



**F-1 Student Academic, Financial, and  
Personal Information Updates**  
Curry College Admission Office  
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## Purpose

Use this form to notify our office when there are changes that need to be made to your immigration record. Generally, these changes will affect your I-20. Therefore, a new I-20 will be issued to you after our office makes these changes in SEVIS. You will be e-mailed when your document(s) are ready to be picked up.

## Student Information

Student's Name: \_\_\_\_\_

Local Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Birth (mm/dd/yyyy); \_\_\_\_\_ Country of Birth: \_\_\_\_\_

SEVIS ID Number (located on the upper right corner of your I-20): \_\_\_\_\_

Curry ID Number: \_\_\_\_\_

## Academic Updates

Note: Academic updates must be made in the college data system (Banner) through the appropriate campus offices before the International Student Advisor will issue a new I-20.

- Change in level from \_\_\_\_\_ to \_\_\_\_\_  
Effective  Fall \_\_\_\_\_  Spring \_\_\_\_\_  
year year
- Change in major from \_\_\_\_\_ to \_\_\_\_\_
- Addition of 2<sup>nd</sup> major (2<sup>nd</sup> majors are only visible in the electronic version of your I-20): \_\_\_\_\_

## Financial Updates

Note: All financial updates require original bank statements, loan documents, or letters of verification.

- Change in source of funding from \_\_\_\_\_ to \_\_\_\_\_

## Personal Updates

- Legal change of name from \_\_\_\_\_ to \_\_\_\_\_
- Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Reduced Course Load Request Form

## Academic Advisor's Recommendation

Every international student holding an F-1 visa is required by immigration law to maintain a full course of study every semester. Full time as defined as 12 credits per semester for undergraduate students and 6 credits per semester for graduate students. The US Citizenship and Immigration Services allows a reduced course load only in certain cases, which are listed below.

**Prior approval from the International Student Advisor is required before a student can drop below full time.** A reduced course load must consist of half the credit hours required for a full course of study, except in the case of a documented medical necessity or during the student's final term of study. **A student who drops below full time without the approval of the International Student Advisor will be considered out of status and will be reported to SEVIS.**

**For students:** If you are considering a reduced course load, you will need to meet with the International Student Advisor before you drop a course. You will also need approval from your academic advisor, who will need to complete the bottom portion of this form before you submit it to the International Student Advisor.

Student's Name: \_\_\_\_\_

Degree Level:       Bachelor       Master       Other

Field of Study: \_\_\_\_\_ Expected Date of Completion (mm/dd/yyyy): \_\_\_\_\_

The following are the ONLY acceptable reasons to be enrolled less than full time.

**Academic Advisors:** Please indicate the reason for less than full time enrollment:

- Academic difficulties:** initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement. Student must resume a full course load during the next academic term.
- Medical conditions:** must be based on a medical condition diagnosed and documented by a licensed medical doctor, doctor of osteopathy, or a licensed clinical psychologist. Documentation must be specific and must accompany this form. The physician or psychologist must recommend either part time enrollment or no enrollment and must indicate term for which the reduced course load is applicable. A reduced course load for medical reasons can be recommended for more than one term but cannot exceed more than 12 months in aggregate. The student must re-apply for a reduced course load for each new semester.
- Completion of course of study:** the student will be in his/her final term of study and does not need a full course load to complete the degree program.
- Concurrent enrollment:** the student is taking courses at another approved institution that will fulfill Curry degree requirements and enrollment at both schools amounts to a full course of study. A student must take the majority of their coursework at Curry. The student must have prior approval from their department and the Registrar's Office verifying that the courses will be counted toward the degree program.

Academic Advisor's Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# F-1 Dependent Request Form

## Purpose

This form has two purposes. You can use this form if your spouse and/or children will be joining you in the United States as your dependent(s). You can also use this form to delete dependent(s) from your SEVIS record.

## F-1 Student Information

Student's Name: \_\_\_\_\_

Local Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Country of Birth: \_\_\_\_\_

SEVIS ID Number (located on the upper right corner of your I-20): \_\_\_\_\_

Curry ID Number: \_\_\_\_\_

## Action

- Add dependent to I-20

F-1 Student must provide proof of:

- Financial support: Spouse = \$6300, Child = \$4350
- Marriage Certificate or Birth Certificate, with English translation.

- Delete dependent from I-20

- Change in existing dependent information

- Legal name

- Provide copy of new passport

- Other: \_\_\_\_\_

**Please fill out dependent information completely on following page.**

# Dependent Information Form

Complete one section for each dependent who will be joining you in the U.S. or for each dependent who you will be deleting from your SEVIS record. If you plan to change the status of more than 4 dependents please use an extra sheet of paper. Note that you will need to show financial support for each dependent that you bring. Financial support requirements are \$6300 per year for a spouse and \$4350 for each child.

## Dependent 1

\_\_\_\_\_  
Last (family) Name

\_\_\_\_\_  
First (given) Name

\_\_\_\_\_  
Middle Name

City & Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Country of Permanent Residence: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Relationship to student:  Spouse  Child

## Dependent 2

\_\_\_\_\_  
Last (family) Name

\_\_\_\_\_  
First (given) Name

\_\_\_\_\_  
Middle Name

City & Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Country of Permanent Residence: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Relationship to student:  Spouse  Child

## Dependent 3

\_\_\_\_\_  
Last (family) Name

\_\_\_\_\_  
First (given) Name

\_\_\_\_\_  
Middle Name

City & Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Country of Permanent Residence: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Relationship to student:  Spouse  Child

## Dependent 4

\_\_\_\_\_  
Last (family) Name

\_\_\_\_\_  
First (given) Name

\_\_\_\_\_  
Middle Name

City & Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Country of Permanent Residence: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Relationship to student:  Spouse  Child

*I verify that the above information is correct. I hereby authorize the Curry College Designated School Official or Responsible/Alternate Responsible Official to release this information to the required United States Government agencies.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# F-1 Transfer Out Request Form

## Purpose

Use this form to notify our office that you need to transfer your immigration record to another U.S. institution. After we electronically release your immigration record to your new institution, that institution will be able to create an I-20 for you. Also, after we release your immigration record, our office will no longer be able to access your record. **Transfers cannot be canceled after the release date.**

## Student Information

Student's Name: \_\_\_\_\_

Local Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Birth (mm/dd/yyyy); \_\_\_\_\_ Country of Birth: \_\_\_\_\_

SEVIS ID Number (located on the upper right corner of your I-20): \_\_\_\_\_

Curry ID Number: \_\_\_\_\_

## Curry College Information

Major(s): \_\_\_\_\_

Level:  Bachelor  Master  Other

Did you graduate?  Yes  No If yes, date of graduation (mm/dd/yyyy): \_\_\_\_\_

If you did not graduate, what is/was your last semester of full-time enrollment at Curry?

Fall \_\_\_\_\_  Spring \_\_\_\_\_  
year year

## Transfer Information

Name of Institution: \_\_\_\_\_

Phone Number of International Office: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Program Start Date at New Institution (mm/dd/yyyy): \_\_\_\_\_

SEVIS Release Date (date that your immigration record will be electronically transferred to your new institution): \_\_\_\_\_

*I verify that the above information is correct. I hereby authorize the Curry College Designated School Official or Responsible/Alternate Responsible Official to release this information to the required United States Government agencies.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date