

# University Center for International Education Request Form

PLEASE NOTE: Processing may take up to five (5) business days. Completed requests will be available at Front Desk.

\_\_\_\_\_  
First Name Last Name UID #

\_\_\_\_\_  
Date Phone Number WSU Email Address

**Directions: Please check the appropriate box (es) below to indicate the service(s) you need to obtain from University Center for International Education.**

**Travel Request:** I have attached my I-20 or DS-2019 (and EAD card if applicable)

I am requesting a "travel endorsement" on my I-20 (or DS-2019) form. I still have courses, degree requirements or projects I must complete for my current academic (or WSU exchange) program upon my return to the U.S. in order to qualify to graduate from the WSU degree (or exchange) program specified on my Form I-20 (or DS-2019). I **intend** to be registered as a full-time student at WSU for the next academic quarter following my re-entry to the United States (or continue with my current WSU exchange visitor program).

If I am unable to return to the United States for ANY reason for the next quarter, I will notify the UCIE prior to the beginning of the quarter. I understand that if I arrive late for a quarter or leave during the quarter **I am responsible** for informing each of my professors of the late arrival or absence during the quarter.

My signature certifies the above statements are true in my case: \_\_\_\_\_

ANTICIPATED TRAVEL DATES: Leaving US \_\_\_\_\_ Returning to US \_\_\_\_\_

I'm a GA arriving late for a quarter or leaving during the quarter and I have attached a letter from my supervisor approving my absence.

**Work Authorization** (you must be registered full-time, attach copy of letter from Grad School or Student Employment Authorization Form from Career Services) If this is your first job, please request a SSN Letter below. **\*\*International Students may NOT work over 20 hours a week while school is in session.**

**Student Certification Letter** (additional requested certification information can be specified below in "Other")

**Graduation Invitation Letter** (attach completed letter request form, available at front desk)

**Family Members Invitation Letter** (attach completed letter request form, available at front desk)

**Transient Student Certification Letter** to attend \_\_\_\_\_  
(Specify school you plan to attend)

**Replacement of Lost I-20 (or DS-2019)** - (attach detailed description of how form was lost)

**SSN Letter Request:** ( ) off campus job; OR ( ) on campus job. (check one)  
(attach Employment Verification Letter from Employer on Official Letterhead)

IF YOU ARE A NEW STUDENT AND CLASSES STARTED LESS THAN 30 DAYS AGO, YOU SHOULD **WAIT FIVE DAYS** AFTER RECEIVING YOUR GOLD FORM & UCIE (SSN) LETTER BEFORE GOING TO APPLY FOR THE SSN CARD. THIS WAITING PERIOD WILL INSURE THAT VERIFICATION OF YOUR VISA STATUS IS AVAILABLE TO THE SOCIAL SECURITY ADMINISTRATION WHEN YOU APPLY FOR THE SSN.

**Other Request:** \_\_\_\_\_ (be specific)