



# Document Release Form

Use this form to give permission to OGS to release your immigration documents.

Please specify how you would like to receive your documents. Once you complete this form, please print and scan a copy of your signed form before submitting to OGS. If you would like your documents to be shipped, you must pay the [OGS epayment fee](https://bit.ly/ogsshippingfee) (bit.ly/ogsshippingfee) and attach a copy of the receipt before submitting this form. You will receive a separate email with UPS tracking information when your document is sent.

The Express Shipping Fee is \$35 for shipping addresses in the United States, Canada, and Mexico. For all other countries, the Express Shipping Fee is \$50.

**\*Required**

**1. Provide your NYU N-number.\***  
(i.e. N12345678)

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**2. Your Name (first, last).\***

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**3. Choose the immigration document/s you are requesting.\***  
*Mark only one option*

Most recent I-20/DS-2019

Previous I-20/DS-2019

Other (such as dependent's I-20/DS-2019)

Proceed to question 4.

Proceed to question 7.

Proceed to question 8.

## Most recent I-20/DS-2019

**4. Please state the reason for your request for your most recent I-20/DS-2019.**  
*Mark only one option*

My document is lost

My document was stolen

I need a travel signature

My information was updated

**5. Are you currently in the US?**  
*Mark only one option*

Yes (Please attach your I-94 record, clearly indicating you are in F-1 or J-1 status.)

No

**6. Read and confirm the following statement:**  
*Check the box to confirm.*

I confirm that my passport is valid and its expiration date is in the future. I understand that my passport should be valid at least six months into the future.

Proceed to question 9.



## Previous I-20/DS-2019

Indicate the issue date of each I-20/DS-2019 you currently have. Issue dates can be found under School Attestation section on the I-20 and under item 7 on the DS-2019.

### 7. List dates (mm/dd/yyyy) below.

Write "none" if you have no previously issued I-20/DS-2019.

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Proceed to question 9.

## Other

### 8. Describe the needed document/s:

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Proceed to question 9.

## Receiving the document

### 9. How would you like to receive your document/s?\*

*Mark only one option*

**Pick up my requested document/s at the NYU StudentLink Center.**

**Authorize another person to pick up the requested document/s at the NYU StudentLink Center**

**Ship the requested document/s to me via UPS**

*After the last the question in this section, skip to question 14*

### 10. Choose the StudentLink Center to receive your document/s:

*Mark only one option*

**Brooklyn**

**Manhattan**

### 11. Provide the name of the person who will pick up your requested document/s at the NYU StudentLink Center (if applicable):

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**NYU**

Office of  
Global Services

**OGS MANHATTAN**

383 Lafayette Street, New York, NY 10003  
Tel: (212)998-4242 Fax: (212)995-4115  
www.nyu.edu/ogs ogs@nyu.edu

**OGS BROOKLYN**

5 MetroTech Center, Room 259, Brooklyn, NY 11201  
Tel: (646)997-3805 Fax: (646)997-3710  
www.nyu.edu/ogs ogs@nyu.edu

**12. Provide the email address of the person you are providing permission to pick up your requested document/s (if applicable):**

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**13. Confirm the following statement:**

*Check the box to confirm.*

I authorize the OGS to release my I-20 to the person listed above.

### UPS Shipping Information

If applicable. Attach your [epayment](http://nyu.edu/ogs/epayment/) (nyu.edu/ogs/epayment/ ) receipt to the form.

**14. Provide your email address for tracking information:**

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**15. Provide your shipping address:**

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### Confirmation

**16. Please carefully read and confirm the following statements, and sign below.**

*Check the box to confirm.*

I give permission to the NYU Office of Global Services to release my document/s as requested above.

I confirm that all information contained in this form is accurate.

**Student's Signature:** \_\_\_\_\_

*Please sign in ink. An electronic signature will not suffice.*