If you are returning to Oregon State University (OSU) after a leave of absence, you must apply for a new I-20/DS-2019. Please follow the directions below:

1. **Readmission Process for:**
   - **Graduate Students:** Before a leave of absence, graduate students must work with the Graduate School and Academic Department to make sure a leave of absence is approvable. Graduate students returning to OSU to complete a degree program must follow Graduate School procedures. [http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38](http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38) (click on “Registration Requirements”)
   - **Registration Requirements for Undergraduate Students:** Undergraduate students returning to OSU to complete a degree program may re-enroll after an absence of 3 terms or less, not including summer, provided you were eligible to re-enroll your last term of attendance. [http://catalog.oregonstate.edu/ChapterDetail.aspx?key=5#Section37](http://catalog.oregonstate.edu/ChapterDetail.aspx?key=5#Section37)
     An absence of 4 or more terms, not including summer, requires you to contact the Registrar’s Office to re-activate your record. [http://oregonstate.edu/registrar/eligibility-register/#Returning%20Students](http://oregonstate.edu/registrar/eligibility-register/#Returning%20Students) (click on “Application for Readmission” under Returning Students)

2. **Contact International Student Advising and Services**
   - Speak with an International Student Advisor to make sure you understand the process for getting a new I-20
   - Complete the form on the reverse side of this page. Degree seeking students must get a signature from their academic advisor or academic department to complete the form.
   - Provide required financial documentation. F-1 student financial documentation (no older than 12 months) must show your ability to pay for all educational and living expenses for one academic year (12 months). J-1 students must show funding for the entire period of their extension. New financial documentation is required for each extension request.
     See the “International Student Financial Documentation” handout to determine the proof of funding amount you will need to provide. Please meet with an International Student Advisor if you want more guidance on this process.
     The handout can be found on the International Students Forms & Documents web page: The URL is as follows: [http://oregonstate.edu/international/atosu/students/forms](http://oregonstate.edu/international/atosu/students/forms)

3. **Sign up for Eshipglobal to have I-20 Mailed if Necessary**
   - Go to their website: [https://study.eshipglobal.com](https://study.eshipglobal.com) and click on “Sign Up” under the STUDENTS section. Make sure to select “Oregon State University” and then “International Programs” to ensure the correct office receives your information.
     You can then request a shipment and track your request.

4. **Pay the SEVIS Fee for New I-20/DS-2019**
   - In order to activate your new initial I-20, you are required to pay a SEVIS fee. [http://www.fmjfee.com](http://www.fmjfee.com)

5. **Visa:**
   - If you have been out of the U.S. for less than 5 months and you still have a valid F-1/J-1 visa, you may enter the U.S. with your current F-1/J-1 visa.
   - If you have been out of the U.S. for 5 months or more, your F-1/J-1 visa may be considered to be invalid. According to the Department of State, you may need to apply for a new F-1/J-1 visa, even though the visa may appear unexpired. Please check with the U.S. consulate or embassy for guidance on whether or not you need a new visa.
   - Information about applying for visas can be found at: [http://travel.state.gov/visa/temp/types/types_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html)
Degree Seeking Readmit/Returning Student New I-20/DS-2019 Request Form

Complete this form after you have spoken with an International Student Advisor regarding your return to OSU. Degree seeking students must get a signature from their academic advisor indicating how many more terms you have left to complete your academic program. Financial documentation as detailed on the first page of this handout must also be attached to this form.

Part 1: To be completed by student:

Last name (family) _____________________________________ First name (given) ____________________
OSU ID ___________ Phone _______________ Email ____________________ Visa Type: ☐ F-1 ☐ J-1

Foreign Address:
Address Line1: ___________________ Address Line 2: ___________________ City: __________________________
State/Province/Region: _____________ Postal Code: ___________ Country: _______________________

Academic Program: ☐ Bachelor’s ☐ Master’s ☐ PhD ☐ Major ____________________________

I will return to OSU ___________ term, 20___. I will enter the U.S. on (mm/dd/yy) ________________.

**You may enter the U.S. no sooner than 30 days before the start date on your I-20/DS-2019 and no later than the report date listed on the I-20 (F-1 students).

Last term enrolled at OSU ___________ term, _________(year). My F-1/J-1 visa expires/expired___________
(date).

Part II – Degree seeking students must get Part II completed by an academic advisor

The student is requesting a new I-20/DS-2019 immigration document to return to the U.S. and continue program of study at OSU. In order for us to make the new I-20/DS-2019 we need to verify that the student is still admissible to their academic program and the student’s expected completion date of the academic program.

Student is admissible to academic program: ☐ Yes ☐ No Expected completion date _____ / ____ / ____

Please comment below as needed:_____________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Academic advisor’s signature __________________________________________ Date _____ / ____ / ____

Name and title (please print) __________________________________________
Department ___________________ Phone _______________ E-mail __________________________

International Student Advising and Services use only

I-20 Start Date:___________ I-20 End Date _________ Verified SGASTDN Record in Banner Active for Term of Return: ☐ Yes ☐ No

S:/share/ISFS/F-1 Forms/Transfer In.docx Revised 10/03/2012
Dependents (Spouse or children under age of 21):

Include verification of financial ability to support your dependent(s) if applicable and a photocopy of the identification page of each dependent’s passport with this form.

Dependent #1:

Last name (family) _____________________ First name (given)__________________ Relation to you: ☐Spouse ☑Child

Date of Birth (m/d/y) ____________ City of Birth _____________________ Country of Birth___________________

Gender (circle) Male ☑ Female ☐ Country of Citizenship________________________________________________

Country of Permanent Residence __________________________________________

Dependent #2:

Last name (family) _____________________ First name (given)__________________ Relation to you: ☐Spouse ☑Child

Date of Birth (m/d/y) ____________ City of Birth _____________________ Country of Birth___________________

Gender (circle) Male ☑ Female ☐ Country of Citizenship________________________________________________

Country of Permanent Residence __________________________________________

Dependent #3:

Last name (family) _____________________ First name (given)__________________ Relation to you: ☐Spouse ☑Child

Date of Birth (m/d/y) ____________ City of Birth _____________________ Country of Birth___________________

Gender (circle) Male ☑ Female ☐ Country of Citizenship________________________________________________

Country of Permanent Residence __________________________________________

Readmit I-20 Delivery Method: (please check one)

☐ I will pick up my Transfer Pending I-20 from the ISAS office.

☐ I will have a friend pick up my Transfer Pending I-20 from the ISAS office.

Name of Friend _____________________

☐ Express mail my I-20. Sign up for express mail here: http://oregonstate.edu/international/atosu/shipping

☐ Mail by regular United States Postal Service (international or domestic)*. (please complete mailing address below)

Current Mailing Address:

Address Line1: _____________________ Address Line 2: _____________________ City: _____________________

State/Province/Region: _____________________ Postal Code: ____________ Country: _____________________

*Estimated Regular Mail Delivery Time: U.S. Addresses 3 – 5 business days | International Addresses 7 – 14 business days