

**TEXAS SOUTHERN UNIVERSITY**  
OFFICE OF INTERNATIONAL STUDENT AFFAIRS  
3100 CLEBURNE STREET  
HOUSTON, TEXAS 77004  
PHONE: (713) 313-4229 · FAX (713) 313-4380  
**DOCUMENT REQUEST FORM**

PLEASE PRINT CLEARLY

Student ID # \_\_\_\_\_ SEVIS ID#: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

NAME: \_\_\_\_\_  
Family Name (LAST NAME)                      Given Name (FIRST NAME)                      MIDDLE NAME

PHONE:(\_\_\_\_) \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

ADDRESS IN THE US \_\_\_\_\_  
NO. AND STREET                      CITY                      STATE                      ZIP-CODE

ADDRESS IN HOME COUNTRY: \_\_\_\_\_  
NO. AND STREET                      CITY                      STATE                      ZIP-CODE                      COUNTRY

REQUEST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE CHECK ONE:**

- PLEASE MAIL THE DOCUMENT(S) REQUESTED TO MY MAILING ADDRESS
- I WOULD LIKE TO PICK UP THE DOCUMENT(S) REQUESTED

**PROGRAM OF STUDY – PLEASE CHECK ONE**

- ENGLISH LANGUAGE CADEMY(ESL)
- UNDERGRADUATE STUDENT
- GRADUATE STUDENT
- I AM A NEW STUDENT
- I AM A CONTINUING STUDENT
- I AM NOT AN INT’L STUDENT

**LETTER(S) REQUESTED – AVAILABLE AFTER 1 P.M. IN THREE BUSINESS DAYS FROM DATE OF REQUEST**

- LETTER TO OBTAIN A SOCIAL SECURITY NUMBER
- CONCURRENT LETTER (LIST: SCHOOL & HOURS)
- LETTER OF INVITATION

**IMMIGRATION DOCUMENT(S) REQUESTED – AVAILABLE 1 P.M. THREE DAYS FROM DATE OF REQUEST**

PLEASE NOTE THIS IS ONLY TO REPLACE LOST FORMS OR TO MAKE CHANGES TO YOUR CURRENT IMMIGRATION SCHOOL DOUCMENTS.

- SEVIS I-20 TO REPLACE OLD OR LOST I-20
- SEVIS I-20 FOR F-2 DEPENDENT(S) (SPOUSE OR CHILD) – PLEASE COMPLETE DOCUMENT REQUEST FORM PAGE 2

**TRAVEL SIGNATURE REQUESTED – AVAILABLE AFTER 1 P.M. THREE BUSINESS DAYS FROM DATE OF REQUEST**

- SIGNATURE FOR SEVIS I-20 : WRITE THE DATE THAT YOU ARE PLANNING TO TRAVEL.

*I authorize the university to verify the information I have provided. I agree to notify the proper officials of any changes in the information and certify that the information on this request is complete and correct.*

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

**DOCUMENT REQUEST FORM  
PAGE 2**

YOU **MUST** SUBMIT THE FOLLOWING **ADDITIONAL PRINTOUTS** FOR SEVIS I-20 AND SEVIS DS-2019 REQUEST FOR DEPENDENTS

1. COPY OF MARRIAGE CERTIFICATION WITH AN OFFICIAL ENGLISH LANGUAGE TRANSLATION IF THE DOCUMENT REQUEST IS FOR A DEPENDENT CHILD. YOU MUST SUBMIT PROOF OF RELATIONSHIP.  
Example: BIRTH CERTIFICATE OF CHILD
2. ORIGINAL FINANCIAL DOCUMENTS SHOWING THE TOTAL AMOUNT IN #7 OF YOUR I-20 PLUS \$5,000 FOR EACH DEPENDENT
3. COMPLETE THE FAMILY INFORMATION BELOW

**DEPENDENT #1**

LAST NAME: \_\_\_\_\_  
FIRST NAME: \_\_\_\_\_  
GENDER:  MALE     FEMALE  
RELATIONSHIP TO YOU:  HUSBAND     WIFE     DAUGHTER     SON  
COUNTRY OF CITIZENSHIP: \_\_\_\_\_  
COUNTRY OF BIRTH: \_\_\_\_\_  
CITY OF BIRTH: \_\_\_\_\_  
COUNTRY OF PERMANENT RESIDENCE: \_\_\_\_\_  
PERMANENT ADDRESS: \_\_\_\_\_  
(ADDRESS IN HOME COUNTRY) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
HOME ADDRESS IN THE U.S. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEPENDENT # 2**

LAST NAME: \_\_\_\_\_  
FIRST NAME: \_\_\_\_\_  
GENDER:  MALE     FEMALE  
RELATIONSHIP TO YOU:  HUSBAND     WIFE     DAUGHTER     SON  
COUNTRY OF CITIZENSHIP: \_\_\_\_\_  
COUNTRY OF BIRTH: \_\_\_\_\_  
CITY OF BIRTH: \_\_\_\_\_  
COUNTRY OF PERMANENT RESIDENCE: \_\_\_\_\_  
PERMANENT ADDRESS: \_\_\_\_\_  
(ADDRESS IN HOME COUNTRY) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
HOME ADDRESS IN THE U.S. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I authorize the university to verify the information I have provided. I agree to notify the proper officials of any changes in the information and certify that the information on this application is complete and correct. I understand that submission of false information is grounds for application withdrawal of any offers of acceptance and/or cancellation of enrollment from the university.*

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

