REQUEST FOR DOCUMENTS

ALL FIELDS ARE REQUIRED

PLEASE SELECT ONE OF THE FOLLOWING:

- ◯ **I am an F-1 STUDENT**
- ◯ **I am a J-1 STUDENT**
- ◯ **I am UMKC FACULTY/STAFF**
- ◯ **I am an F-1 STUDENT on OPT/STEM**
- ◯ **I am a J-1 SCHOLAR**

FIRST NAME: _____ **LAST NAME:** _____

EMAIL: _____ **UMKC STUDENT ID#:** _____

MAILING ADDRESS: _____
Street Number and Name City/State/Zip Code

DOCUMENTS REQUESTED: Please select ONE

- ◯ My current I-20 or DS-2019 was **LOST/STOLEN/DAMAGED**. Please print a new one.
- ◯ I'm currently on OPT or STEM OPT. I have updated my information in the SEVP PORTAL and would like my I-20 printed.
- ◯ I'm currently on STEM OPT and added a new STEM employer through the update form. I acknowledge that it takes time for ISAO to process and that I will not send this form in without waiting at least 2 business days.
- ◯ My H-1B petition has been selected in the lottery, and I am requesting an updated I-20 showing my cap-gap extension. I have included a copy of my I-797 Receipt Notice showing my H-1B petition has been selected and is currently pending or approved. (ISAO will NOT process a cap-gap I-20 request without also receiving a copy of your I-797 Receipt Notice.) To learn more about cap-gap eligibility, please refer to USCIS cap-gap regulations: https://www.uscis.gov/working-united-states/temporary-workers/h-1b-specialty-occupations-and-fashion-models/extension-post-completion-optional-practical-training-opt-and-f-1-status-eligible-students-under-h-1b-cap-gap-regulations
- ◯ I need a COPY of a previous I-20(s): Please state specifics:

  _____

- ☐ If you are requesting a travel endorsement, this is NOT the correct form. Please use our "Leaving the U.S.? Request a Travel Endorsement" form found on our main website under: http://info.umkc.edu/ISAO/current-students/international-advising/
- ◯ OTHER: Please explain:

  _____

DELIVERY METHOD: Please select ONE

- ◯ I will pick up my documents at ISAO myself
- ◯ I sent an email to isao@umkc.edu authorizing and naming (their full name) a specific person to pick up my documents on my behalf. I acknowledge that the person I authorize must bring valid photo ID with them or else my documents cannot be released.
- ◯ I would like my I-20/documents mailed via regular USPS mail **without** a tracking number. My documents will be mailed to the address listed in the first section of this form which is the same address listed in my SEVP Portal account. Please be aware that you accept all responsibility for any lost or delayed delivery by choosing this option.
- ◯ I will pay for and create my own FedEx/UPS/Courier label. I will have it sent to ISAO and I will arrange for pick up.

✓ *I certify that I am the above-named student and that all information provided in this form is true and correct.*

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Name Signature Date