



SERVICE REQUEST FORM

Full Name _____ Flagler ID # _____

Local Address _____

City of Birth _____

Telephone # _____ Email _____

Major: _____ Visa Type (circle one): **F** | **J** Anticipated Graduation Date: ____/____/____
MM DD YYYY

APPOINTMENT REQUESTS: Use this section to request an appointment to discuss activities that must be processed and approved by a Designated School Official (DSO). Bring all relevant forms with you to the appointment. Additional forms are located at the front of the International Center on the wall. Contact the DSO (e-mail preferred) to schedule an appointment.

F-1 Curricular Practical Training (additional form needed)

F-1 Optional Practical Training (additional form needed)

J-1 Academic Training (additional form needed)

A new **I-20** (please indicate reason):

- I have changed my major.
- I need to apply for a program extension (bring Academic Advisor's Recommendation form to appointment).
- I have changed academic levels (new financial documents required).
- I need a replacement I-20 for my lost or mutilated I-20.
- Other (brief description) _____

A new **DS-2019** (please indicate reason):

- I need a replacement DS-2019 for my lost or mutilated DS-2019.

DOCUMENT REQUESTS: Use this section to request documents that must be created by a Designated School Official (DSO). The DSO may contact you for additional information. Please allow at least three business days for completion.

Social Security Number letter

Certification of Student Status letter

Bank Account letter (Name of Bank _____)

Driver's License letter

Certification of Estimated Expenses letter

Other (Please explain below exactly what you need)

I hereby authorize the release of any information required to fulfill the request specified above.

 Student Signature

 Date