



VIRGINIA CHRISTIAN UNIVERSITY

14012-F Sullyfield Circle Chantilly, VA 20151

T(703)629-1281 (703)250-8711 / F(703)657-0690 / E-mail. vacuniversity@yahoo.com / www.vcuni.org

F-1 STUDENT REQUEST FOR SERVICE

In order to request one of the following services, you need to complete this form and submit it to the International Student Advisor's office on a campus of VACU. Please be sure that you have fully completed and attached any additional documents which are required. Normal processing time for request is 10 working days. To be sure that your request will be processed in a timely manner. It is best that you submit the request in person to be sure that everything is complete.

Forms related to F-1 students can be found in the Forms through the VACU website.

Name : _____ Date : _____
Family / Surname Given / First Name

Student ID # : _____ SEVIS # : N000 _____

Phone # _____

Student's Signature : _____

** By signing this form I am giving permission for my Student ID Number to be released in connection with the request indicated below.*

Please check one or more of the following :

Travel Signature : (attach your I-20: be sure your visa is valid beyond the date of your return).
Date you are leaving the U.S. : _____ Date of return (if known) : _____

Letters :
 Verification of F-1 Status.
 Verification of eligibility to work on campus (attach copy of job offer).
 Verification of on campus employment for Social Security # Application (Attach copy of Job Offer).
 Housing Letter

Employment Recommendation or Authorization :
 OPT (Submit OPT Request form and I-765)
 Economic Hardship (Submit letter explaining your situation, any supporting documents, and I-765)

Reduced Course Load :
 Request a reduced course load due to illness (attach F-1 Course Load Reduction- Medical)
 Request a reduced course load due to completion of program.

Updated I-20
 Changing level from BA(AA) to a Master degree in the following major : _____ (submit I-20 Application Form, F-1 Financial Statement and bank statements).
 Change of major to : _____
 Extension of my I-20 unit : _____ (submit updated F1 Financial Form & a bank statement less than 6 months old and a statement explaining why the extension is needed).
 Add/Remove dependent(s), Name of dependent to be added/removed : _____ (if adding, submit person's passport ID page, I-94, a new Financial Form & Bank Statement).
 Replace lost I-20.

Transfer Out :
 Verification of F-1 status to transfer out of VACU (submit the new school's transfer form).
The form will be faxed to the new school. Name of School : _____
 Request for release of your SEVIS data to new transfer school (submit VACU SEVIS Release Form & admission teller from new school).

Copy of document on file. Which Document? _____

Office Use Only :

Date of Receipt : _____ Name of Recipient : _____