

Form I-20 Request

Please refer to instructions below before completing the I-20 request form. Allow 1-15 business days to process your request.

A. Requesting Duplicate I-20

- A duplicate I-20 may be issued if you lost your I-20, or the I-20 was stolen or damaged.
- OPT students: if your employer is requesting OPT status to reflect 'Approved' or employer's name to be listed on page 2 of the I-20. Make sure you have reported your employment info in the SEVP Portal.
- Students with a pending or approved H-1B petition may request an I-20 with cap-gap notation to be listed. You may be asked to provide a copy of the H-1B petition and/or filing receipt.

B. Returning to SJSU after Disqualification

You must be readmitted/reinstated to SJSU before requesting your F-1 SEVIS record be released back to SJSU. Submit a completed [Transfer-in](#) form, [Declaration of Finances](#), and financial documentation to ISSS. ISSS will not be able to issue you a transfer-pending I-20 until after the SEVIS release date.

C. Request Form I-20 to return to the U.S. after absence of more than five months

1. Apply for readmission to SJSU if necessary. If readmission is not needed, please make sure you are term activated with the Registrar's Office, to eligible to enroll for the next available semester.
2. Complete and submit ISSS I-20 request form and [Declaration of Finance](#). Attach financial documentation (bank letter or statement, in English, account balance in U.S. dollars). Financial documentation must be dated within past six months, in amount to cover one academic year of expenses.
3. Email all documentation to ISSS at international-office@sjsu.edu in a single pdf file. Allow 1-15 business days to process your request.
4. After you received your new I-20, pay the [SEVIS I-901 fee](#). Apply for new F-1 visa if needed.
5. With an initial I-20 you are allowed to enter the U.S. within 30 days of the program start date listed on the I-20.
6. Report to ISSS. Provide immigration documents for review, U.S. residential address, to ISSS office to register your SEVIS record, confirm F-1 status.

D. Request Form I-20(s) for Dependents

1. Complete and submit ISSS I-20 request form and [Declaration of Finance](#). Attach financial documentation (bank letter or statement, in English, account balance in U.S. dollars). Financial documentation must be dated within past six months. Add \$5000 per dependent to the overall expenses.
2. Attach copy of passport (biographical page) for each dependent; marriage certificate if requesting an I-20 for a spouse.
3. Submit all documentation to ISSS in person or by email to international-office@sjsu.edu as a single pdf file. You will be contacted when both updated F-1 and F-2 I-20(s) are ready.
4. Send original dependent I-20(s) to spouse and/or children abroad for his/her F-2 visa application. Include a copy of your F-1 I-20. Spouse/child should check with an U.S. embassy or consulate for additional documentation required for a F-2 visa application.

Form I-20 Request Form

Student Information					
Family/Last Name(s):			Given/First Name(s):		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth (mm/dd/yyyy):		Country of Birth:	
<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate		SJSU ID#:		U.S. Telephone #:	
Residential Address (if in U.S.) or International Address (if outside the U.S)					
Street Name and Number:					
City:		State/Province (if any):		Postal Code:	
I-20 Request reason <i>Select an option below</i> <i>Declaration of Finances & financial docs are required for option B, C, or D</i>					
<input type="checkbox"/> A. Requesting Duplicate I-20 for the following reason: () Lost or Stolen () Damaged () OPT Employment Info () Cap Gap notation					
<input type="checkbox"/> B. Reinstated to SJSU. Your readmission/reinstatement after disqualification has been approved by the University. Your F-1 SEVIS record must be released back to SJSU before ISSS can issue you a SJSU I-20. SJSU Transfer-in form is required.					
<input type="checkbox"/> C. Returning F-1 student After an absence of 5 months or more; away from classes, not in status. Complete box C.1 & C.2.			C.1. Requested program start date*: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year: _____ <small>*Allowed to enter U.S. w/in 30 days of start date</small>		C.2. Date I plan to return the U.S.:
<input type="checkbox"/> D. Requesting I-20(s) for dependent(s) Provide dependent information below and copy of passport (bio page) for each dependent. Provide proof of marriage if requesting dependent I-20 for a spouse. Required proof of finances is \$5000.00 for each dependent.					
Dependent Information					
Family Name	Given Name	Date of Birth	Country of Birth	Country of Citizenship	Relationship (e.g. spouse, child)
How would you like your I-20 to be delivered? Choose One:					
<input type="checkbox"/> Pick-up in the ISSS office. ONLY YOU may pick-up your I-20.					
<input type="checkbox"/> Sent to your U.S address above by regular USPS mail.					
<input type="checkbox"/> Express Delivery; via FedEx or UPS. See instructions on the ISSS Forms page; submit prepaid label to ISSS.					
Student Signature:				Date:	
ISSS Staff only					
Received Date:		Required Documents		Program Status Verification	
DSO Signature & Date:		<input type="checkbox"/> Declaration of Finance form <input type="checkbox"/> Financial Documentation <input type="checkbox"/> Copy of dependent's passport (if any) <input type="checkbox"/> Copy of marriage certificate (if requesting dependent spouse I-20)		<input type="checkbox"/> Degree and Program information <input type="checkbox"/> Term Activation <input type="checkbox"/> Expected Graduation Term: _____ <input type="checkbox"/> Financial requirement <input type="checkbox"/> Regular Program <input type="checkbox"/> Special Program: _____	