



## Dependent Request Form

F and J visa holders may request to add dependent(s) (spouse, unmarried children under the age of 21) to their SEVIS record. If the request is complete, ISSS will review the request and issue a dependent I-20 or DS-2019 required for the visa application process and travel to the United States.

### Dependent Status

Once a dependent obtains F-2 or J-2 status, ISSS will only terminate or end the dependent SEVIS record if credible evidence of one off the follow events is submitted:

- Legal divorce (if the dependent is a spouse)
- Death
- Dependent’s request to terminate/end his/her SEVIS record
- Failure to maintain J-2 medical insurance and/or evacuation/repatriation insurance

Please submit proof of any dependent change of status or permanent departure from the U.S. to ISSS via the *ISSS Document Submission Form* available in the [MyISSS portal](#).

### Required Dependent Immigration Check-In

Once your dependent(s) arrive in the U.S., a quick immigration check-in process must be completed with ISSS. You will have to provide ISSS with copies of the following documents:

- F-2 or J-2 visa
- F-2 or J-2 [I-94 record](#)
- *J-1 Student or Scholar*: Summary of Benefits or ID card for J-2 insurance (both medical and evacuation/repatriation insurance)

**Please submit documentation electronically via the *ISSS Document Submission Form* available in the [MyISSS portal](#).**

### Student / Scholar Information

Your Name: \_\_\_\_\_ Student/Employee ID#: \_\_\_\_\_  
SURNAME/Last Name, First & Middle Name

Date of Birth: \_\_\_\_\_ I am currently a:  F-1 Student  J-1 Student  J-1 Scholar  
(Month / Day / Year)

I would like to add my:  Spouse  Unmarried child/children under the age of 21

### Authorization and Acknowledgement

I authorize ISSS to create dependent SEVIS record(s) and issue dependent immigration document(s) using the information indicated on this form (pp. 1-2) and provided as supplemental documentation. I understand and agree to the conditions of having my dependent(s)' status linked to mine; maintaining valid non-immigrant status; and completing a dependent immigration check-in for each dependent.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Dependent I-20 or DS-2019 Request Process

### Submit the following documents to ISSS:

- Complete *Dependent Request Form* (sign p.1 and enter dependent information on p.3)
- Clear photocopy of dependent(s)' passport biodata page
- Proof of financial support for you and dependent(s)
  - *F-1 Student*: Proof of financial support for one year of estimated expenses, or until the end of your program, whichever occurs first
  - *J-1 Student or Scholar*: Proof of financial support for the estimated expenses required to complete your program

*J-1 Student or Scholar*:  [J-1 Insurance Compliance Form](#) with both medical and evacuation/repatriation insurance for your dependents.

### Financial Update Required for Adding Dependent(s):

ISSS will indicate/confirm the total amount required when you come in for advising or submit this request.

- Students can calculate an estimate of tuition and fees using the [Tuition and Fees Rate calculator](#) available on the Bursars website. Living expenses for the F-1/J-1 primary and the dependent must also be added.
- Scholars should refer to funding figures indicated in the International Visitor section of the [Scholar Extension webpage](#).

### Financial Support Documentation

Acceptable financial documentation must be less than six months old and can include:

- Letter from bank on bank letterhead indicating available balance of your account
- Financial guarantee
- Assistantship letter, Scholarship letter, Fellowship letter
- CU Boulder appointment/offer letter indicating salary
- An [Affidavit of Support \(Student\)](#) or [Affidavit of Support \(Scholar\)](#) completed by your sponsor (relative or third party) with a letter from your sponsor's bank on bank letterhead indicating the available balance of the account or indicating that your sponsor has at least X USD, where X is at least equivalent to the expenses required to add dependent(s) to your SEVIS record
- For students on OPT or Academic Training *only*: OPT/AT offer letter indicating salary may also be used as proof of funding

### Dependent Information

**Please type dependent information directly into this form (p. 3) as it appears in the Machine Readable Zone of your dependent's passport.**

The information will be utilized to create a dependent SEVIS record and immigration document. Your dependent(s) will be responsible for presenting the immigration document along with copies of your immigration document, financial support documentation, and proof of their relationship to you at the U.S. Consulate/Embassy visa interview. The Consulate/Embassy may require additional documentation including an official marriage certificate (spouse), official birth certificate, or valid adoption decree.

|                                   | Spouse | Child 1 |
|-----------------------------------|--------|---------|
| Family/Last Name from Passport    |        |         |
| First & Middle Name from Passport |        |         |
| Date of Birth (Month / Day/ Year) |        |         |
| Sex                               |        |         |
| City of Birth                     |        |         |
| Country of Birth                  |        |         |
| Country of Citizenship            |        |         |
| Country of Legal Residence        |        |         |
| Email Address                     |        |         |

|                                   | Child 2 | Child 3 |
|-----------------------------------|---------|---------|
| Family/Last Name from Passport    |         |         |
| First & Middle Name from Passport |         |         |
| Date of Birth (Month / Day/ Year) |         |         |
| Sex                               |         |         |
| City of Birth                     |         |         |
| Country of Birth                  |         |         |
| Country of Citizenship            |         |         |
| Country of Legal Residence        |         |         |
| Email Address                     |         |         |

|                                   | Child 4 | Child 5 |
|-----------------------------------|---------|---------|
| Family/Last Name from Passport    |         |         |
| First & Middle Name from Passport |         |         |
| Date of Birth (Month / Day/ Year) |         |         |
| Sex                               |         |         |
| City of Birth                     |         |         |
| Country of Birth                  |         |         |
| Country of Citizenship            |         |         |
| Country of Legal Residence        |         |         |
| Email Address                     |         |         |

|                                   | Child 6 | Child 7 |
|-----------------------------------|---------|---------|
| Family/Last Name from Passport    |         |         |
| First & Middle Name from Passport |         |         |
| Date of Birth (Month / Day/ Year) |         |         |
| Sex                               |         |         |
| City of Birth                     |         |         |
| Country of Birth                  |         |         |
| Country of Citizenship            |         |         |
| Country of Legal Residence        |         |         |
| Email Address                     |         |         |