

# 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 was recently approved for Post-Completion OPT or STEM OPT and would like a copy of my updated I-20 showing the approved dates. I've attached a copy of the front and back of my EAD card with this request.
- If you have updated your OPT employment in the SEVP Portal and need an updated I-20 to reflect the updates, this is NOT the correct form. Please be sure you have submitted your **Employer Form** to ISAO. The Employer Form will prompt our office to prepare an updated I-20 for you. Find your form (Post-Completion or STEM OPT) on our OPT page under "Reporting Requirements": <https://www.umkc.edu/isao/current-students/employment/optional-practical-training.html>

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: <https://www.umkc.edu/isao/docs/request-for-travel-endorsement.pdf>
- I have requested a driver's license letter or a Social Security letter and need an updated I-20 showing "Continued Attendance" rather than "Initial" status.
- OTHER: Please explain:  
\_\_\_\_\_

### DELIVERY METHOD: Please select ONE

- Please send my documents to me via email to my UMKC email account
- I will order shipping of my physical documents to me directly using eShipGlobal: <https://study.eshipglobal.com/>

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date