



# Washtenaw Community College

Office of Admissions

## WCC F1 Student Common Request Form

NAME: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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

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**TRAVEL SIGNATURE ON FORM I-20:**

If you plan to travel outside the U.S. and wish to return to continue your studies, you must be maintaining F1 status in order to receive a travel signature. A valid visa is also necessary to return. \*If your Form I20 will be expiring while you are away, a request for an I20 extension must be submitted and be approved prior to traveling.

- I have attached my current I20 and plan to travel on this date: \_\_\_\_\_.

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**ADDRESS CHANGE:**

It is your responsibility to inform the Admissions Office of any address changes **within 10 days** of your move. You also need to update your MyWCC or visit the Student Connection in order to update the College's records.

NEW ADDRESS: \_\_\_\_\_ APT: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

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

If you plan to transfer to another school in the U.S., they very often need a "transfer in" form to be completed by WCC. Please fill out and sign the new schools form, then attach it to this request.

- I plan to transfer to a new school and my last expected semester at WCC will be: \_\_\_\_\_.

In order for your new school to issue a Form I20, WCC must first release your electronic SEVIS record to that school. Before we can do that, you **must** submit an acceptance letter from the International Admissions Office of the new school and fill out our "Request for SEVIS Release" form.

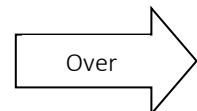
**\*\*Your SEVIS record can only be released to ONE institution\*\***

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

Full-time enrollment (at least 12 credit hours) **and an on-campus job offer is necessary.** A job offer letter with specific employment information from your Supervisor is needed (a sample letter is available). With this job offer letter, the Admissions Office will be able to provide a second letter with the required information regarding your F1 visa status. Both letters will be needed by the Social Security Administration (SSA) in order to obtain a social security number and for you to begin working. The Admissions Office will contact you when the letter is ready and will return your original job offer letter as well. Lastly, please make sure to review the SSA website to learn what other documentation may be needed.

**\*\*Please attach your employment offer letter to this request.**



Please return this form to: Admissions Office

4800 East Huron River Drive, Ann Arbor, Michigan 48105-4800 Phone: (734) 677-5148 Fax: (734) 677-5408

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**F1 VISA STATUS LETTER:**

If you are seeking a letter or have paperwork that needs to be filled out regarding enrollment, you will need to request this from the Registrar’s Office. The Admissions Office is only able to provide WCC F1 students with a letter regarding their **F1 visa status**. The Student Connection could assist you with a request for enrollment information.

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

F1 students must be enrolled in a minimum of 12 credits each Fall and Winter semesters. However, there are certain situations in which the Admissions Office could authorize “less than fulltime” enrollment if requested by the student. WCC is required to report enrollment in the USCIS-SEVIS system and must indicate the less than full time enrollment.

- I am requesting less than full time authorization for the \_\_\_\_\_ semester.

**\*Completing this form does not automatically guarantee permission. This request needs to be submitted and approved before dropping or withdrawing from any classes!**

Please select the reason you are requesting to be “less than full-time”:

\_\_\_\_ 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 **Please apply for graduation at the Student Connection.**

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

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

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