



H-1B Cap-Gap I-20 Request Form

Current regulations allow certain F-1 students with pending or approved H-1B petitions to extend their F-1 OPT/STEM OPT status from the end of their OPT or STEM OPT period through September 30. This period of time, known as the Cap-Gap period, only applies to those with H-1B petitions filed with a request for an in- country **change of immigration status**. This regulation enables those on OPT to continue their employment until their H-1B takes effect on October 1. To request a Cap-Gap I-20 from the HIO, please complete the H-1B Cap-Gap I-20 Request Form below and email it to your [HIO advisor](#).

PART A: To be completed by F 1 OPT/STEM OPT Student

Given Name: _____ **Family Name:** _____

SEVIS Number from I-20: N _____ **Date of Birth:** _____

OPT Start Date: _____ **OPT End Date:** _____
(use dates from EAD Card)

Receiving a Cap Gap I-20 from the HIO

Due to COVID-19, pick-up at the HIO is unavailable. We must send you your completed Cap Gap I-20 using FedEx or via email as an electronically signed I-20. DO NOT select UPS or DHL Service. Choose **one**:

SEND via FedEx. No UPS nor DHL please. Create a pre-paid FedEx shipping label via eShipGlobal: <https://hio.harvard.edu/eshipglobal-instructions> Select Harvard International Office from the department selection section. Your eShipGlobal 9-digit order number: _____

Email me my I-20: I want my cap-gap I-20 **signed electronically and sent to me via email** to this email address: _____

PART B: To be completed by HR Representative or Company Attorney

Please check **one** of the following and attach the required documentation as proof of filing:

I-797 Notice of Receipt was issued. (USCIS I-797 Notice of Receipt must be attached)

Case has been approved. (USCIS I-797 Notice of Approval must be attached)

I certify that this student's H-1B petition was filed as a **change of status** request (not consular processing).

Employer or Legal Representative's Name

Employer or Legal Representative Signature

Date