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<http://www.international.eku.edu>

CAP-GAP EXTENSION I-20 REQUEST FORM

Family Name: _____ First Name: _____
EKU ID#: _____ Gender: Female Male
Country of Citizenship: _____ Date of Birth (mm/dd/yyyy): _____
Do you have dependent? Yes No. If yes, how many children: _____
Email: _____ Phone #: _____
Street Address: _____ Apartment/Room #: _____
City: _____ State: _____ Zip Code: _____
Employer: _____
Employer's Street Address: _____
City: _____ State: _____ Zip Code: _____

Cap-Gap Extension Application Process

- Bring the following documents to OISSS in Whitlock Building, Room 455 or email them to international@eku.edu and enter "Cap-Gap Extension" in the subject line:
 - This completed Cap-Gap Extension I-20 Request Form
 - Proof your company has filed H-1B petition on your behalf:
 - For a properly filed H-1B petition:**
 - A statement from your employer that you are the beneficiary of a properly filed H-1B petition and proof of delivery to a USCIS Service Center showing the date of receipt.
 - For a receipted or approved H-1B petition:**
 - A copy of your H-1B (Form I-797A or I-797B) Approval Notice
 - Copy of current OPT I-20
 - Copy of most current Employment Authorization Document (EAD)
- How do you want to receive the new I-20?** OISSS will create the new I-20 within 5 business days.
 - Pick up in Person.** You can pick up your new Cap-Gap Extension I-20 in person from Whitlock Building, Room.
 - Express Mail Service.** OISSS can send your I-20 by express mail at your own cost via eShipGlobal. Follow the instructions at: <http://international.eku.edu/pre-departure#i-20> to set up your express mail order and pay for the shipping.
 - US Postal Service.** OISSS will mail your new I-20 using regular U.S. mail, standard delivery at no cost to you. Please note that it may take up to 5 additional business days for the mail to reach you.
 - Pick up by Friend/Relative.** If you are authorizing your friend/relative to pick up your new I-20, please email his or her name and phone number to international@eku.edu.

Signature: _____ Date: _____