



University of Pittsburgh  
The Office of International Services

## Petition for Exception to Visa Document Issuance Deadline

The Office of International Services (OIS) has established deadlines by which our office must receive all completed application materials from the academic unit at the University and from the international student in order to issue the required visa document (Form I-20 or Form DS-2019), if applicable.

<b>FALL</b>	<b>June 1<sup>st</sup></b>
<b>SPRING</b>	<b>October 1<sup>st</sup></b>
<b>SUMMER</b>	<b>March 1<sup>st</sup></b>

These deadlines are necessary to allow sufficient time for the OIS admissions unit to complete final clearance of the admissions files and for the OIS advising unit to issue the required visa documents, a process that has become more complex and more constrained due to our increased compliance obligations with various Federal laws and regulations. In addition, these deadlines are necessary to provide the international student with sufficient time to secure his/her entry visa and enter the United States, or to transfer his immigration status from within the United States, and to arrive before the start of the academic term. In many cases, this may not be sufficient time and we urge submission of the documents before those deadlines.

**OIS cannot make exceptions to these deadlines unless a Dean provides a compelling reason why an exception should be made, accompanied by clear and convincing documentary evidence, and OIS determines that making an exception will in no way violate U.S. immigration laws or regulations and/or will in no way jeopardize the University's authorization to continue to enroll international students. Please note that a simple sentence stating that the department wants the student or that the department will lose the student if he/she is not granted an exception is not sufficient. Exceptions can only be made in extraordinary circumstances.**

**Please Print**

Name of Student: \_\_\_\_\_

Name of Petitioner (*Dean*): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please state the reason for this request to process a visa document after the deadline, and submit any supporting documentation (use additional paper if necessary or attach a separate letter if you prefer):

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