

Step 1: Verify Your SEVP Portal Information

Log in to your [SEVP Portal](#) and ensure all information is accurate and up to date, including your biographical and employment details. Your I-20 only reflects the information reported on your SEVP portal.

Step 2: Submit Request in TerraDotta

Access the TerraDotta portal, navigate to the **Control Center**, and select **Reprint I-20** option.

The screenshot shows the TerraDotta Student Profile preview page. The top navigation bar includes three tabs: '1 Important Updates!', '2 Personal & Program', and '3 Control Center'. The 'Control Center' tab is highlighted with a red circle. Below the navigation bar, there are four main sections: 'Ongoing Requests', 'Completed Requests', 'Documents', and 'Practical Training'. The 'Ongoing Requests' section contains a table with columns for Request type, Request Status, and Last Modified Date. The 'Completed Requests' section contains a table with columns for Request type, Request Status, and Completed Date. The 'Documents' section contains a table with columns for Document Name, Document Type, Uploaded On, Uploaded By, and Request. The 'Practical Training' section is currently empty. On the right side of the page, there is a 'Messages' section with 'No pending messages.' and a search bar. Below the search bar is a section titled 'What can we help you with?' with a search input field. This section contains a grid of icons representing various services: Change of Status from F-1 to Other Categories, Contact Information Update, Degree Completion & Departure, Dependent I-20 Request, Dependent Information Delete, Dependent Information Update, Invitation Letter Request (OPT), OPT Cap-Gap I-20 Request, OPT Request, OPT/-X Employer Update, RFE Upload, and Reprint I-20. The 'Reprint I-20' option is highlighted with a red circle. A red arrow points from the 'Control Center' tab down to the 'Reprint I-20' option.

Step 3: Upload Required Documents

Provide reason for your reprint, submit any additional information or supporting documents relevant to your request, if applicable.

1 DSO - Reprint I-20 Questionnaire (Questionnaire)
Required *

2 Reprint Reason * ?

Please select one

- Damaged
- Lost
- Stolen
- Travel (valid only for those with F-1)
- Updated

3

4 OPT (Questionnaire)
Required *

5 Payment Receipt (File Upload)
Optional

Next ↓

Enter comments to display to the student

☰

4000 characters left

Return Document

✓ Submit 📄 Save as Draft

Step 4: Pay and Submit

Upload proof of the **\$10 I-20 reprint fee payment** and submit your request.

Step 5: Download your I-20

Once completed, you will be notified by email, and you can download the I-20 from Documents folder in TerraDotta.

Shasta Cougar - Reprint I-20 Print X

(recommended)/exact cash/money order/check. If you will be mailing payment, we accept personal check or money order.

ISSSO processing time is 5-7 business days from the time the student submits the request (for current students)/ makes the \$10 payment (for OPT/X students). Expedited requests due to urgent return to the U.S. will be 2 business days.

- DSO - Reprint I-20 Questionnaire (Questionnaire)**
Required *
- Request Details (Questionnaire)**
Required *
- Supplemental Documents (File Upload)**
Optional
- OPT (Questionnaire)**
Required *
- 5** **Payment Receipt (File Upload)**
Optional

Document Type
Payment Receipt

Description
Payment receipt for the \$10 reprint fee. Please upload your receipt here after payment has been made to ISSSO. If you will be mailing payment with a payment form (available on ISSSO website), please upload your tracking information/mailling receipt.

Browse
or drag a file here

Previous

Enter comments to display to the student
4000 characters left

Return Document

Submit **Save as Draft**