

Replacing International Identification Documents

It can be a very disconcerting feeling to discover that you are no longer in possession of your passport and Student Visa or I-20 paperwork, or that it has been damaged beyond acceptable use. Here are a few easy steps to quickly rectify this situation.

Most important – if your document was lost or stolen, always report your missing document to Campus Safety and/or a local law enforcement agency.

This generates a report (which you may be required to produce to consulate/embassy authorities) and it also will help protect you from identity theft.



Passports are issued by a person's home country. If you find that you need a new passport for any reason, follow these steps to get it replaced:

Contact your [home country's consulate](#) within the United States.

While several cities, including Boston, are home to consulate facilities, New York City and Washington DC are the nearest cities that have the largest representation of international consulates.

Talk with a representative at that consulate to inquire about their process to replace the passport, as processes may differ from country to country.

If you have them, be prepared to produce copies of whatever documents you lost.

Typically, a **student visa** takes the form of a stamp or sticker inside your passport. However, in a rare case, depending on your home country, there may be a separate document. Visas are issued by the U.S. embassy/consulate in a person's home country.

Each Visa is different and a lost Visa does not mean that the student must leave the country. However, because a Visa is an entry document for non-immigrants to enter the U.S., **it is imperative that the Visa be replaced as soon as possible.**



Look up the U.S. consulate or embassy located in your home country.

Once you have chosen the correct U.S. Embassy, click on appropriate tab on the top menu to get the contact information you need for replacing your Visa.



I-20 forms are issued to international F-1 students by the Office of Global Services (OGS) at Northeastern University. It is important to have a current I-20 form on file and in your possession while you are an active student at the school.

Should you find that your I-20 has been misplaced, stolen or is otherwise unusable, please call OGS at 617-373-2310 and speak with a representative about replacing it. This process can usually be done within a business week.

Should you have any questions regarding any of these documents, you are strongly encouraged to contact the Office of Global Services (OGS). They are located in 354 Richards Hall and can be reached at 617-373-2310 or ogs@northeastern.edu.

There is an advisor on-call Monday – Friday from 11AM to 3PM who can assist with walk-ins and with general questions. This person can also arrange for further appointments with OGS staff if needed.