

## **Broadcast Message: New Electronic Form I-20 Issuance Guidance on ICE.gov/COVID19**

**To:** DSOs and PDSOs at SEVP-certified schools

**Date:** March 26, 2020

**Number:** 2003-03

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On March 26, 2020, the Student and Exchange Visitor Program (SEVP) updated the coronavirus (COVID-19) [FAQs](https://www.ice.gov/covid19) on <https://www.ice.gov/covid19> to provide the following guidance on electronic Form I-20 issuance:

### **Can DSOs electronically send signed Forms I-20 to students instead of physically mailing the forms?**

Yes, due to COVID-19, DSOs may electronically send Forms I-20 to student email addresses listed in SEVIS. In the case of a minor students, the email address may belong to their parent or legal guardian. Schools do not need to request permission from SEVP or report their plans to electronically send Forms I-20 as part of their COVID-19 procedural changes.

### **What methods can DSOs use to sign and send Forms I-20?**

SEVP has identified the following methods to sign and send the Form I-20:

- Email a scanned version of the physically signed Form I-20;
- Email a digitally signed Form I-20 using electronic signature software; or
- Email a digitally signed Form I-20 that contains a digitally reproduced copy of a physical signature.

Only approved principal designated school officials (PDSOs) and DSOs may physically sign or input their own digital signature to the Form I-20. Individuals who are not approved on the school's Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student," may not input a DSO's signature—either digital or physical—to the Form I-20. Improper issuance of the Form I-20 in this manner may constitute grounds for withdrawal of SEVP certification. By signing the Form I-20 or inputting their digital signature, PDSOs and DSOs attest that they are the approved individual issuing the Form I-20.

SEVP continues to actively monitor COVID-19 and will provide up-to-date information with all stakeholders. Due to the fluid nature of this situation, please continue to reference ICE.gov/COVID19 for the latest news and updates.

### **Comments**

To comment on this Broadcast Message, please email [SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov) with “Broadcast Message 2003-03 Comment” entered in the subject line.

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