



# THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services  
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021  
(972) 883-4189 ISSOCurrent@utdallas.edu

## Cap-Gap Extension Services Request

Use this form to request documentation regarding your F-1 status after submission of an H-1B petition naming you as the beneficiary. The processing time for this request is three business days after receipt of a completed request.

Student/Alumi Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_ UTD ID: \_\_\_\_\_

### A. Select the service requested.

- Cap-Gap Status Verification Letter.** This letter will indicate whether your SEVIS record reflects the extension of your OPT work authorization and/or F-1 status. *You do not need to submit supporting documentation to request this letter.*
- Cap-Gap Extension I-20.** Please submit one of the following:
  - Copy of your H-1B Approval Notice
  - Copy of your H-1B Receipt Notice and/or email confirmation
  - Proof that the petition was timely filed (letter from attorney, courier tracking information).
- Other:** \_\_\_\_\_

### B. Express mail. The ISSO can send copies of your documents by express mail. If you choose this option, your credit card will be charged upon requesting the service.

Follow the instructions at: <http://www.utdallas.edu/isso/expmail/> to set up your express mail order.

### C. Submit your Cap-Gap Extension Services Request form ISSO Office. An e-mail will be sent to your email address within 3 business days. Please make sure the e-mail address on this form is valid.

- **In Person:** Submit to the ISSO during office hours. Monday – Thursday, 8:30am to 6pm. Friday, 8:30am to 5pm.
- **By Email:** (Additional paper copies are not required) Submit to [ISSODocuments@utdallas.edu](mailto:ISSODocuments@utdallas.edu). Verify that the total size of attachments in on e0mail is not larger than 5 MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_