



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021
(972) 883-4189 ISSOJ1@utdallas.edu

J-1 Student Service Request form

Student Name _____ UTD ID _____ Date of Birth _____

A. Purpose of the request. Select your request and include the required documents and information.

DS-2019 Reprint Select the appropriate reason:

Lost Damaged

DS-2019 update Select the appropriate reason:

Update financial information Attach a copy of your new financial support documents.

Add a Dependent Attach a copy of your dependent(s) passport(s) ID page and financial support documents.

Change of Level Attach a copy of your financial support documents for the length of your new program. Must be higher educational level.

Change of status to J-1 Attach a copy of your dependent(s) passport(s) ID page, financial support documents and copy of 212(e) if applicable.

Reinstatement to J-1 Status Attach a copy of your and your dependent(s) passport(s) ID page and financial support documents., a copy of a letter signed and dated by you stating the reason(s) you fell out of status and any supporting documentation for these reason(s).

Program extension Attach a copy of your financial support documents for the length of your extension. Extension cannot be more than one year. Your academic advisor needs to complete this section.

I will complete my program on: date (mm/dd/yyyy) _____

Academic Advisor Name _____

Academic Advisor Signature _____

Travel Endorsement Attach original, most current DS-2019 of student and dependents. This request cannot be processed with copies.

Status Verification Letter. Attach any special request:

Economic Necessity. Describe on a separate sheet of paper the "serious, urgent, or unforeseen" situation(s), which has/have recently occurred to change your financial situation.

Academic Training. Attach a complete J-1 Academic Training Recommendation Form.

On-campus Employment Letter. Fill out the following fields using the information in your on-campus job offer letter.

Position Title _____

Employment start date _____ End date _____ Hours per week _____

Supervisor name _____ Supervisor phone number _____

B. Submit your J-1 Student Request form to the ISSO.

You will be notified of the status of your application within the established processing period for your request.

- In person: Submit to the ISSO. Monday - Thursday, 8:00am to 6pm. Friday, 8:00am to 5pm.
By e-mail (paper copies are not required) to ISSOJ1@utdallas.edu. Verify that the total size of attachments in one e-mail is not larger than 5MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.

Student Signature _____ Date _____