

**Part I. Student/Exchange Visitor's Information**

1. Your Full Name (Family, First, Middle): _____		
2. Phone: _____	3. E-Mail: _____	4. SEVIS ID No.: _____
5. Nonimmigrant status while at TAMUK <input type="checkbox"/> F-1 <input type="checkbox"/> J-1 <input type="checkbox"/> H-4 <input type="checkbox"/> Other: _____		6. KID No.: _____
7. Degree: _____	8. Major: _____	9. School/Department: _____
10. Present Address: _____		
11. Enter your anticipated graduation date: _____ (Form OISSS-99 is required, if you have completed your study)		

**Part II. Type of Document (Check the box that applies to you)**

12. I hereby request:

- a.  Reprinted Form I-20
- b.  Reprinted Form DS-2019
- c.  Copies of passport/visa
- d.  Other \_\_\_\_\_

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13. I made the Request because:

- a.  My document was lost/mutilated (A copy of the processing fee receipt is required. Please pay the \$25.00 process fee at TAMUK [Marketplace](#).)
- b.  My document was stolen. (A copy of police report is required)
- c.  Other \_\_\_\_\_

**Part III. Mailing Instruction**

14. Mailing Instruction (*check only one*)

- a.  OISSS will mail the document by Express Mail. Please following instruction on [Form OISSS-01](#), Express Mail Instruction
- b.  OISSS will mail the document via regular first-class US mail to the following address:
- c. Name \_\_\_\_\_
- d. Address \_\_\_\_\_
- e.  OISSS will contact \_\_\_\_\_ (person's name) at \_\_\_\_\_ (email address) for personal pick up
- f.  OISSS will email the documents to email address at \_\_\_\_\_

**Part IV. Submission Instruction**

It takes 5 – 7 business days for OISSS to process your request. Once it is ready, we will follow your mailing instruction above.

Signature: _____	Date: _____
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