



International Student Document Request Form

University of Houston-Downtown
Office of International Admissions
One Main Street, Suite GSB308
Houston, TX 77002-1001
(713) 221-8048 Fax: (713) 223-7408

Please complete this form by checking the box that corresponds to your request and provide any additional information or documents as needed. It is required to provide us the specific reason(s) of your visit in at least two complete sentences!

Today's Date: ___ / ___ / 20___ Student ID# 900 _____

Last Name: _____ First Name: _____

Address: _____

Tel# () - Country of Citizenship: _____

Date of Birth: _____ Academic _____ ELI _____

Email Address: _____@_____.

Concurrent Enrollment Letter

Your combined enrollment must be at least **12 hours**, with at least **6 hours** from UHD. The credit hours taken at the visiting institution **may not exceed** those taken at UHD. Submit a copy of your schedule and **PAID** fee statement after registration. Submit an official transcript at the end of the semester.

Name of other School _____ **Semester** _____ **# of Hrs** _____

Vacation (Attach your I-20 and complete travel form)

If you are returning after Late Registration, please present your **PAID** fee statement for the following semester.

New I-20 (Please attach your old I-20 and check reason for new I-20) **SEVIS ID#**: N _____

- Reinstatement (submit new affidavit of support and bank letter)
- Extension of stay (submit new affidavit of support, bank letter, transcripts and a letter from your academic advisor with an estimated date of graduation.)
- Replacement
- Change of program (complete change of program form and get approval from academic department)

Foreign Student Advisor's Report & Transfer-in Form (Please attach transfer-in form)

Student Enrollment Verification Letter : State purpose _____

Estimated Expense Verification Letter

Employment Verification (Attach I-20 & Academic Certification Form)

Social Security Letter (Attach employment offer letter from prospective employer on their departmental letterhead.)

Visa Renewal Letter (Need to complete the travel form as well)

Please state your specific reason(s) for this visit in at least two complete sentences: **This is required:**

Note from the advisor: