



SYRACUSE UNIVERSITY

CENTER FOR INTERNATIONAL SERVICES (CIS)

310 Walnut Place | Syracuse, New York 13244-2380

TEL: 315-443-2457 | FAX: 315-443-3091 | EMAIL: international@syr.edu

<http://international.syr.edu/>

**I-20
Request**

Requesting a new I-20 form

Use this Request Form to obtain a new I-20 for the following reasons:

- Replace a lost I-20 form
- Update financial information (change in source of funding, applying for a new visa, etc.)
- Change degree level from Master's to Doctorate or from Doctorate to Master's at Syracuse University (see below if you are moving from a Bachelor's to a Master's program)
- Add or change a program of study
- Change your immigration status to F-1

Do not use this form for the following reasons:

- If you are changing from a Bachelor's to a Master's program at Syracuse University, you do not need to submit the Request Form. The CIS will issue a new I-20 upon your admission to your new program of study.
- If you want to add your dependent(s) to your SEVIS record and receive I-20 forms for them, please file a Dependent Request Form.
- If you need to apply for an extension of your program end date (item 5 on your I-20), please file an I-20 Extension request.

Procedures for requesting a new I-20

1. Complete the I-20 Request Form
2. Submit the following documents to the CIS:
 - I-20 Request Form
 - Financial Worksheet
 - Photocopies of your passport identity and validity page(s), visa, I-94, and I-20 forms
 - Proof of health insurance coverage
 - Proof of financial support (see Estimated Tuition and Living Expenses pages)

A CIS advisor will contact you if there are questions regarding your request and upon issuance of your new I-20 form.



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I-20 Request Form

PERSONAL INFORMATION

Student Name: _____ SUID# _____

SEVIS# N _____ Current I-20 Program End Date: ___/___/___

Program of Study: _____ Degree Level: UG Master's PhD Other

Local Address: _____

Email: _____ Phone: _____

Upcoming travel plans? Yes No If yes, Destination: _____ Dates: _____

REASON FOR REQUEST

You may have more than one request. Check (✓) the boxes that apply to your situation.

- Replace Lost Document
- Update financial amount
- Change Program of Study from _____ to _____
- Change Degree Level from _____ to _____
- Expected Completion Date of original program _____ Expected Completion Date of new program _____
- Will not complete original program
- Add a New Program of Study: _____
- Will pursue both current program of study and new program
- Will pursue new program after completing current program of study
(expected completion date of current program: _____)
- Change Immigration status from _____ to _____
(Meet with a CIS Advisor)
- Other, please explain _____

NOTE: Please keep all of your original I-20 forms from all of the schools you have attended in the US. You may need them for your future applications.

I certify that the above information is accurate:

Student Signature: _____

Date: ___/___/___

Estimated Tuition and Living Expenses

If you are submitting a request that requires you to submit proof of financial support, use the appropriate table below to calculate the minimum amount of funds you will need to show is available to cover your tuition, living expenses and the expenses of your F-2 or J-2 dependents, if any, for 12 months or less.

Appropriate proof of financial support includes scholarship letters, assistantship or fellowship award letters, bank statements or certificates of deposit. If the bank statements or certificates of deposit that you are submitting are not in your name, you must also submit a letter from the account owner which states that the funds will be available to you to cover your tuition, living expenses, and the expenses of any dependents. Financial support documents should be current documents.

Undergraduate Students

How much more time do you need to complete your degree?	2 semesters or more	less than 2 semesters (see examples below)
Tuition	\$61,310	\$30,655 if full-time (12 credits or more) \$2,669 per credit hour if less than full-time
Fees	\$5,225	\$2,613 for one semester if full-time \$12 for summer
Living expenses	\$23,046	\$11,523 for one semester \$6,342 for summer
TOTAL REQUIRED	\$89,581	calculated based on above

Examples if completing in less than 2 semesters:

I need one more semester to complete my degree and I will be registered for at least 12 credits: Financial support document should show a minimum amount of \$44,791 (\$33,268 for tuition and fees plus \$11,523 for living expenses).

I need one more semester to complete my degree, but I only need to register for 6 credits: Financial support document should show a minimum amount of \$27,537 (\$16,014 for tuition plus \$11,523 for living expenses).

Graduate Students

How much more time do you need to complete your degree?	12 months or more	less than 12 months	12 months or more	less than 12 months
Do you have a Graduate Assistantship?	No Graduate Assistantship		Graduate Assistantship	
Tuition	\$1,872 per credit hour	\$1,872 per credit hour	\$1,872 per credit hour	\$1,872 per credit hour
Fees*	\$950 plus program fees*	\$475 plus program fees*	n/a	n/a
Living expenses 12 months of study	\$29,046	\$2,421 per month	\$27,134	\$2,261 per month
Living expenses 9 months of study	\$22,835	\$2,537 per month	\$20,923	\$2,325 pre month
TOTAL REQUIRED	Calculated based on above	Calculated based on above	Calculated based on above	Calculated based on above

*See [Tuition, Fees, and Related Policies Bulletin](#) for program fees.

Law Students

How much more time do you need to complete your degree?	12 months or more	less than 12 months
Tuition	\$59,880	\$29,940 if full-time (12 credits or more) \$2,150 per credit hour if less than full-time
Fees	\$2,170	\$1,085
Living expenses (9 months)	\$23,739	\$2,638 per month
TOTAL REQUIRED	\$85,789	Calculated based on above

Students on OPT, STEM Extension OPT, or Academic Training

How much longer will you be on OPT or STEM Extension OPT or Academic Training?	12 months or more	less than 12 months
Living expenses	\$29,046	\$2,421 per month
Living expenses for dependents	Refer to table below	Refer to table below
TOTAL REQUIRED	Calculated based on above	Calculated based on above

Expenses of F-2 or J-2 Dependents (spouse and children)

How much more time do you need to complete your degree or OPT, STEM OPT, or Academic Training?	12 months or more	less than 12 months
Living expenses for 1 dependent	\$12,264	\$1,022 per month
Living expenses for 2 dependents	\$19,317	\$1,610 per month
Living expenses for 3 dependents	\$24,488	\$2,041 per month
Living expenses for 4 dependents	\$29,699	\$2,475 per month
Living expenses for 5 dependents	\$34,890	\$2,908 per month