

**CHECKLIST FOR COMPLETING I-20/DS-2019 REQUEST**

- Have the following items with you **before** you submit your request:
- Scan of your passport identity/biographical page.
  - Scan of any of your dependents' passport identity/biographical pages.
  - Scans of your funding documents (e.g. bank letter, bank statements, scholarship letters).
  - SEVIS release date and current international advisor contact information, if transferring.
    - UC Santa Cruz's F-1 program code: SFR214F00416000
    - UC Santa Cruz's J-1 program code: P-1-03968
  - Permanent address in your home country.
  - Mailing address to receive I-20 or DS-2019.
  - Completed eShipGlobal label, if using express mail to receive your I-20 or DS-2019.

We will not be able to process your request until all documentation has been received. It will then take approximately 10 business days to issue your I-20 or DS-2019.

- Factor in time for mail delivery of your I-20 or DS-2019 to your overseas or local U.S. address before booking visa appointments or finalizing travel plans.

**REMINDER:** If you choose eShipGlobal and you don't complete and pay for a label on time, there will be a delay in sending your documents to you.

- Degree Students: Submit your official transcripts or other required Admissions materials.

**UNDERGRADUATE STUDENTS**

Deadline: July 1 (transcripts)  
Deadline: July 15 (test scores)

Office of Admissions  
University of California, Santa Cruz  
1156 High Street  
Santa Cruz, CA 95064  
U.S.A.

Question about materials?  
[internationaladmissions@ucsc.edu](mailto:internationaladmissions@ucsc.edu)

**GRADUATE STUDENTS**

Deadlines: 2<sup>nd</sup> week of first quarter (transcripts)  
Check with Grad Division (test scores)

Graduate Application Processing  
University of California, Santa Cruz  
1156 High Street  
Santa Cruz, CA 95064  
U.S.A.

Questions about materials?  
[gradadm@ucsc.edu](mailto:gradadm@ucsc.edu)