

JOT FORMS LINKS REFERENCE GUIDE - ST. FRANCIS COLLEGE

For Students Currently Enrolled - St. Francis college

SI.No	Jot form with the links	When students should use this Jot form	Processing time	Contact
1	SEVIS REGISTRATION ORIENTATION CHECK-IN FORM - SPRING 2026 TERM A	Students must use this JotForm to complete mandatory SEVIS Registration/Orientation Check-In for first-time graduate students; this is a federal requirement , and failure to submit may result in SEVIS termination		dso@sfc.edu
2	I NEED AN UPDATED OR CONTINUED ATTENDANCE I-20 - GRADUATE	Use this link to request updates for a driver's license, Social Security number, OPT-approved I-20 (with employer), corrected degree information, approved reinstatement, name changes, or dependent termination	10 business days	dso@sfc.edu
3	TRAVEL I-20 - GRADUATE	Graduate students may use this JotForm to request a Travel I-20 for international travel and U.S. re-entry.	10 business days	dso@sfc.edu
4	CPT GRADUATE	Students may use this JotForm to request Curricular Practical Training (CPT) authorization for employment that is directly related to their major and integral to their curriculum; a \$100 CPT approval fee applies and must be paid to maintain authorization	The request must first undergo review and approval by the academic department, a process that may take up to 10 business days. Following approval, the request will require an additional 10 business days for processing. The total estimated processing time is up to 20 business days.	dso@sfc.edu
5	CPT GRADUATE: OTHER	Students may use this JotForm to apply for Curricular Practical Training (CPT) for required or credit-bearing employment related to their major; full-time enrollment, course registration, required documentation, and payment of the \$100 CPT approval fee are required, and approval is subject to academic and SEVIS review.	The request must first undergo review and approval by the academic department, a process that may take up to 10 business days. Following approval, the request will require an additional 10 business days for processing. The total estimated processing time is up to 20 business days.	dso@sfc.edu
6	CPT RENEWAL: GRADUATE	Students may use this JotForm to request Graduate CPT Renewal if their CPT was approved in the prior semester with no changes to employer or hours; a \$75 renewal fee, full-time enrollment, course registration, cleared balance, and re-upload of the original offer letter are required for approval.	10 business days	cptgrad@sfc.edu
7	PERSONAL INFORMATION UPDATE FORM	Students may use this JotForm to report personal information updates for their SEVIS record; changes must also be made in Self Service, processing takes a minimum of 21 days, and an updated I-20 is not issued automatically.	21 business days	dso@sfc.edu

8	CHANGE OF CONCENTRATION	Students may use this JotForm to request a change of concentration within the MS Management program; requests are accepted during the first two weeks of a semester or between semesters, may incur a fee, and may require issuance of an updated I-20.	10 business days	gradcentral@sfc.edu
9	ADDITIONAL CONCENTRATION	Students may use this JotForm to request an additional concentration within the MS Management program; requests are accepted during the first week of a semester or between semesters, incur a \$75 fee, require completion of a Program Extension Form, and may result in SEVIS updates and an updated I-20.		gradcentral@sfc.edu
10	PROGRAM EXTENSION REQUEST	Students may use this JotForm to request a program end date extension for their graduate I-20; requests must be submitted at least 3 weeks before the program end date, may incur a \$125 fee, cannot be for failed courses, and will update SEVIS with the new end date for future I-20 requests.	3 weeks	gradcentral@sfc.edu
11	F2 DEPENDENT I-20 - GRADUATE	Students may use this JotForm to request an F2 Dependent I-20 for their spouse or children; requests require proof of identity, familial relationship, and additional financial documentation.	10 business days	dso@sfc.edu
12	TRANSFER CREDIT EVALUATION REQUEST	Students may use this JotForm to request a Transfer Credit Evaluation for up to 8 credits (typically 2 courses); requests require an unofficial transcript, course syllabi, and a \$200 processing fee.	21 business days	gradcentral@sfc.edu
13	TRANSFER FROM ST FRANCIS COLLEGE REQUEST	Students may use this JotForm to request a SEVIS record transfer from St. Francis College to another SEVIS-approved institution; requests require an official acceptance letter, completion of the Institutional Withdrawal Form, payment of the \$1,800 transfer fee (\$100 if degree completed).	14 business days	gradcentral@sfc.edu
14	RETURN TO ST. FRANCIS COLLEGE I-20 - GRADUATE	Students may use this JotForm to request a Reactivation or New Initial I-20 after a Leave of Absence; eligibility depends on the length of absence, a valid F-1 visa is required		gradcentral@sfc.edu
15	REDUCED COURSE LOAD REQUEST - MEDICAL	Students may use this JotForm to request a Reduced Course Load for medical reasons, a Leave of Absence, or a Withdrawal; requests require medical documentation (if applicable), may incur a \$125 fee, will update SEVIS, and affect I-20 status and U.S. travel requirements.		dso@sfc.edu
16	INITIAL I-20 - GRADUATE	Students may use this JotForm to request an Initial I-20 for new admissions or additional degrees;	10 business days	dso@sfc.edu
17	NEW INITIAL I-20 - GRADUATE	Students may use this JotForm to request a Reinstatement, Change of Status, New Initial, or Change of Education Level I-20;	10 business days	dso@sfc.edu

REMEMBER:

Business days exclude holidays and weekends.

Jot Form requests are processed in the order they are received.

Please do not send emails—your request will be handled promptly.

This guide is for new students only. All requests must be submitted via JotForm, not by email.

