

**THE CATLETTSBURG FIELD OFFICE ONLY PROCESSES APPLICATIONS
DURING THE FOLLOWING HOURS:**

MONDAY THRU FRIDAY

8:00 A.M. – 11:30 A.M.

1:00 P.M. – 3:30 P.M.

Checklist for Obtaining a Non-U.S. Driver's License

Make sure you have **ALL** the proper paperwork for your VISA status:

❖ **F-1**

- Non-US Citizen Application (Included with this packet)
- Visa, Passport with Homeland Security Stamp and I-94 (If needed your I-94 can be found online at <https://i94.cbp.dhs.gov/i94/request.html>)
- Social Security card or Ineligibility letter from Social Security Administration
- I-20
- INS School Compliance (This **MUST** be signed by either Pam or Denice and taken to **Ginger Hall 201**)
- **PROOF OF ADDRESS POSTMARK DATED WITHIN** the last **30** days (this can be a letter, phone bill, utility bill, etc. that has been mailed to you. If you live on campus, you can go to housing for proof of address for your dorm)

❖ **F-2**

- Non-US Citizen Application (Included with this packet)
- Visa, Passport with Homeland Security Stamp and I-94 (If needed your I-94 can be found online at <https://i94.cbp.dhs.gov/i94/request.html>)
- Social Security card or Ineligibility letter from Social Security Administration
- I-20
- INS School Compliance (This **MUST** be signed by either Pam or Denice and taken to **Ginger Hall 201**)
- **PROOF OF ADDRESS POSTMARK DATED WITHIN** the last **30** days (this can be a letter, phone bill, utility bill, etc. that has been mailed to you. If you live on campus, you can go to housing for proof of address for your dorm)

❖ OPT STUDENTS

- EAD (Employment Authorization Cards)
- Non-US Citizen Application (Included with this packet)
- Visa, Passport with Homeland Security Stamp and I-94 (If needed your I-94 can be found online at <https://i94.cbp.dhs.gov/i94/request.html>)
- Social Security card or Ineligibility letter from Social Security Administration
- I-20
- INS School Compliance (This MUST be signed by either Pam or Denice)
- **PROOF OF ADDRESS POSTMARK DATED WITHIN** the last **30** days (this can be a letter, phone bill, utility bill, etc. that has been mailed to you. If you live on campus, you can go to housing for proof of address for your dorm)

❖ J-1

- Non-US Citizen Application (Included with this packet)
- Visa, Passport with Homeland Security Stamp and I-94 (If needed your I-94 can be found online at <https://i94.cbp.dhs.gov/i94/request.html>)
- Social Security card or Ineligibility letter from Social Security Administration
- Form DS 2019
- INS School Compliance (This MUST be signed by either Pam or Denice and taken to **Ginger Hall 201**) or proof of employment
- **PROOF OF ADDRESS POSTMARK DATED WITHIN** the last **30** days (this can be a letter, phone bill, utility bill, etc. that has been mailed to you. If you live on campus, you can go to housing for proof of address for your dorm)