



## 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 return it to your [HIO advisor](#).

**PART A: To be completed by F-1 OPT Student**

**Given Name:**

**Family Name:**

**SEVIS Number from I-20**

**Date of Birth:**

**OPT Start Date:**

(use dates from EAD Card)

**OPT End Date:**

I will pick up my new I-20 when ready. Please send an email notification to

I have created an [eShipGlobal](#) Air Bill for use in delivery of the new I-20.

For timely and secure delivery of your new I-20, please create a shipping label via [eShipGlobal](#), a company that provides shipping services at a discounted rate. Please select Federal Express, since they have the only reliable service from our building. Once you have set up your Federal Express shipping label, please email your HIO advisor so s/he may use the label to mail you the visa document. In the eShipGlobal site, please be sure to select **Harvard International Office** in the department selection. You will receive a confirmation back from eShipGlobal once we activate the label, and you can obtain the tracking information directly from their website.

**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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date