Memorandum

Date: March 6, 2024

From: UF Graduate School
UF International Center

To: All Deans, Associate Deans, School Directors, Department Chairs, Coordinators, and Staff

RE: Implementation of Deadline for Graduate Departments to Submit I-20 Requests for Incoming International Students Requiring an F-1 Visa

The UF Graduate School and the UF International Center’s International Student Services (ISS) have established a new policy detailing the deadlines for submitting I-20 requests for new international students who will attend the University of Florida with an F-1 student visa.

Academic departments submit I-20 requests for newly admitted international students via the International Student and Scholar Services (ISSS) portal. This request is called the New International Student Request Form. Academic departments have a designated staff member who submits the I-20 requests to the International Center via the ISSS portal. I-20 requests must be submitted prior to the semester of admission.

Effective May 15, 2024, the deadlines to submit I-20 requests in the ISSS portal are as follows:

<table>
<thead>
<tr>
<th>Semester of Admission</th>
<th>I-20 Request Submission Deadline</th>
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<tbody>
<tr>
<td>Fall</td>
<td>May 15</td>
</tr>
<tr>
<td>Spring</td>
<td>October 1</td>
</tr>
<tr>
<td>Summer A/C</td>
<td>February 1</td>
</tr>
<tr>
<td>Summer B</td>
<td>March 15</td>
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</tbody>
</table>

Before submitting an I-20 request, the academic department must ensure that the student is...

- admitted in student records,
- not a U.S. citizen, and
- classified as a non-resident alien.

The deadlines shown above apply to new international students residing abroad who need to apply for an F-1 student visa. I-20 requests for international students already in the U.S. in F-1 status may be accepted up to 60 days before classes start for the semester of admission. Students in this situation are referred to as SEVIS transfer students. If an I-20 request is
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submitted after the above deadlines, and the student is not a SEVIS transfer student, the I-20 request will be cancelled and the academic department will be notified to defer the student’s admission and submit a New International Student Request once the deferral is effective.

This new policy supports enhanced planning, facilitating better coordination between the academic departments, the International Center, and the international students, resulting in a more organized matriculation and onboarding process. The deadline ensures that students have sufficient time to apply for the F-1 visa, considering lengthy visa appointment times in some locations and delays arising from administrative processing by the U.S. Department of State or other government agencies.

For questions related to submitting I-20 requests in the ISSS portal, contact Candice DeBose-Tyson (cdebose@ufic.ufl.edu).

For questions regarding obtaining access to the ISSS portal, contact Yanina Morero (ymorero@ufic.ufl.edu).

We appreciate your cooperation in implementing this new policy and believe it will contribute to a more efficient and positive experience for our new international students.

Distributed via Graduate Deans, Associate Deans, Department Chairs, Coordinators, and Staff listservs on March 6, 2024.