Washtenaw Community College

Office of Admissions

WCC F-1 STUDENTS REQUEST FORM

DATE: _____ **NAME**: _____ **STUDENT ID#:** _____

PHONE #: (_____) _____ **EMAIL:** _____

**** Mark the box to indicate your request - please allow up to 10 days for processing.. ****

☐ **ADDRESS CHANGE:**

It is the F-1 student's responsibility to inform the International Admissions Office of any address changes throughout the duration of your studies. This **must** be done within 10 days of your move. You also need to update your **MyWCC or** visit the Student Connection if you need assistance.

My new address is: _____ APT: _____

CITY: _____ STATE: _____ ZIP/PC: _____

☐ **TRAVEL SIGNATURE ON FORM I-20:**

Students who are planning a trip outside the U.S. and are returning to continue their studies must be maintaining F1 status in order to receive a travel signature. *If the Form I-20 will be expiring while you are away a request for an I-20 extension must be submitted and be approved prior to traveling.

Date I will be traveling: _____.

☐ **COMPLETION OF A TRANSFER FORM TO ANOTHER INSTITUTION:**

My last term of enrollment at WCC is: _____

I would like to have the attached transfer form completed: **(Please check one)**

____ I will pick up the form ____ Mail directly to the institution ____ Fax directly to the institution.

In order for your new school to issue a Form I-20, WCC must first release your electronic SEVIS record to that school. For WCC to release your SEVIS record you **must submit a copy of your acceptance letter from the International Admissions Office of the school you wish to have your SEVIS record released to. You also need to submit a "Request for SEVIS Release" form. **Your SEVIS record can only be released to ONE institution.**

☐ **AUTHORIZATION FOR LESS THAN FULL TIME ENROLLMENT:**

You must request less than fulltime authorization from the International Admissions office before dropping/withdrawing from any classes. **Completing this form does not guarantee permission.

I am requesting less than full time authorization for the _____ semester. **My required appointment with International Admissions is on** _____. Students must have **prior** approval from our office and have their USCIS-SEVIS system record updated to indicate the less than full time enrollment. Please check the reason you will need less than full time approval:

____Due to medical reasons (Include a detailed letter from a licensed MD, licensed DO or licensed Psychologist.)

____This is my last semester prior to graduation/completion (Students must apply for graduation at the Student Connection)

____Other: _____

Please return this form to: International Admissions Office
4800 East Huron River Drive, Ann Arbor, Michigan 48105-4800 Phone: (734) 973-3542 Fax: (734) 677-5408 www.wccnet.edu

☐ **LETTER TO APPLY FOR A SOCIAL SECURITY CARD:**

Student must be enrolled full-time (at least 12 credit hours) **and have a job offer on campus**. Student must submit the required employment information to the International Admissions Office.

☐ **PROGRAM CHANGE:** *****WE WILL NOTIFY YOU WHEN THE NEW FORM I-20 IS ISSUED.**

Associates in Art Degree's:

- ☐ Broadcast Arts - (AABCA-090402)
- ☐ Business - (AABAS-520201)
- ☐ Construction Management - (AACMG-460412)
- ☐ Criminal Justice - (AACJ-430107)
- ☐ Digital Video Production - (AADVP-090702)
- ☐ Early Childhood Education - (AAECED)
- ☐ Elementary Education - (AAELEM-131202)
- ☐ Human Services - (AAHUST- 440000)
- ☐ Internet Professional - (AAINP-110801)
- ☐ Journalism - (AAJOUR-090401)
- ☐ Liberal Arts Transfer - (AALAT-240102)
- ☐ Secondary Education - (AASECO-131205)
- ☐ Technical Communications - (AATCD-)

Associates in Science Degree's:

- ☐ Computer Science: Programming in Java - (ASCSPJ-310505)
- ☐ Environmental Science - (ASENVS-030104)
- ☐ Exercise Science - (ASESCI-31050)
- ☐ General Studies in Math and Natural Science - (ASGSMS-240102)
- ☐ Information Systems: Programming in C++ - (ASISPC-110103)
- ☐ Math and Science - (ASMSAS-240101) – *Must choose a concentration below:*
  - Biology/Pre-Med - (BMED)
  - Chemistry/Pre-Med - (CMED)
  - Computer Science - (COMS)
  - Mathematics - (MATH)
  - Physics/Pre-Engineering - (PENG)

☐ **ALL OTHER REQUESTS NEED TO BE INDICATED BELOW (PLEASE BE SPECIFIC):**

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