

CAP-GAP I-20 REQUEST FORM

DIRECTIONS: This form is required for all F-1 students requesting that Cap-Gap be noted on their I-20. Before submitting this form, please make sure that you are eligible for Cap-Gap benefits. Complete this form and attach a copy of your EAD card, and H1-B I-797 receipt notice or approval notice. Submit these documents to our office or scan and e-mail them to employment@ucsd.edu. All new I-20s will be processed within **10 business days**.

Please choose your method of pick-up or delivery for your new I-20:

- (Name of person picking up) _____ will pick up my I-20 from the International Students & Programs Office
- I would like my I-20 to be express-mailed to me. I have created an [E-Ship Global account](#). My tracking number is: _____
- I would like my I-20 to be sent via Standard Mail to this U.S. address: _____

STUDENT INFORMATION

Last name: _____ First name: _____

PID Number: _____ Email address: _____ Phone: _____

Current Address: _____

IMPORTANT NOTE: Changes to your address need to be made through your TritonLink account (<https://www.act.ucsd.edu/studentAddresses/addresses>). If you no longer have access to TritonLink, provide your new address to istudents@ucsd.edu with "Personal Address Update" in Subject Line.

EAD (Employment Authorization Document) validity dates: from _____ to _____

(Attach a front & back side copy of your EAD to this form.)

Do you have any F-2 dependents? No Yes, his/her name is: _____

CURRENT EMPLOYMENT INFORMATION

Employer/Company Name: _____ Employment Start Date: _____

Company Address (Street/City/State/Zip Code): _____

Job Title/Position: _____ Supervisor Name: _____

Supervisor Email: _____ Supervisor Phone: _____

(Provide physical work location info **ONLY IF DIFFERENT** from employer info)

Physical Work Location Name: _____

Work Location Address (Street/City/State/Zip Code): _____

ELIGIBILITY CHECKLIST:

AFTER READING, PLEASE CHECK ALL BOXES AND SIGN

- I am in F-1 status and an H-1B petition has been filed on my behalf that:
 - has been **timely filed**. "Timely filed means that the H-1B petition (indicating change of status rather than consular processing) was filed during the H-1B acceptance period, which begins April 1st, while the student's authorized F-1 duration of status (D/S) admission was still in effect (including any period of time during the academic course of study, any authorized periods of post-completion Optional Practical Training (OPT), and the 60-day departure preparation period, commonly known as the 'grace period'").
 - requests an **employment start date of October 1** of the current year.
 - requests a **change of status; I am NOT requesting consular processing**.
- I have read and acknowledge that all of the above statements are true and accurate.

Signature _____ Date _____

