

International Student Center Request Form
How May We Help You?

Last Name: _____ **First Name** _____ **Today's Date:** _____

Student ID #: _____ **Email:** _____ **Phone #:** _____

***** Please note that the ISC will not accept or release documents to anyone other than the F-1 BCC student. Be SURE to bring your student ID with you! Only in special, pre-approved circumstances will documents be released to a designated friend or family member.*****

☐ **Work Eligibility Form Signature – 1st Signature Only:** (CPT/CO-OP and/or Working on Campus): Please fill out the first/top lines of the form, and drop it off at the front desk. You will be contacted via email when your form has been filled out for you, you then need to take it back to room A-123.

☐ **Transfer Out of BCC:** Please fill out the Transfer Request Form (front and back), and attach a photocopy of your acceptance letter from your new school. Please note that your SEVIS record WILL be transferred out to this new school on the date that you specify, and we can only transfer your SEVIS record out to this ONE SCHOOL! Be SURE that this is where you'd like to attend! If you have questions on this, make an appointment or come to walk in hours to discuss.

☐ **I-20 Extension or Signature for Travel:** For a travel signature, please make sure that you are registered for next semester, and drop off your I-20. Please note that if your visa has expired, you will need a new visa, from your home country, to re-enter the USA. For an extension, please fill out the I-20 extension request form, and attach only your bank statement and agreement of financial support. You will be contacted via email when the I-20 is ready to be picked up. Please indicate if you also need a travel signature at this time, on the extension request form.

Change of Student Data:

Telephone Number: Old Number: _____ New Number: _____

Email: Old Email: _____ New Email: _____

Local Address:* Old Address: _____

New Address: _____

Please note that it is a USCIS F-1 Regulation that all F-1 students must change their local address within 10 DAYS of the move. Address changes for F-1 students should only be submitted at the ISC.

Home Address Abroad:

Old Address: _____

New Address: _____

Change of Last Name:* Old Last Name: _____

New Last Name: _____

**Please provide a marriage certificate for your change of name, or other official name change documentation.*

Student Signature: _____ **Date:** _____