Any school wishing to sponsor an admitted international student in need of a F-1 visa must submit the required
documentation below in one packet to the Office of International Services (OIS) in order to request the Form I-20 that is
needed for the student to apply for a F-1 visa/status. Forms can be found on the OIS website.

The OIS will process the completed forms within 5-7 business days of receipt and email the student and school once the
Form I-20 has been sent to the student. The I-20 is the document which the student presents at the U.S. consulate in
his/her home country to apply for the F-1 visa. (If the student is currently in the U.S. on a F-1 visa or another non-
immigrant visa, s/he should contact the OIS for assistance.) Issuance of the Form I-20 does not guarantee that the consular
officer will issue the student visa. Instructions for the visa interview process will be sent to the student along with the Form I-
20. Visa processing times vary substantially, and therefore, departments will need to submit a complete request packet to the
OIS at least three months prior to the program’s start date to allow for adequate OIS and consular processing.

If you have any additional questions and/or concerns, please call 210.567.6241 or email international@uthscsa.edu.

ITEMS NEEDED FROM THE ACADEMIC DEPARTMENT

☐ Departmental Sponsorship Form for F-1 Visa for International Student
☐ Copy of program acceptance letter provided by academic department. This letter must include the program start date,
orientation date, and any funding provided by school (if applicable).

ITEMS NEEDED FROM ANY STUDENT REQUESTING F-1 VISA/STATUS

☐ F-1 Student Sponsorship Request
☐ General Data Protection Regulation (GDPR) Privacy Notice
☐ Copy of the biographic information and expiration page(s) of international student’s passport
☐ Financial Support Documentation – The U.S. Dept. of Homeland Security requires the university to document
the student’s ability to pay for the cost of attendance (i.e. tuition, fees, room and board, etc. for one year.) The
official Cost of Attendance are on the Office of Veteran Services & Financial Aid’s website. All financial
documents must be in English or officially translated into English. Documents must be dated within the last 3
months. Salary statements and/or tax documents are not acceptable.
Acceptable financial support documents are:
☐ Official admissions letter or other signed, dated document issued by the UT Health Science Center indicating
specific amount of funding provided (for example, stipends, fellowship, scholarship, etc.) and length of
support
☐ Official bank statement printed on the bank’s letterhead including the date of issuance, account holder’s
name, and current balance. If the bank statement is not under the applicant’s name, please submit an additional
signed, dated letter from the person who will be financially supporting the visitor stating relationship to the visitor,
amount of financial support, and duration of support.
☐ Official award/institutional or employer support letter on letterhead from another source such as a scholarship,
grant, etc... showing specific amount of funding and length of support
☐ Visa Dependent Request Form (if spouse and/or children will accompany student to the U.S.)
ADDITIONAL ITEMS TO BE SUBMITTED WITH THIS FORM ONLY IF STUDENT CURRENTLY IN U.S. IN F-1 STATUS

☐ Copy of most recent I-94 Arrival Record, or if last arrival to the U.S. prior to April 2013 then a copy of the front and back of physical I-4 card
☐ Copies of current and previous U.S. visa stamps
☐ Copies of all previously issued I-20 forms
☐ F-1 Transfer-In Form

ADDITIONAL ITEMS TO BE SUBMITTED WITH THIS FORM IF STUDENT CURRENTLY IN U.S. AND NOT IN F-1 STATUS

☐ Copy of most recent I-94 Arrival Record, or if last arrival to the U.S. prior to April 2013 then a copy of the front and back of physical I-4 card
☐ Copies of current and previous U.S. visa stamps
☐ Copies of all previously issued I-20 forms
☐ Copies of all DS-2019 forms if hold or previously held J status
☐ Copies of current and any previous Employment Authorization Document (EAD) cards (if applicable)
☐ Copies of all prior Form I-797 Approval Notices if previously held H, L, O or TN visa status
☐ Visa Dependent Request Form (if spouse and/or children will accompany student to the U.S.)