

Cap-Gap Extension I-20 Request

Revised
03/16

All information must be typed.

Today's Date: _____ Date of Birth: _____

Family/Last Name: _____ First Name: _____

USC ID Number: _____ SEVIS Number: **N00**

Telephone Number: _____ Field of Study: _____

Email Address: _____

Local U.S. Address: _____

Instructions for Cap-Gap Extension I-20

Step 1: Set up [eShipGlobal account](#) for express mail (payment required for shipment)

Step 2: Complete Cap-Gap Extension I-20 Request

Step 3: Email the following documents to CAPGAP@USC.EDU:

All attachments must be sent in **one email**. In the subject line, include "Cap-Gap Extension: First Name and Last Name" (i.e. Cap-Gap Extension: Tommy Trojan). Incomplete applications will be denied.

- PHOTOCOPY of Current OPT I-20
- PHOTOCOPY of most current Employment Authorization Document (EAD) (front side only)
- Print out of eShipGlobal Payment Confirmation Email
- For a receipted or approved H-1B petition issued by USCIS:
 - PHOTOCOPY of the form I-797A (Change of Status Within the U.S. Approval), I-797B (Change of Status Through U.S. Consular Processing Approval) or I-797C (Receipt Notice for Pending H-1B Application)
- For a properly filed H-1B petition:
 - PHOTOCOPY of a statement from the employer that the student is the beneficiary listed on a properly filed H-1B petition
 - PHOTOCOPY of proof of delivery to a USCIS Service Center showing date of receipt

Statement of Understanding:

By checking this box, I acknowledge that I am the above-mentioned student who is currently on an approved OPT. I have read and understand the [OPT Cap-Gap Extension](#) requirements provided by the Office of International Services at the University of Southern California. I also understand that my SEVIS record will automatically terminate on October 1st.

A copy of the Cap-Gap Extension I-20 must be submitted to your employer as proof of verification of the extension of your F-1 status and work authorization.

Company Name: _____ Employment Start Date: _____

Employer Address: _____

Street Number and Street Name Suite # City State Zip Code

In three sentences, explain how employment is related to your major:

1. _____

2. _____

3. _____