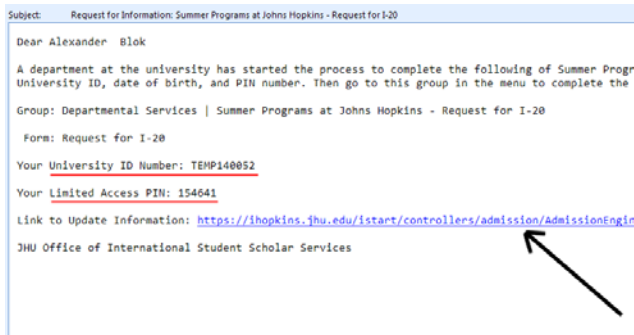


Summer Programs at Johns Hopkins - Instructions for completing an I-20 Request



You will receive an email from oisss@jhu.edu, with the subject line, 'Request for Information: Summer Programs at Johns Hopkins – Request for I-20'. This email will contain two important pieces of information: the 'University ID Number' and the 'Limited Access PIN' (underlined in red in this screenshot). You will need these credentials to access the online I-20 request form.

1. Click on the link provided in the email.
2. On the webpage which opens, please fill in the three requested fields:
 - University Identification Number (provided in the email)
 - Date of Birth (the student's date of birth)
 - Limited Access PIN (provided in the email)

When you are done, press the 'Login' button.

3. On the next page, expand the 'Departmental Services' menu item and click on 'Summer Programs – Request for I-20'.

4. Click on 'Request for I-20' to open the electronic form you will be submitting.
5. Please complete all required fields; when you are done, please press the 'Submit Request' button, logout (the last item in the menu on the left) and close the browser

If you have any questions, please contact Kellise Williamson at (410) 516-7318, or reply to the email you received (please keep the subject line the same).