

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:

Semester of Admission	I-20 Request Submission Deadline
Fall	May 15
Spring	October 1
Summer A/C	February 1
Summer B	March 15

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.