



Penn Global
International Student & Scholar Services

Important Notice about Obtaining Your Immigration Document for Study at the University of Pennsylvania

Please see <http://global.upenn.edu/iss/new> for I-20/DS-2019 application and processing information.

To get your 6-digit PIN, please go to <https://www.ipenn.oip.upenn.edu> and click "I am a newly admitted student", then "get PIN by email". Then log in on the same page using your 9-digit admission ID, date of birth and this PIN. If you do not know your 9-digit admission ID, please request it from your admissions office or department.

After you log in, you will find the following forms under Admission tag:

- 1 Application for I-20 or DS-2019
- 2 Application for SEVIS Dependent (if your spouse or children will accompany you)
- 3 Shipping Request Form

Please allow adequate time, as the process takes time and is subject to delays beyond your control and ours. The I-20 or DS-2019 form processing may take up to 3 weeks after we receive your **complete application with financial documents and passport copy**.

Resources:

- Financial instructions: <http://global.upenn.edu/iss/new-app#finances>
- Funding requirements: <https://www.ipenn.oip.upenn.edu/istart/xservices/services/upenn-codes.cfm>
- SEVIS transfer: see question 3 under <http://global.upenn.edu/iss/new-app#transfer>
- US entry visa process: <http://global.upenn.edu/iss/acquiring>
- US visa wait times: http://travel.state.gov/visa/temp/wait/wait_4638.html

If you cannot locate your admission ID, please notify your Penn admissions office or department right away and ask them to send you the necessary information. If you have any problem using your admission ID and date of birth to log in, please send email to iss@pobox.upenn.edu (Subject Line: "Admissions ID Login Issue").