Student Visa Information & Mailing Form

VISA INFORMATION

Most international students hold an F-1 student visa. F-1 visas are nonimmigrant visas that are granted to applicants who want to pursue a full course of academic study at a U.S. university. Some students are required to hold a J-1 student/scholar visa by their sponsoring agency. To receive a UW–Madison I-20 (F-1 applicants) or DS-2019 (J-1 applicants), which is required to maintain legal status, read all the information carefully, complete all the necessary steps, and submit the required documents. Students currently in the U.S. on a Non F-1/I-1 visa and changing to a F-1 or J-1 visa, need to contact our office for further information. Contact us by email with any questions: onwisc@admissions.wisc.edu.

YOUR CURRENT ADDRESS

We need to have the mailing address on file you will use before starting your studies at UW–Madison. This is where we will send your I-20 or DS-2019. If you have not updated your address information online in MyUW – my.wisc.edu – list your current address information below:

Current Mailing Address

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

This address is active from __________ until __________.

Future Mailing Address

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

This address will be active starting __________ until __________.

Indicate below if you would like your I-20 or DS-2019 sent by standard airmail or courier mail. Please note, that the only way to guarantee timely delivery of your documents is to have them shipped via courier. Delivery times for standard airmail may range between 2-4 weeks and there is no tracking information. We encourage students to sign up for the courier service so that they have a tracking number and an approximate arrival date.

___ Please ship my I-20 or DS-2019 via standard airmail. I have updated my mailing information above or online in MyUW.
___ Please ship my I-20 or DS-2019 via courier (to use this service, complete the steps under Courier Mailing Instructions).

COURIER MAILING INSTRUCTIONS

If you would like your I-20 or DS-2019 sent by courier mail do not go through DHL, FedEx or UPS directly. Instead use eShipGlobal a service that allows you to receive the documents through DHL, FedEx or UPS in 3-5 days. All communication will go through this service, which will notify us that you are requesting your visa documents to be sent by courier mail. You will also need to pay for this service using a credit card (Visa, Master Card, or Discover). Make sure to select “Office of Admissions and Recruitment” as the department option. Follow these steps to begin:

• Go to study.eshipglobal.com
• Create a user name and password to activate an account.
• To request a shipment, you will need your UW-Madison campus ID number.

You may request a shipment either to your foreign address or to a U.S. contact address. If your visa documents will be sent to a U.S. contact address, please include the name of the person who lives at that address. Please double check the information you submit to prevent any delays in the shipping information or credit card payment. Email the service directly if you have questions: support@eshipglobal.com.

SENDING US YOUR INFORMATION

Students that are applying for a visa need to submit this form and the additional items listed on the following page. Submit this form and the following page(s) by email, fax, or mail:

Mail: University of Wisconsin-Madison, Office of Admissions and Recruitment
702 West Johnson Street, Suite 1101 Madison, Wisconsin 53715–1007

Fax: 608-265-5154

Email: onwisc@admissions.wisc.edu

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STUDENTS ARRIVING FROM OUTSIDE OF THE U.S.

If you are arriving from outside the United States, complete the following:

Name (exactly as it appears on your passport) ___________________________________________________________

UW–Madison Campus ID# ____________________________ Birth Month _____ Birth Date_____ Birth Year_______

Country of Citizenship ____________________________ Country of Birth ____________________________

Submit the following items with this completed form to our office. If you already submitted one or more of the items at the time you submitted your application, you do not need to submit them again.

a) Financial Verification Form  
b) Financial Documentation (F-1 applicants only)  
c) Letter from Sponsor (J-1 applicants only)  
d) Copies of passport pages showing your identity and full legal name

STUDENTS CURRENTLY STUDYING IN THE US ON AN F-1 OR J-1 VISA

Name (exactly as it appears on your passport) ___________________________________________________________

UW–Madison Campus ID# ____________________________ Birth Month _____ Birth Date_____ Birth Year_______

Country of Citizenship ____________________________ Country of Birth ____________________________

U.S. Address (not a P.O. Box) ______________________________

______________________________________________

______________________________________________

Contact information for the International Student Advisor at your current institution:

School/Institution__________________________________________ Advisor’s name ____________________________

Email address__________________________________________ Phone__________________________________________

Will you leave the U.S between the time you finish your studies at your current institution and enroll at UW–Madison?

___ YES  ___ NO

Submit the following items with this completed form to our office. If you already submitted one or more of the items at the time you submitted your application, you do not need to submit them again.

a) Financial Verification Form  
b) Financial Documentation (F-1 applicants only)  
c) Letter from Sponsor (J-1 applicants only)  
d) Copy of Current I-20 or DS-2019 Form  
e) Copies of passport pages showing your identity, visa stamp, and passport expiration information

Complete the top section of the Transfer Release Request form (on the next page). Then submit the form to the International Student Advisor at your current institution. Make sure the advisor follows the instructions on the form, releases you, and notifies UW–Madison by email as soon as possible. We cannot issue your I-20 or DS-2019 if your advisor does not contact us. It is your responsibility to relay this information to your advisor so that you remain in legal status. After the release date, it will take up to 5 business days for the I-20 to be processed and mailed. We cannot issue your I-20 until your SEVIS “release” date.

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Transfer Release Request Form

only for students currently studying in the US on an F-1 or J-1 visa

STUDENT SECTION

Complete this section of the form and submit it to the International Student Advisor at the institution you are currently studying. Do not return this page to the UW–Madison Office of Admissions.

Name (exactly as it appears on your passport) ______________________________________________________

UW–Madison Campus ID# ____________________________ Birth Month _____ Birth Date______ Birth Year________

Country of Citizenship____________________________________________ Country of Birth __________________________

ADVISOR SECTION

The above-named student intends to enroll at the University of Wisconsin–Madison for an upcoming term. We request you to release the student in SEVIS so that we may issue a new I-20 or DS-2019 form to the student.

Please send us an e-mail with the information listed below.

Instructions for SEVIS Release

• Enter the release date, even if a future date. (SEVIS allows post-dating releases; you will have access to the student’s record until the release date.)

• Enter TRANSFER instead of COMPLETED into the SEVIS database.

• Search for UW–Madison:
  Note to DSO: In SEVIS the University of Wisconsin–Madison is listed as follows:
  o School Code: CHI214F20246000
  o School Name: University of Wisconsin System
  o Campus Name: University of Wisconsin–Madison

Instructions to Contact Us

• Send an e-mail to release@admissions.wisc.edu

• Include the following on the subject line: student’s last name, first name, middle name

• Include the following information in the body of the e-mail:
  o Student’s UW–Madison campus ID# (listed above)
  o Student’s date of birth (listed above)
  o SEVIS ID#
  o Release date
  o Last term of full-time enrollment (e.g., fall, winter, spring, summer)
  o Your name
  o Your institution
  o Your phone number
  o Your email address

Thank you for taking the time to serve this student. If you have questions, please email our office: onwiscin@admissions.wisc.edu.

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