

## Copy of the school you will receive

I have enclosed the students new I-20 with there first semester information entered into SEVIS. They need to sign this new I-20 and attach this to their current I-20 and keep it with them at all times. They will get one of these each semester while they are attending our school.

Please make sure I get a copy of the I-20 they received with their Visa, because I do not have a complete I-20 with signatures in my file.

Please make sure you have forwarded the following to the Diocese:

- Copy of the original I-20 with the 3 signatures
- Copy of their I-94
- Copy of their passport
- Copy of their visa
- Any other documents they might have with them from their home country for their file.

Please keep a copy of all the above items in the students personnel file at your school.

If you have any questions please contact me at your convenience.

Sincerely,  
Virginia Trujillo  
563-324-1912 ext. 256  
[Trujillo@davenportdiocese.org](mailto:Trujillo@davenportdiocese.org)