



The University of Pittsburgh
Office of International Services

Department Request for Processing Admitted International Student Checklist for Submission of "Admit" Files to OIS for Immigration Services Processing

This form must be attached to each file that is submitted to the Office of International Services (OIS) for an admitted international student. The form is designed to assist academic departments by providing a checklist of documents and information that must be submitted to OIS for any admitted international student. Providing the following documents and information will help to avoid delays and will assist OIS in processing the file in a timely and efficient manner. In addition, the information below will enable OIS to generate and issue a "Job Ticket" for each international "admit" file that is submitted to OIS for visa processing. The "Job Ticket" will be emailed to the department contact listed below and will contain the following information:

- The prospective international student's name.
- The "Date Created" (i.e., the date OIS received the file).
- The "Job Type" (i.e., "F/J Student Initial Visa Doc Request" – NOTE: *This "Job Type" will be used in almost all cases, but please be aware that not all admitted international students will be in F or J visa status and not all will require issuance of an OIS-issued visa document.*)
- The "Job Status" (i.e., "Pending" upon initial creation).
- The "Anticipated Completion Date" (i.e., the date by which OIS is expected to complete the processing of the visa document, if required).

Everything in the following list must be submitted to OIS for an admitted international student before the file is cleared for review and processing by the OIS Immigration Services unit:

PLEASE CHECK EACH BOX BELOW INDICATING DOCUMENTATION IS ATTACHED.

- Copy of the admission letter with PeopleSoft ID# written at the top (NOTE: The record **MUST** be in PeopleSoft).
- Copy of any departmental financial award letter indicating type (e.g., GSA), amount, and duration of award (NOTE: This is only necessary if this information is not already included in the admission letter itself).
- Completed English Language Proficiency Form.
- Documentation from the student that the offer of admission has been accepted (e.g., receipt for deposit; confirmation letter, email, or other correspondence, etc.).
- Original completed International Graduate Student Supplemental Application Form, including original Certification of Financial Responsibility and original supporting documents.
- Department Document Delivery Preference Form for Visa Documents (*see reverse side of this sheet*).

Please indicate below the department contact name and email address for OIS to use in sending the Job Ticket email:

DEPARTMENT CONTACT INFORMATION

Department Contact Name: _____

Phone: _____ Email: _____

TURN OVER. ADDITIONAL INFORMATION REQUIRED ON REVERSE SIDE.

Last Updated July 25, 2006



The University of Pittsburgh
Office of International Services _____

Delivery of Visa Documents

Department Document Delivery Preference Form

You MUST complete the information below in order for OIS to process the required visa document(s) for the admitted international student referenced below. OIS will process the visa documents for mailing to the international(s) according to the preference you check below.

International Student's Name: _____

PeopleSoft ID#: _____ Term Admitted (e.g., Fall 2007): _____

- If you would like **OIS to send** the visa documents and related materials **directly to the international via your department's UPS account**, please check the box to the left and provide your UPS account number. A copy of the UPS receipt will be sent to the email listed below for the department's records.

Departments are strongly urged to elect this option since it ensures the most secure and timely mailing of the documents to the international(s).

UPS Account # _____

- If you would like to **pick up** the original visa documents and related materials in OIS at WPU 708, please check the box to the left and provide the name, phone number, and email for the individual who will come to OIS for pick-up (if this is the same as the department contact listed on the reverse side, simply indicate "same as on reverse"). This individual will be contacted by OIS when the documents are ready for pick-up. Please note that this individual must have on file in OIS a signed copy of the *Memorandum of Understanding Regarding Mailing of Forms I-20/Forms DS-2019* and must present identification at the time of pick-up. The MOU is available at www.ois.pitt.edu/pdf/MailingMOU.pdf.

When mailing these important federal documents, OIS strongly recommends using UPS. This will ensure timely and accurate delivery.

Name: _____

Phone: _____ Email: _____