

## Missing Previous Form I-20 Template Letter for & Optional Practical Training (OPT) Application &

*If you are missing any previous Form I-20 in your OPT application, you should write a short letter acknowledging that the I-20 is missing. The letter should also include the date and reason why the I-20 was originally made. ISSS has created a template letter below to help you write this letter. If you have more than one missing I-20, you should include details about each missing I-20 in one letter.*

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**[Today's Date]**

USCIS California Service Center  
P.O. Box 10765  
Laguna Niguel, CA 92607-0765

RE: Missing Previous I-20: **[YOUR NAME (SEVIS ID N00XXXXXXX)]**

Dear USCIS Adjudicator:

This letter is to acknowledge that I am missing a previous Form I-20 dated in this application for Optional Practical Training (OPT). Below is are the details of my F-1 status for any missing I-20.

**[Use the format below to provide details about your case. Choose only the sentence(s) that pertain to your situation.]**

**SEVIS ID Number, Dates of Study, Name of School(s), Degree Level(s):**

- I had no CPT or OPT at this degree level.
- I was authorized for CPT [degree level/part-time/full-time/start date/end date].
- I was authorized for OPT [degree level/pre-completion (part-time or full-time)/post-completion/start date/end date]. &

**(Repeat for each SEVIS ID Number)**

**SEVIS ID Number, Dates of Study, Name of School(s), Degree Level(s): &**

- I had no CPT or OPT at this degree level.
- I was authorized for CPT [degree level/part-time/full-time/start date/end date].
- I was authorized for OPT [degree level/pre-completion (part-time or full-time)/post-completion/start date/end date]. &

Thank you for processing my application for OPT.

Sincerely,

**[Your Name, Your SEVIS ID #] &**  
**[Your U.S. Mailing address] &**  
**[Your Phone number] &**  
**[Your email] &**