

Harvard International Office
Visa Document Request Form

F-1 Students and J-1 Exchange Visitors sponsored by Harvard University should complete this form to request a new visa document. Please fill out this form and bring it to your school with the appropriate documents as noted below.

This box for office use only.

Advisor: _____

Date: _____

Please **print clearly and legibly**.

Full Name: _____
Family/Last Given/First Middle (if applicable)

Phone Number: _____ Email: _____

Current RESIDENTIAL Address in U.S.: _____
Street address Apartment number

_____ City/Town State Zip code

Date document needed: _____

When the visa document is ready to be picked up, please:

Call **Email**

Send it to department
 (please provide department name & contact name)

OR if you would like to have your document sent to you, please complete the box on the right.

Mail (to the address above unless noted differently below)

FedEx

Credit card #: _____

Credit card expiration date: ____/____/____

Mailing Address: _____

Phone Number: _____
(required for FedEx slip)

PLEASE CHECK THE APPROPRIATE BOX BELOW.

For F-1 or J-1 visa holders:

- EXTENSION** (F-1 and J-1 students only) → Please see instructions on next page0
- FUNDING:** If there has been a significant change to your funding by 30% or more OR a change in your source of funding, you must obtain a new visa document. Please see instructions on next page0
- Other:** _____

F-1 DEPENDENTS (spouse and/or children) need a Form I-20. Dates of travel: _____

Complete a dependent date sheet available on the [HIO web site: www.hio.harvard.edu](http://www.hio.harvard.edu) and attach it to this form along with financial documents or evidence of support and submit them to your school's registrar's office if your current Form I-20 does not show funding in section 7c "expenses for dependents."

J-1 DEPENDENTS (spouse and/or children) need a Form DS-2019. Dates of travel: _____

Complete a dependent date sheet available on [HIO web site: www.hio.harvard.edu](http://www.hio.harvard.edu) and attach it to this form along with financial documents or evidence of support for dependents and submit them to:

- **J-1 STUDENTS submit this form and documents to your school's registrar's office.**
- **J-1 SCHOLARS submit this form and documents to your HIO advisor.**

Please Note: HEALTH INSURANCE REQUIREMENTS. Please be reminded that all J-1 visa holders and their J-2 dependents must have health insurance for the length of their stay in the United States that meets the Department of State's specific requirements.

Please note: The *minimum* processing time for visa documents at the HIO is 10 business days once the HIO has received this form and all applicable documentation. Your HIO advisor will contact you or mail your document when it is ready.

Signature of person requesting new document. _____ Date _____

Please follow the instructions below if you are requesting an extension or a change of funding for F-1 or J-1 student visa documents.

1. Students should also complete a document request form and take all paperwork to their schools' registrar.* Your information will be forwarded to the designated advisor at the HIO, who will issue a new Form I-20 or DS-2019. The student will be notified when the form is ready.
2. In addition, submit to your school financial certification and academic progress (expected graduation date) statements, as applicable. Check with your school for this procedure,
3. Your school will update your information in the HIO database and they will forward the request form along with supporting documents to your HIO advisor.
4. The HIO advisor will review your request and issue a new SEVIS Form I-20 or DS-2019 and then contact you or mail your document when it is ready.

* Unless indicated otherwise in the list below:

Graduate School of Design - Student Services

Graduate School of Education - Financial Aid Office

Harvard Business School - Admissions Office

Harvard Law School LLM & SJD - Graduate Program Office

Harvard School of Public Health - Admissions Office

Kennedy School of Government - Admissions and Financial Aid Office