



INSTRUCTION

Fill out the form legibly and completely. Submit the form with current bank statement and payment in person at PSU campus or fax to **1 (323) 731-7276** or email to admissions@psuca.edu. Deferral / reissue processing costs **US\$40.00**.

Please Note

- The deferral request must be submitted within 30 days of the initial program start date (Refer to the date on your I-20 N. # 5).
- The deferral request must not exceed 3 quarters from the initial program start date.
- The deferral request will only be accepted twice.
- Anything outside of these stated perimeters, then applicant needs to reapply and pay all fees associated with admissions.
- Admissions Office reserves the right to request additional information and the right to deny any deferral request.

A. Applicant Information (All required – please print clearly)

Last Name (Exactly as it appears on your passport)		First Name	Middle Name
Current Mailing Address – Street (P.O. Boxes is not accepted)			
City	State	ZIP/Postal Code	Country
Phone Number	E-mail Address		Date of Birth (mm/dd/yyyy)
Applying for Term (select one) <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer			Year
Program	Reason to request for document(s) reissued or deferral of application		
Major	<input type="checkbox"/> Not enough time for Visa interview <input type="checkbox"/> Visa approved but could not come <input type="checkbox"/> Visa / Change of Status Denial <input type="checkbox"/> Change of Status has not approved yet <input type="checkbox"/> Other (Please specify) _____		

B. Dependent Information (International visas-Please refer to the REQUIREMENTS of additional documents for admissions and bank statement if you are bringing dependent(s))

- ☐ Bringing any dependent(s) (Regardless of number)
- Please specify** ☐ Spouse ☐ Children (How many? _____) (If this is a change from your initial I-20, then \$50 processing fee applies.)

C. Delivery Method (select one)

- ☐ In-Person Pick-Up (Photo identification is required to pick up the document(s)) **NO FEE**
- ☐ U.S. first-class mail to U.S. addressee – no tracking number **NO FEE**
 (PSU will not be responsible for any lost, stolen, or damage of the document(s) requested to be delivered via this method)
- ☐ FedEx to U.S. addressee – recommended **US\$25.00**
- ☐ FedEx to international addressee – recommended **US\$100.00**

D. Delivery Instruction (select one)

I. Pick-up instructions – for in-person pick-up only

- ☐ I wish to pick up my document(s) by myself
- ☐ I wish to authorize the individual below to pick up my document(s)

Full Name (Last, First Middle)

Phone Number

Email Address

II. Mailing instructions – for mail delivery only

- ☐ Mail to current mailing address as shown above
- ☐ Mail to different mailing address below (P.O. Boxes is not accepted)

Mailing Label – Print name and address legibly

E. Payment Method (select one)

- ☐ In-Person ☐ Credit Card (Visa or MasterCard only) Credit Card Number: _____
- ☐ Money Order (payable to **Pacific States University**) Expiration Date (mm/yyyy): _____
- ☐ Personal Check (payable to **Pacific States University**) CV Code (3 or 4 digit code on the back of credit card): _____

US\$40.00 plus Section C. then enter the total here → Total Due US\$ _____

Certification

I understand that my Acceptance Letter and Form I-20 (if applicable) will automatically be prepared by using the information entered on this form. I understand that I will be notified when the document(s) is ready to be mailed or picked up. If any information on this form is required to be changed or corrected, I must notify Pacific States University by emailing to admissions@psuca.edu before document(s) has been issued otherwise I will be required to pay for reissue fee and delivery fee (if applicable) for a new document(s). I authorize Pacific States University to charge for the total due amount as shown above.

Applicant's Signature

X

Date Signed (mm/dd/yyyy)

OFFICE USE ONLY

Amount Paid	Received By	Recorded by Admission Officer	Comments
Receipt No.	Received Date	Recorded Date	