



global@flagler.edu

SERVICE REQUEST FORM

Full Name _____	Flagler ID # _____
Local Visa Type: F ____ or J ____ Anticipated Graduation Date: ____/____/____	

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. Email global@flagler.edu 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