March 13, 2020

Dear International Students,

In light of the current health concerns connected with COVID-19, and recommendations from the WHO, CDC and other organizations, the ISS office will limit face-to-face contact with students for the foreseeable future. We will not be taking walk-in questions or appointments in the office beginning Monday, March 16, 2020.

We ask that anyone that does have to come to the ISS office be considerate of everyone's health by continuing to practice good hygiene. If you are sick, please avoid coming to campus! If you feel that you need to visit Student Health, or if you might have been exposed to COVID-19, follow all official instructions from UW.

For ISS questions and needs:

- **If you have a question:** Call or email the ISS office and we can communicate with you in that manner. If we are not available when you call, you can schedule a phone or zoom appointment. If an in-person appointment is necessary, one will be schedule for you.

- **If you need a specific ISS form:** First, look on the UW ISS website, [www.uwyo.edu/iss](http://www.uwyo.edu/iss), as most of our forms are posted online. If the form you need is not on our website, please email ISS and we will email the form to you.

- **If you need to pick up an I-20 or other document that you have been asked to come and pick up:** You may do so at our front office. If ISS staff has not asked you to come and pick up a document, please do not come to ask if it is ready. Email to ask.

- **If you still need to apply for OPT:** Email Jessie or Maria to make an appointment. It is STRONGLY suggested that you submit your application as soon as possible. If you want to apply but are not in Laramie or do not want to come to campus, we can work with you via email to process the application. Email Jessie or Maria.

- **If you need a travel signature on your DS-2019 or I-20:** Submit the “[Request New I-20/DS-2019](http://www.uwyo.edu/iss)” survey. Choose “Travel signature fields are full & I am traveling soon” for question #7 and complete question #8. ISS will issue a NEW form for you and sign it for travel. We will email you to let you know when to pick it up from the ISS office. You will NOT bring your old form to ISS to receive a signature.

Again, we STRONGLY recommend that you give critical thought to any travel outside of the US (and all travel outside of Laramie, really). The current situation is dynamic and changing daily. Travel restrictions and quarantine requirements are rapidly changing and we would hate for anyone to travel and then not be able to return to the UW campus. Continue to read ALL emails from UW and ISS for information.
NOTE: If UW changes to on-line instruction, international students’ immigration status will remain active. ISS will provide more information if UW chooses to go online-only.

If you have any questions, please contact ISS.

ISS Main Office – 766-5193 or uwglobal@uwyo.edu
Jill Johnson – jillj@uwyo.edu
Daing Nasir – dnasir@uwyo.edu
Maria Almendares – wyoqtpi@uwyo.edu
Jessie Hughes – jhughes2@uwyo.edu
Abby Lozano – ajolovic@uwyo.edu

Sincerely,
ISS Staff