

Rush Request Form

() Mr. () Ms. _____
Family (last) name Given (first) name Other

First semester at USC _____ Today's Date: _____
Semester Year Month Day Year

Student ID#: _____

Status: F-1 J-1

Document which you are requesting: _____

Please explain briefly why you need this document urgently:

How many Rush Request Forms have you submitted previously?

None fewer than 3 three

For OIS Use Only:

Approving Counselor/Immigration Specialist: _____

Date Promised: _____ A.M. _____ P.M. _____

The student agrees and understands the information indicated below:

This document was especially prepared for you by the Office of International Services in consideration of your special circumstances. However, we would like to ask your cooperation next time in respecting our regular processing time. Our regular processing time is between 5 and 10 business days depending on your request.

Thank you for your cooperation.

Student's signature: _____

For office use only:

_____ units for _____. Restrictions: _____. RCL Submitted: _____

FORM OIS.31

PROCEDURES FOR RUSH REQUESTS

Because of the large volume of rush requests our office receives every day, and because processing these requests seriously limits our ability to process document requests which are submitted in a timely fashion, rush requests will only be considered with the following documentation.

NEW I-20 FOR TRAVEL

You must provide OIS with a copy of your travel ticket showing date of departure. Date of departure must be before normal OIS processing due date, and if so, IF POSSIBLE document can be picked up one day prior to departure or can be mailed to your destination provided you supply a stamped, self-addressed envelope.

PERMISSION TO ATTEND ANOTHER INSTITUTION

You must provide OIS with a letter (or similar document) from the Registrar's Office of the School you wish to attend indicating the deadline for registration. If the deadline is before normal OIS processing due date, if possible, the document will be available to pick up on the registration deadline date.

LETTER OF STANDING

You will need to show a copy of your travel ticket or a letter from a government agency or appropriate institution indicating that the letter is needed before the normal OIS processing due date. You may also provide us with a stamped self-addressed envelope so that the letter can be mailed on the normal OIS processing due date.

All rush request will be processed at the discretion of OIS Counselors/Immigration Advisors. A maximum of **3 rushes (NO EXCEPTIONS)** will be considered during the student's entire academic career.

Thank you for your cooperation. Your assistance in following these guidelines will help our staff process the hundreds of document requests received each week.