

# STUDENT/SCHOLAR REQUEST FOR OIE SERVICES

## ALL MUST FILL IN THIS BOX COMPLETELY

STATUS AT CMU:  Student (F-1/J-1/F-1 OPT)  Researcher/Staff/Faculty (J-1/H1B)  Student Intern (J-1)

SURNAME/FAMILY NAME: \_\_\_\_\_ GIVEN/FIRST NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CMU DEPT: \_\_\_\_\_

DATE OF BIRTH (mm/dd/yyyy): \_\_\_\_\_ PHONE: \_\_\_\_\_

RESIDENTIAL ADDRESS (USA): \_\_\_\_\_  
House/Building # Street (Apt/Rm#)

City

State

Zip Code

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Check here if you are a F-1 student on post-completion OPT.

Check here if you choose eShipGlobal for express mailing (FedEx/UPS) payable by credit/debit card. OIE will email you with instructions once your document is ready.

*Which service(s) would you like to request? Place a ✓ to indicate below.*

## IMMIGRATION DOCUMENTS

\_\_\_\_ 1. SIGNATURE ON MY I-20/DS-2019 FOR TRAVEL PURPOSES

\_\_\_\_ 2. REPLACEMENT I-20/DS-2019  LOST  STOLEN  DAMAGED  TRAVEL (OUT OF LINES)

OTHER: \_\_\_\_\_

## LETTER/SOCIAL SECURITY NUMBER REQUESTS

\_\_\_\_ 3. SIGNATURE ON SOCIAL SECURITY NUMBER (SSN) FORM (*F-1 students working on-campus only*)

\_\_\_\_ 4. LETTER TO HELP ME OBTAIN A SOCIAL SECURITY NUMBER (*J-1 students/J-1 student interns only*)

\_\_\_\_ 5. TRAVEL LETTER (*H-1B only*) Date Leaving: \_\_\_\_\_ Date Returning: \_\_\_\_\_

Destination(s): \_\_\_\_\_ Purpose of travel:  Personal  Professional  Both

\_\_\_\_ 6. OTHER (ITIN Letter, etc.) \_\_\_\_\_

**FOR OIE USE ONLY:** Pick up date: \_\_\_\_\_ Passport exp: \_\_\_\_\_

Last updated 9/2019