

PROCEDURE TO REPLACE
SEVIS Form I-20 (for F-1 Visa Holders Only)
OR
Form I-94 (Departure/Arrival Record)
~ Effective July 30, 2007 ~

All non-immigrant visa holders must have in their possession a Form I-94 – a small white card – that is normally stapled in the passport over the visa stamp at the port of entry. F-1 visa holders have in addition to Form I-94 & SEVIS Form I-20. These documents govern the period of time a non-immigrant visa holder is permitted to remain legally in the United States. If either of these cards is lost, it is necessary to apply for replacements. It is, therefore, strongly recommended that these documents be kept in a safe place and that a copy be made in the event that you lose the original(s). Having a copy of the document(s) will help in the process of obtaining the replacement document(s).

To Apply:

1. To apply for a SEVIS Form I-20 that has been lost, stolen or destroyed, you **MUST** complete a “**F-1 Document Request Form**” in the International Student Programs office.
2. To apply for an replacement of Form I-94, please submit the following documents by Certified mail with return receipt requested to:

USCIS – California Service Center
P.O. Box 10102
Laguna Niguel, CA 92607-0040

Note: To request the service of “certified mail, return receipt” at the Post Office requires additional fees.

Be sure to retain copies of the materials submitted to Immigration for your records.

- a) **Form I-102**, “Application by Non-immigrant Alien Replacement of Arrival Document.” Complete the entire form: Check **Box 1A** for lost *I-94*.
- b) **Money order or check in the amount of \$320.00 payable to Department of Homeland Security.** If you will be submitting a personal check, your name and address must be printed on the check by your bank. INS will not accept temporary checks that are issued while you are waiting for your final checks.
- c) **A copy of the I-94 (both sides, if there is a notation on the reverse side) and/or I-20 ID both sides.** If a copy is not available, submit a copy of your most recent visa stamp and entry data into the U.S. The entry data indicating your date of entry, visa type and occasionally the expiration date of your stay are normally found in your passport next to the visa page or on the reverse side of the visa page.
- d) **F-visa holders: Form I-20** (issued by the International Student Programs).

Delayed Response by Immigration

Obtaining the replacement document(s) could take several months. If you have not heard from USCIS over 90 days, it is strongly recommended that you contact an International Student Advisor at ISP.