

# 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. 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.**

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Postal Code:

Telephone:

**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://intladm.owu.edu/methodsOfPayment.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.

- \_\_\_\_\_ 1. USPS regular airmail (no charge)  
\_\_\_\_\_ 2. DHL courier  
\_\_\_\_\_ 3. UPS courier

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