

# 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

**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

**Mail** (to the address above unless noted differently below)

**FedEx** (use eShipGlobal) to create the Air Bill

<https://study.eshipglobal.com/>

eShipGlobal provides student shipping services at a discounted rate. You will receive a confirmation from them once we activate the Air Bill, and you can obtain the tracking information directly from their site.

**Select Harvard International Office in the department section. You must notify your HIO advisor that you are using eShipGlobal.**

**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 page.

**FUNDING:** If there has been a significant change to your funding OR a change in your source of funding, you must obtain a new visa document. Please see instructions on next page.

**Other:** \_\_\_\_\_

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

Complete a dependent data 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 the appropriate (see the back of this form) office in your school 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 data 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 the appropriate office in your school (see the back of this form).**

**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. You should complete a document request form. Students in GSAS and the College must submit the completed Form and required documents to their HIO advisors. All other students should take all paperwork to their schools' registrars offices.\* Your information will be forwarded to the designated advisor at the HIO, who will issue a new Form I-20 or DS-2019. You 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 Arts & Sciences – Contact your HIO advisor*

*Graduate School of Design - Student Services Graduate School of Education - Financial Aid Office*

*Harvard Business School – Financial Aid Office*

*Harvard College - Contact your HIO advisor*

*Harvard Law School LLM & SJD - Graduate Program Office*

*Harvard School of Public Health - Admissions Office*

*Kennedy School of Government - Admissions and Financial Aid Office*