

TENNESSEE STATE UNIVERSITY
OFFICE OF INTERNATIONAL AFFAIRS
INTERNATIONAL STUDENT AND SCHOLAR SERVICES

POLICY 4.06.01

ADMINISTRATIVE REQUESTS PROCESSING

PURPOSE

The purpose of this policy is to set forth processes and procedures for international students to request administrative processing of documents.

POLICY

This policy applies to all current and perspective international students applying or attending TSU who need documents to be completed and/or signed by OIA staff.

PROCEDURE

1. Student shall submit their request either by email or in-person to the Office of International Affairs.

A. All requests should include the student's name and T#

B. Student should include all supporting documentation and/or required approvals with request

2. OIA staff will process requests within two business days of receiving request that includes all required supporting documentation and/or approvals

A. Student will be notified by email when request has been processed

B. In cases where document cannot be emailed, student can pick up document for the OIA front desk

Approved by:

Adopted: Revised July 2020