

Ohio Wesleyan University

I-20 Issuance Form (Important Information Required Before Issuing I-20)

WHEN: We normally issue SEVIS Form I-20 within a week of receipt of the enrollment deposit and the approved financial certification. It will take a few extra days around the May 1 deadline when we receive so many deposits.

WHERE: We want to make sure that we have the correct mailing address for the I-20 (and for pre-arrival mailings over the summer). Please print your name, address and phone number *very clearly* on the lines below, just as they should appear on an envelope.

MAJOR/AREA OF STUDY: Please confirm the academic subject or area that you intend to study. (This information can be changed after you are enrolled.)

HOW: We send I-20s by regular airmail through the United States Postal Service (USPS). If you would like us to send the I-20 through a private courier service, we will be glad to do so if you pay for the extra charge **in advance**.

We have no way of knowing what the actual charge will be for each courier to each city in the world, so we have established a flat advance fee of \$45. You can add this \$45 charge to the \$400 enrollment deposit. Methods of payment for enrollment deposit/courier charge: check, money order, money draft, wire transfer or payment online using a credit card through Tuition Management Systems (**small fee applies**). Please see "Methods of Payment" at <http://admission.owu.edu/international.html>.

If payment of the courier service is not received, the I-20 will automatically be sent through USPS regular airmail. Please indicate below how you would like us to send the I-20. Please note that *couriers cannot deliver to a post office box number*. **If you want us to send the I-20 by courier, please give us a street address and phone number.**

- 1. USPS regular airmail (no charge)
- 2. DHL courier
- 3. FEDEX courier
- 4. UPS courier

Please return this form with the \$45 charge, if applicable, and the Certification of Finances Form.