Check one):

- **Replacement I-20 or DS-2019**
  - Lost
  - Stolen
  - Damaged
  - Travel
  - Other:

- **Program Extension**
  - I-20
  - DS-2019
  
  **Current I-20 End Date:**
  **Expected Date of Completion:**

  Please attach:
  - Financial Statement Form
  - Copy of proof of funds/ bank statement
  - Undergraduate Students- Copy of Degree Audit Report
  - Graduate Students- Letter from Grad Advisor for second or more extension

- **Add Dependent**
  
  Please attach
  - Copy of Dependent’s Passport Bio Page
  - Completed Financial Statement Form
  - Bank Statement/Proof of Funds
    - $5250 For Spouse
    - $2625 per Child

- **Leave of Absence**
  (Appointment with Advisor required)

  **Semester & Year of Leave:**
  - Fall
  - Spring

  **Expected Semester of return**

  **Expected time outside the US**
  - Long term leave of absence- More than 5 months
  - Short term leave of absence- Less than 5 Months

  **Reason for Leave**
  - Study Abroad (Attach proof of study abroad placement)
  - Medical (Attach documentation from medical doctor, if not leaving US)
  - Visa Delay
  - Family Concerns
  - Financial
  - Other

- **Changes to Personal Information**
  
  **Name Change:**
  - First Name
  - Last Name

  **Financial**

  Please attach
  - For name change- copy of passport
  - For change of funding- copy of Financial Documents

- **Change of Status**

  **You MUST attend a change of status workshop before an I-20 will be issued.**

  Please attach
  - Financial Statement Form
  - Proof of Funds/ Bank Statement

- **Returning from long term Leave of Absence**

  **Date returning to U.S.**
  **Date of visa appointment** (if required)

  Please attach flight information
I-20 Delivery Options

☐ I-20 will be picked up at the ISC
☐ Standard mail requested (We will use the local address you listed on this form)
☐ Send outside of U.S. (If you are choosing this option you will need to pay for shipping directly through eShip Global. Go to University Express Mail Services at https://study.eshipglobal.com/

Change of Status

Current Immigration Status
Please check one: ☐ F-1 ☐ F-2 ☐ J-1 ☐ J-2 ☐ H-1B ☐ H-4 ☐ B-1/B-2 ☐ Other __________

Sex: ☐ Male ☐ Female    Date of Birth ____________________    Marital Status ☐ Single ☐ Married

Country of Birth ____________________    Country of Citizenship ____________________

Changing Status☐ In U.S ☐ Home Country ____________________ (flight departure date)

Local Address in San Diego ________________________________________________________________

Permanent Address in Home Country (F-1 students must have a foreign address at all times)
__________________________________________________________
__________________________________________________________

Emergency Contact Information

Name ______________________________ Phone ______________________________ Email ______________________________

Name ______________________________ Phone ______________________________ Email ______________________________

Dependent Information

<table>
<thead>
<tr>
<th>Spouse/Child</th>
<th>Family Name</th>
<th>First Name</th>
<th>Date of Birth MM/DD/YY</th>
<th>City of Birth</th>
<th>Country of Birth</th>
<th>Country of Citizenship</th>
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I certify that the information above is correct. I understand that before my I-20/DS-2019 can be processed all supplemental documents need to be submitted.

Signature ______________________________ Date ______________________________

Office Use Only

__________________________________________________________________________

New I-20 End Date ____________________ Date I-20 issued ____________________

Initials ____________________