In response to the coronavirus (COVID-19), the Office of International Affairs will offer our services via email and phone through March 31. **OIA is not currently able to process I-20s at this time.** Once we are able to return to campus please be assured that we will work with you to get your I-20 delivered to you. Your patience and understanding during this time are very much appreciated.

For the majority of services, the most efficient way for us to assist you during this time will be via email. Please review the common list of services we provide and follow the instructions below. Also note that you can access the forms you need on our website at: [https://oia.osu.edu/forms-and-handouts.html](https://oia.osu.edu/forms-and-handouts.html).

- **Authorized Early Withdrawal** – form can be scanned and emailed to an immigration coordinator or [iss@osu.edu](mailto:iss@osu.edu)
- **Academic Training** – form and supporting documentation can be scanned and emailed to an immigration coordinator or [iss@osu.edu](mailto:iss@osu.edu), DocuSign digital signatures from academic/faculty advisors will be accepted
- **Change of Level** – supporting documentation can be scanned and emailed to an immigration coordinator or [iss@osu.edu](mailto:iss@osu.edu)
- **Change of Status** – start with email to [iss@osu.edu](mailto:iss@osu.edu); remote advising consultation may be requested
- **Curricular Practical Training (CPT)** – form and supporting documentation can be scanned and emailed to an immigration coordinator or [iss@osu.edu](mailto:iss@osu.edu); DocuSign digital signatures from academic/faculty advisors will be accepted
- **Dependent request** – form can be scanned and emailed to an immigration coordinator or [iss@osu.edu](mailto:iss@osu.edu)
- **Employment verification form** – please wait to drop off at OIA after March 31
- **Optional Practical Training (OPT)** – form can be scanned and emailed to an immigration coordinator or [iss@osu.edu](mailto:iss@osu.edu); DocuSign digital signatures from academic/faculty advisors will be accepted
- **OPT doc check** – supporting documentation can be scanned and emailed to an immigration coordinator or [iss@osu.edu](mailto:iss@osu.edu)
- **Program extension** – form and supporting documentation can be scanned and emailed to an immigration coordinator or [iss@osu.edu](mailto:iss@osu.edu); DocuSign digital signatures from academic/faculty advisors will be accepted
- **Reduced course load form** – form and supporting documentation can be scanned and emailed to an immigration coordinator or [iss@osu.edu](mailto:iss@osu.edu); DocuSign digital signatures from academic/faculty advisors will be accepted
- **Reinstatement** – start with email to [iss@osu.edu](mailto:iss@osu.edu); remote advising consultation may be requested
- **Transfer out** – form and supporting documentation can be scanned and emailed to an immigration coordinator or [iss@osu.edu](mailto:iss@osu.edu)
- **Travel signature** – We have temporarily discontinued the E-form procedures via IntBuckeye for travel signatures. If you will be traveling before March 31, you may leave the country without a travel signature. Additionally, we will be unable to mail documents that already have been processed and are currently in our office. Once we are able to return to campus please be assured that we will work with you to get your I-20 delivered to you.