Office of International and Exchange Programs

International Student Request Form

Requested on: [ ] Required by: [ ] Completed on: [ ]

Name: ______________________________________ Student ID Number: ____________________

Phone/Cell Number: __________________________ Email: _______________________________

Major/Department: ___________________________ Level: [ ] BS [ ] MS [ ] PhD [ ] Exchange [ ] Researcher

Type of Request:
☐ I-20 (self or family; provide names, dates of birth, nationalities of those coming, etc., below)
☐ Request for Visa Support/Introduction Letter (provide the city/address of consulate office, purpose and date of visit, visitor name/date of birth/passport number/relationship to student, and student information (accomplishments, research papers, internships, etc) in the section below)
☐ Verification (student status, enrollment)
☐ Social Security
☐ Update/ change of information in SEVIS
☐ Other

Information Required to Complete Request:
(Please be specific; provide sufficient detail)
__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________

[OFFICE USE ONLY]
☐ Request completed. Contacted student via phone/cell [ ] email on (Date): ________ Time: ________ Initials: ________
☐ Need more data. Contacted student via phone/cell [ ] email on (Date): ________ Time: ________ Initials: ________
☐ Cannot fill request. Contacted student via phone/cell [ ] email on (Date): ________ Time: ________ Initials: ________

NEW MEXICO TECH
International & Exchange Programs/Student Affairs • New Mexico Tech • 801 Leroy Place, Socorro, NM 87801 • international@admin.nmt.edu