Please allow **FIVE** business days for the document to be completed. You will be notified by e-mail once the document is ready or if we have any questions about your request.

<table>
<thead>
<tr>
<th>YOUR INFORMATION</th>
<th>PLEASE PRINT CLEARLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ___________</td>
<td>TC ID #: T__________</td>
</tr>
<tr>
<td>E-Mail: __________</td>
<td>Tel #: ______________</td>
</tr>
<tr>
<td>Program: __________</td>
<td>Degree Level: ________</td>
</tr>
</tbody>
</table>

**OISS Staff ONLY**

| Banner Check | Current Enrollment | Full time enrollment | Holds | Student Account | AVC | fsaAltas | Bio/ Profile | Address | Log in notes |

**Step 1**

1. Please submit to OISS:
   1. Completed Application for Visa Certificate (AVC) form if you are NOT currently in valid F-1 status
   2. Original financial documents. (See AVC for details. Originals will be returned to student.)
      (If changing from F-2 to F-1, please provide proof of support for both students.)
   3. TC admission letter
   4. Copy of your passport (bio, expiration and current visa pages)
   5. Copy of your dependent’s passport information (if applying for F-2)

**Step 2**

1. To apply for an F-1 visa in your home country, go to [www.travel.state.gov](http://www.travel.state.gov) for detailed visa application instructions.
   - Keep in mind that scheduling a visa interview appointment often takes time (1 week or more). Be sure to make your travel arrangements accordingly.
   - If you have questions about applying for a visa in a country other than your home country, please see an advisor at OISS.
2. Reminder: Most U.S. Consulates will request the following documents. Be sure to obtain all documents ahead of time.
   - Valid passport
   - Original TC I-20 with valid travel signature (if you have already changed to F-1 status)
   - Original documents proving financial support (that matches the I-20)
   - TC Admission letter
   - Proof of current registration at TC (if enrolled)
   - Official transcript(s) of all U.S. study
   - F-1 Visa application form ([www.travel.state.gov](http://www.travel.state.gov)) and paid application fee
   - I-901 Receipt for the SEVIS Fee [http://www.ice.gov/sevis/i901/index.htm](http://www.ice.gov/sevis/i901/index.htm)

**Step 3**

Important reminder: Immediately after your return to the US, your SEVIS record must be updated. Bring your stamped I-20, I-94 and passport (with visa) to OISS.

**I agree for the OISS to act on my request for the above.**

| Name (Signature) | Date |

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