

**Appalachian State University**  
**I-20 Request Document**

**Reason form for I-20:**

Lost I-20	Change of Program	Change of Degree	OPT	CPT
Program Extension	Change of Funding	Use by Dependents	Change of Major	

Date: \_\_\_\_\_

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Phone: \_\_\_\_\_

U.S. Local Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Permanent (Home) Address:

\_\_\_\_\_

Department: \_\_\_\_\_

Major/Field of study: \_\_\_\_\_ Minor: \_\_\_\_\_

Current Academic Level: \_\_\_\_\_

**FAMILY**

Spouse - Name, Date and Place of Birth:

\_\_\_\_\_

Children - Name, Date and Place of Birth:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**For OPT only:**

**Previous Employment Authorization while on F-1 status. Write in dates below:**

<b>OPT</b>	<b>CPT</b>	<b>ECONOMIC HARDSHIP</b>

The requested Optional Practical Training will start:

from: \_\_\_\_/\_\_\_\_/\_\_\_\_ end \_\_\_\_/\_\_\_\_/\_\_\_\_

The next step is for you to meet with the Coordinator of International Student and Scholar Services and bring all the following documents:

**PREPARE THE FOLLOWING APPLICATION PACKET:**

1) Form I-765 including 2 photographs. Your photographs must be:

- 2x2 inches in size (IDENTICAL)
- Taken within the past 6 months, showing current appearance
- Color
- Full face, front view with a plain white or off-white consistent background
- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
- Taken in normal street attire
- Uniforms should not be worn in photographs except religious attire that is worn daily.
- Do not wear a hat or headgear that obscures the hair or hairline.
- If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture.
- Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. A medical certificate may be required.

2) \$180.00 application fee, personal check, money order etc. made out to: U.S. Department of Homeland Security

3) 1 original (provided in this office) of your new SEVIS I-20 endorsed for OPT

4) Photocopies of passport, Form I-94, visa and all previous I-20's

5) Photocopies of all previous employment authorization cards (if any)

You must file the application before you complete your studies. USCIS currently adjudicates most applications within three months, but processing may take longer. USCIS will send you an **EMPLOYMENT AUTHORIZATION CARD (EAD)**, which carries the approved dates for your Practical Training. The EAD will be sent to the address included on Form I-765. Note that it is your responsibility to give this office a current address where the EAD card will be sent.

You cannot work until the EAD card is in YOUR possession. You can only work under OPT during the times specified on the EAD card. USCIS will not refund any approved Practical Training time if you fail to find appropriate training or choose to stop the training early. A total of 12 months only per degree level is available through this type of training authorization.

As you are retaining the F-1 visa classification while on Practical Training, you will continue to need a signature endorsement on page 3 of the I-20 if you wish to travel outside of the U.S. You will also have to report all changes of address to this office within 10 days.