

INTERNATIONAL STUDENTS

Services to Students

In response to the coronavirus (COVID-19), the Office of International Affairs will offer our services via email and phone through May 1. **OIA is currently able to process I-20s at this time.** Processing and mailing may take longer than normal.

For the majority of services, the most efficient way for us to assist you during this time will be via email. Please review the common list of services we provide and follow the instructions below. Also note that you can access the forms you need on our website at: <https://oia.osu.edu/forms-and-handouts.html>.

- **Authorized Early Withdrawal** – form can be scanned and emailed to an immigration coordinator or iss@osu.edu
- **Academic Training** – form and supporting documentation can be scanned and emailed to an immigration coordinator or iss@osu.edu; DocuSign digital signatures from academic/faculty advisors will be accepted
- **Change of Level** – supporting documentation can be scanned and emailed to an immigration coordinator or iss@osu.edu
- **Change of Status** – start with email to iss@osu.edu; remote advising consultation may be requested
- **Curricular Practical Training (CPT)** – form and supporting documentation can be scanned and emailed to an immigration coordinator or iss@osu.edu; DocuSign digital signatures from academic/faculty advisors will be accepted; students will be able to choose regular (no cost) or express mail (additional cost) to receive the documents (document processing will be prioritized by start date)
- **Dependent request** – form can be scanned and emailed to an immigration coordinator or iss@osu.edu
- **Employment verification form** – please wait to drop off at OIA after May 1
- **Optional Practical Training (OPT)** – completed form can be scanned and emailed to an immigration coordinator or iss@osu.edu; DocuSign digital signatures from academic/faculty advisors will be accepted; immigration coordinator will email back when the documents are ready and students will be able to choose regular (no cost) or express mail (additional cost) to receive the documents
- **OPT doc check** – supporting documentation can be scanned and emailed to an immigration coordinator or iss@osu.edu
- **Program extension** – form and supporting documentation can be scanned and emailed to an immigration coordinator or iss@osu.edu; DocuSign digital signatures from academic/faculty advisors will be accepted
- **Reduced course load form** – form and supporting documentation can be scanned and emailed to an immigration coordinator or iss@osu.edu; DocuSign digital signatures from academic/faculty advisors will be accepted
- **Reinstatement** – start with email to iss@osu.edu; remote advising consultation may be requested
- **Transfer out (F-1 students)** – complete the Transfer Out eForm (<https://go.osu.edu/f1transferout>); students will need to upload their new admission letter; an immigration coordinator will email to confirm when the request has been processed
- **Travel signature** – We have temporarily discontinued the e-form procedures via IntBuckeye for travel signatures. If you will be traveling before May 1, you may leave the country without a travel signature

