



STUDENT REQUEST FORM

Please complete this request form and submit it to the Front Desk of the International Education office.
Your request will be processed within 7 - 10 business days.

NOTE: If we are missing any information from you such as insurance information, financial guarantee, visa documents, orientation attendance, any special students forms, outstanding charges, etc., **your request will be processed only after all your information is complete.**

Student Name:	_____		
Student ID Number:	_____		
Are you government sponsored?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	if, yes: Embassy Name: _____
			Advisor Name: _____
			Advisor Email: _____
Student Email:	_____		
Student Phone Number:	_____		
Student Signature:	_____	Date:	_____

Forms Requested (please check all boxes that apply):

- Change of major** Old major: _____
New Major: _____

Note: If you are changing from ESL to an academic level, **you must provide the following documents** along with this form:

- New financial guarantee (Embassy letter or bank statement)
- Evidence of Financial Support letter (if family funds or private sponsor)
- ACCUPLACER Test Scores (Writing, Reading and Math)

- Degree Plan (Check Sheet)** My major: _____

- Enrollment Verification - Do not fill out this form;** must be directly requested at the Enrollment Center.

- Online/hybrid class verification** My major: _____

- Semester-By-Semester Study Plan** My major: _____

- Transcripts (Official)** **Do not fill out this form;** must be directly requested at the Enrollment Center or via the my.maricopa.edu Student Center. There is a **\$5 charge** for official transcripts.

- Transcripts (Unofficial)** **Do not fill out this form;** access them via the my.maricopa.edu Student Center.

- Other (please explain)** _____
