

Last Name: \_\_\_\_\_ College/Department: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Major/Program: \_\_\_\_\_  
 NCSU ID #: \_\_\_\_\_ Degree Level: \_\_\_\_\_  
 NCSU Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

## Form Instructions and Required Support Documents

Use this form to request an I-20/DS-2019 to return to NC State after a temporary absence due to suspension, withdrawal, leave of absence (LOA), or because your previous immigration record was closed due to returning to your home country. Any university and/or departmental required appeals or readmission procedures must already be completed and approved. You must submit the completed form to OIS with the following required support documents **60 days** in advance of return:

- Copy of your passport bio page
- Copy of your most recent visa
- Estimated date of your return to the U.S.
- [Completed OIS Funding calculator](#)
- Funding documents as listed on page 2
- Copy of flight itinerary of your departure from the U.S.

## To be Completed by the Student

What semester(s) were you absent? \_\_\_\_\_ Date you last attended class: \_\_\_\_\_  
 What semester will you return? \_\_\_\_\_ Date you departed the US: \_\_\_\_\_  
 Visa renewal interview date (if any): \_\_\_\_\_ Estimated date of return to the US: \_\_\_\_\_

If you withdrew or took a leave of absence (LOA), what date did you request the withdrawal/LOA? \_\_\_\_\_

**Foreign Non-U.S. Address:** SEVIS requires a **permanent, foreign, non-U.S. address**. If your parents live in the US, you must put another family member's foreign address. Write the **foreign, non-U.S. address** as it should appear on an envelope:

\_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
 Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## To be Completed by the Academic Department (DGP for graduate students; Academic Advisor for undergrads)

By signing this form you confirm that the student has completed all required academic procedures - including any necessary appeals, readmission, or return after LOA procedures - to be able to return to NC State University as a continuing student, and that the student is eligible to enroll in the anticipated semester of return as noted above.

What is the student's **anticipated** semester of completion for their academic program? \_\_\_\_\_

DGP/Academic Advisor Name: \_\_\_\_\_ Email: \_\_\_\_\_

DGP/Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Financial Information (to be completed by the student)

Student Name: \_\_\_\_\_ NCSU ID #: \_\_\_\_\_

Use the funding calculator available on OIS's website (<https://internationalservices.ncsu.edu/current-students/changing-your-program/funding-calculator/>) to calculate the required amount of funding you must show based on your anticipated semester of completion as determined by your DGP/Academic Advisor. Submit a copy of the completed funding calculator in GlobalHome along with the appropriate funding documentation.

**Funding document requirements:** All funding documents must be dated within the last 6 months, in English (or translated into English), and indicate a specific amount of funding. Additionally, personal and family funds must be readily available, liquid funds (e.g. checking/savings/money market account). Income tax statements/returns, proof of property ownership, stocks, bonds, and letters stating that the individual possesses "sufficient financial resources" or "earns enough" are NOT acceptable as evidence of readily available, liquid funds. Bank statements showing personal/family funds must show the account holder's name.

Total estimated expenses according to the OIS funding calculator: \_\_\_\_\_

Below are types of funding sources you may show for your estimated expenses:

- Personal Funds - proof of funding in your name (such as a bank statement)
- Family Funds - proof of funding in the family member's name (such as a bank statement). *The sponsoring family member should complete the Sponsoring Family Member Affidavit of Support section below.*
- NCSU Department Funds - such as assistantship or fellowship. You must submit an RATA contract or letter from department confirming the terms of the assistantship/fellowship for tuition, fees, health insurance, stipend, and duration of funding.
- Government/Sponsor Funds - letter on official letterhead detailing source, amount, and duration of the funding.
- If you have another source of funding not listed, please list it here: \_\_\_\_\_

## Sponsoring Family Member Affidavit of Support (to be completed by the financially sponsoring family member)

### Sponsoring Family Member Contact Information

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Sponsoring Family Member Immigration Information

The financial sponsor cannot hold a nonimmigrant status in the U.S., except for employment based status, e.g. H, L, E, O, TN

\_\_\_\_\_ I am a U.S. permanent resident (green card holder), or U.S. citizen, or hold employment visa status of: \_\_\_\_\_

\_\_\_\_\_ I reside permanently outside of the U.S.

### Sponsoring Family Member Certification

I certify that I am funding the student named at the top of this page for expenses related to his/her attendance at NC State University in the amount of \_\_\_\_\_ and attached is my bank statement showing at least this amount.

Sponsoring Family Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_