



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 status from the end of their 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 Student

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

SEVIS Number from I-20: N00 _____ **Date of Birth:** _____

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

Receiving Cap Gap I-20 from HIO

Due to the current public health emergency, pick-up at the HIO is unavailable. We must send you your completed Cap Gap I-20 using FedEx. DO NOT select UPS or DHL Service.

- SEND via FedEx. There is no UPS or DHL service available from the HIO at this time.
1. Create Federal Express a pre-paid shipping label via eShipGlobal:
<https://hio.harvard.edu/eshipglobal-instructions>
 2. Select Harvard International Office from the department selection section
 3. Confirm the eShipGlobal 9-digit order number: _____

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:

- Petition was delivered to USCIS – Provide delivery confirmation receipt
(Cap-Gap coverage can only be granted until June 1 without I-797 receipt)
- I-797 receipt was issued. (USCIS receipt must be attached)
- Case has been approved. (USCIS approval notice must be attached)

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

Employer or Legal Representative's Name

Employer or Legal Representative Signature

Date