

Replacing Lost or Stolen Documents

International Student and Scholar Services (ISSS) may have photocopies of some important immigration, visa, or home country documents on file. Check with an ISSS Advisor if you do not have a photocopy of any missing documents. Meet with an ISSS Advisor if you have any questions after reading the information below.

Follow the instructions under each document heading in order to replace lost or stolen documents:

I-20, DS-2019, or H-1B Approval Notice (I-797)

Request a replacement from OIP.

- *F-1 or J-1 students who do not have recent financial documentation on file at ISSS and are still enrolled (e.g., you are not yet on post-completion Optional Practical Training or post-completion Academic Training) must submit updated financial documentation.*
- *H-1B employees must bring a check in the amount of \$340 made payable to "US Citizenship and Immigration Services" and meet with an ISSS advisor. The ISSS advisor, as the petitioner, must file (form I-824) for a replacement I-797 on behalf of the H-1B beneficiary.*

Passport

Contact or review web site information for your country's embassy or consulate in the US to find out how to obtain a new passport and to make notification of your missing passport to guard against fraudulent use.

- Contact information for foreign embassies in the US can be found at: <http://www.state.gov/s/cpr/rls/fco/>.
- Web site addresses for foreign embassies in the US can be found at: <http://www.embassy.org/embassies/>. Links to consular offices (the closest is usually in New York City) are usually available from the embassy homepages.
- If you have lost all your photo identification, contact your country's consulate/embassy to find out what alternate documents you may need. *If you are an F-1 student on post-completion OPT, it may be a good idea to apply for a replacement EAD card since that is an official US federal document that can serve as additional photo identification in addition to authorizing work on OPT.*

Visa

If your visa (the US stamp bearing your photo pasted in your passport) is lost or stolen, you should contact the US Embassy or Consulate that issued your F-1, J-1, or H-1B visa to make sure your visa is not used fraudulently by another person. Also inform them if you had any other valid visa, such as a B-1/B-2 visitor visa.

Contact information for US Consulates and Embassies abroad can be found at: <http://usembassy.state.gov/>.

EAD Card for F-1 Students on OPT

Form I-765 is needed to apply for a replacement EAD card for OPT. Download the form at: <http://www.uscis.gov/files/form/i-765.pdf>.

Follow the OPT instructions provided by OIP (<http://www.upenn.edu/oip/iss/visa/f1/opt.html>), including the fee payment, with the following exceptions:

1. Check box for *Replacement of lost Employment Authorization Document* at top of Form I-765
2. Send photocopies of all I-20s and a (copy of) new I-20 with current OPT recommendation

Social Security Card

You will need new documents and have **current authorization for work** in the US in order to apply for a new Social Security Card.

If you think somebody is using your Social Security Number, call the Social Security Administration at (800) 772-1213.

Note: If you already have a Social Security Number, you usually do not need to show it to anyone. Generally, you only need to know the number for tax filing purposes and for providing to your employer. If you do not know your number, you should check with any previous employers, schools, or other institutions (such as your bank) that may have it on record or on copies of tax forms you previously filed.

I-94 Card

Form I-102 is needed to apply for a new I-94 card. Download the form and instructions at: <http://www.uscis.gov/files/form/i-102.pdf>. Consult an OIP advisor and/or your immigration attorney if you plan to travel outside the US soon or are not sure if you need to apply for a new card.

- Special instructions for completing Form I-102:
 - Part 1:
 1. **A#:** Leave this blank (unless you have an A# associated with a permanent resident application)
 2. **Status Expires on mm/dd/yy:** If you are in F-1 or J-1 status, write in “D/S” and if you are in H-1B status, write in the expiration of H-1B approval (these should match what was on your latest I-94 card)
 3. **I-94, I-94W, or I-95 Arrival/Departure Document #:** Write in the 9-digit number from your I-94 card, unless it is unknown.
 - Part 2: Check **box a:** *I am applying to replace my lost or stolen Form I-94 (or I-94W).*
 1. Check **No** (unless you are filing another application with USCIS at the same time).
 2. Check **No** (or seek legal advice if you are in removal proceedings (deportation) from the US).
 3. **Class of Admission:** Write “F-1”, “J-1”, or “H-1B” depending on your status and in **Place of Admission** put the location of entry to the US (where you were inspected for admission to the US).
- Attach the following to Form I-102:
 1. Check for **\$320** (check USCIS web site instructions for any changes to fee) made payable to “Department of Homeland Security”
 2. Photocopy of passport pages with photo, biographic information, issuance date and place, expiration date, and any extensions. If not available, submit copy of other evidence of identity, such as US state ID or Driver’s License and/or photo ID issued by your home country’s government.
 3. Photocopy of US visa stamp used to enter the US, if available
 4. Photocopy of I-94 card, front and back, if available. If unavailable, submit one of the following if available:
 - a. Copy of the passport page verifying date of last US entry
 - b. Copy of other evidence of admission, such as airline ticket, *and* statement explaining why you cannot provide other evidence of admission
 5. Photocopy of all I-20s or DS-2019s issued if you are in F-1 or J-1 status
 6. Photocopy of any I-797 Approval Notice for H-1B status (or for Change of Status to F-1 or J-1 status)
 7. If your card was stolen, attach copy of police report
 8. Any other supporting documentation that may be helpful
- Send the I-102 and supporting documents to the USCIS Service Center indicated in the USCIS instructions for your place of residence.

If you plan to travel very soon, there may not be time to obtain a replacement I-94 card. If you have a photocopy of your latest I-94 card, you may want to submit a photocopy to the airline upon departure (and write that the original was lost (or stolen) on it).

Identity Theft Concerns

Be sure to check your accounts for any documents stolen (such as credit cards, checks, ATM cards, etc.) and contact your banking institution if necessary to cancel or put a temporary hold on any accounts.

You may want to check your credit report to make sure no one has opened a credit card or other account under your name (usually with a different address) and charging purchases in your name. The Fair Credit Reporting Act (FCRA) requires 3 companies to provide you with one free credit report every 12 months. (See the following US Federal Trade Commission web pages for more information: <http://www.ftc.gov/idtheft/>, http://www.ftc.gov/bcp/online/edcams/credit/ycr_free_reports.htm, and <http://www.ftc.gov/bcp/online/pubs/credit/freereports.htm>) To obtain a free credit report, go to <http://www.annualcreditreport.com/>. (Be sure to get address correct as imposter sites may have similar addresses.) It is especially important to check your credit if your Social Security Card (or written Social Security Number) was lost or stolen with your identification.

If you have not already filed a report with the police in the area where your documents were lost or stolen, contact the Penn Police (<http://www.publicsafety.upenn.edu/Police/dpsPolice.asp>) to file a report. The Penn Police may be able to provide you with additional information and resources.