



Request for a New DS-2019

****Please allow at least 2 weeks for the processing of this request****

Name on PASSPORT: _____
(Last/Family Name) (First/Given Name) (Middle Name)

RU Student I.D.: _____ Telephone Number: _____

Expected Graduation Date: _____ RU Email Address: _____

Current PHYSICAL Address in U.S.A:

Physical Address in HOME COUNTRY:

_____ (City) (Country)

► Reason for Requesting a NEW DS-2019 (Please check & complete the appropriate reason below)

- Correction Needed/Name Change--Please explain what information on your current DS-2019 is incorrect:

- Change/Declaration of Major to: _____ During What Semester? _____
- Completing my studies at RU with an MS/MA degree instead of a PhD. My department was notified on: _____
- Replacement of a lost form Other (please explain): _____

PLEASE NOTE: The following reasons require the submission of new financial documentation (\$):

- *I've been admitted to a different degree program at RU
 ► What is your new degree level & major: _____
 ► On what date were you admitted to the new program? _____
 ► You MUST attach a copy of your admission letter for this request to be processed.
- *Returning to RU after a withdrawal and absence from the U.S.
 ► On what date did you depart the U.S.? _____
 ► Reason for the departure: Illness/Injury Other: _____
- *Applying for a Reinstatement to Lawful J-1 Status/Departing the U.S. to Begin New J-1 Status
 ► Please attach a letter from your academic department that states your expected graduation date and any funding you might be receiving from your department.

► Please check “√” the following items after you attach a copy to this form:

- ____ “Certification of Enrollment” from the Registrar’s Office (235 Student Center—takes about 3-5 days for processing)
- ____ All DS-2019s ever issued to you
- ____ The essential pages of your passport (with name and expiration information)
- ____ Your most recent J-1 visa (or other visa if not J-1)
- ____ Your current I-94 Arrival/Departure Record (small white card in passport)
- ____ *Financial documentation (Financial documentation is only required for the request reasons that have a star “*” next to them above. The amount will vary depending on your circumstances, so you must consult with the OISS about the amount you will need to show in support of your studies.)

(Student’s Signature) (Today’s Date)

(Revised 02/06/09, L.J)