Missing I-20s for your application to the USCIS?

1. Contact your previous school and see if they have copies of your I-20 and/or evidence of previous off-campus work authorization in their records. Have copies sent or faxed to you. They may ask you for identification and a written request due to privacy reasons.

2. If I-20 copies do not exist or were destroyed, ask if they can write a letter noting your dates of attendance, level of study at that time, whether you had off-campus work authorization or not, and that your I-20 copies are not available.

3. We recommend that you write a letter of explanation, too. It should contain the following:
   - Current date (month/day/year)
   - Print your full name, date of birth, and SEVIS ID number
   - State that you are missing some of your original I-20s; be as specific as possible
     (You can describe what happened if you like but keep it brief and no more than one page)
   - If you are missing the I-20s of non-NYU schools, list the name of the schools and your dates of your attendance at the schools
     (e.g. Rutgers University, Started attendance 9/2008-present)
   - State the date you started your studies at NYU
   - State that you have not used OPT at this specific degree level before
   - State if you were able to get copies of your I-20s or not
   - Sign your letter