

Document Replacement Request Form

Purpose of Form: This form should be completed by any F-1 or J-1 student requesting a replacement of a lost or damaged I-20 or DS-2019 for themselves or any of their dependents. This form can also be used by any F-1 or J-1 student requesting a copy of a previous I-20 or DS-2019 for themselves or any of their dependents. *Please be aware that copies of previous I-20s or DS-2019s may not be available if you did not submit a copy for our records. Please be aware that ISS' record retention is a period of 5 years after you have completed your program or work authorization.*

Processing Time: ISS processing times are 5 to 10 business days from the time the student's request is complete.

Required Documents:

- A completed Document Replacement Request Form
- Bring the most recent passport, visa, and I-94 to ISS at the time of your request.

This section must be completed by all F-1 and J-1 students.

1. First Name: _____ Last Name: _____
2. UIN: _____ Current Non-Immigrant Status F-1 J-1
3. Visa Expiration Date: _____ Passport Expiration Date: _____
4. What is your current address? (Where you physically reside in the U.S.)
Street Address: _____
City: _____ State: _____ Zip Code: _____
5. Did you update this address in the Howdy Portal as your "Student Local Physical" address type? Yes No
If not, your request will be considered incomplete.
6. Are you on OPT? Yes No Do you have a pending application for OPT? Yes No
7. Do any you currently have a pending request with the Department of Homeland Security for a change or adjustment to your immigration status? Yes No
If yes, what status was requested? _____
8. Who is requesting a document? (Select all that apply)
 F-1/ J-1 student F-2/ J-2 dependent(s) - How many?
Dependent name(s): _____
9. Do you need replacement document or a copy of a previous document? (Select all that apply)
 Replacement (**Select one:** damage loss theft of document)
 Copy of previous documents (for records or other application)
Only provided if ISS has a signed copy, which may not be available. Please list below these documents below:

All students must complete the mailing information section and sign the student responsibility statement of the reverse side of this form.

Mailing Information

How do you want your document to be sent to you? Please select only one of the following options.

I will personally pick it up at ISS. (Currently not available due to COVID-19)

Send it by regular U.S. Postal Service mail to the following address:

No mail tracking available with this option.

Street Address or P.O. Box: _____

City: _____ State: _____ Zip/Postal Code: _____

Country: _____

Send it by express mail at my expense I will request shipment through eShipGlobal (<https://study.eshipglobal.com>)

Order #: _____

Student Responsibility Statement

- I certify that the information provided is true and accurate.
- I verified my “Student Local Physical” address and “Student Local/Current” phone number in the Howdy Portal.
- I understand that a new I-20/DS-2019 will not be generated until I have met all requirements.
- I understand that any travel signatures on replaced documents are valid for 1 year for currently enrolled students and for 6 months if I am on OPT.
- I understand that copies of previous documents are only to be used for filing or historical purposes.

Please sign to confirm your understanding with the statements above:

Signature: _____ **Date:** _____