# How to Issue a NEW I-20 for a Returning Student (ISSS + RTI)

Last
updated:
03/24/2025
-
FCP
How
to
Issue
a
NEW
1-20
for
a
Returning
Student
(ISSS
+
RTI)
For
students
in
terminated
SEVIS
status
Overview
This
guide
explains
how
to
issue
a
NEW
1-20
on
ISSS
(TerraDotta)
and
post
it
to
SEVIS
using
RTI
Connect.
The
student
must
be
in
terminated
status
in
SEVIS
and
listed
as
such
in
ISSS
for
this
process
to
work.
The
process
involves
creating
a
draft
1-20
on
ISSS,
verifying
and
updating
data,
and
then
posting
the
1-20
to
SEVIS
via
RTI
Connect.
STEP
1:
Search
for
Student
in
ISSS
Search
by
name
or
school
ID.
Check
Archived
Students
before
clicking
Search.
Troubleshooting:
-
If
status
shows
as
"active"
in
ISSS:
Check
RTl
Connect
to
verify
SEVIS
status.
-
If
SEVIS
shows
"terminated,"
download
the
SEVIS
record
to
update
JSSS,
then
continue.
-
If
SEVIS
shows
"active,"
request
support
from
your
supervisor-termination
may
not
have
gone
through
previously.
-
If
the
student
isn't
found:
Use
the
Legacy
Tool:
https://support.terradotta.com/hc/en-us/articles/360059258173-
ISSS-Student-Convert-from-Legacy-Tool.
If
unresolved,
notify
your
supervisor
and
open
a
TDS
support
ticket
to
bring
the
student
profile
information
from
Classic.
STEP
2:
Open
Student
Profile
Click
the
student's
name
to
open
their
ISSS
profile.
STEP
3:
Start
"Returning
Student"
Process
Click
the
three
dots
in
the
upper-right
corner
of
the
profile
(see
image
below)
and
select
Returning
Student.
If
the
option
is
missing,
contact
your
supervisor.
EDUCATION
LEVEL
BACHELOR'S
SEVIS
ID
N0031935984
Crowhurst,
Felipe
Ł
:
Ł
Ł
Ł
Returning
Student

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updated:
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STEP
4:
Select
Visa
Type
&
Template
Select
F-1,
choose
the
appropriate
Financial
Requirements
template
(
e.g.,
SP25
UG),
and
select
'template
form'
for
precedence
before
clicking
Confirm
to
generate
the
draft
1-20.
Whal
status
is
!he
sludenl
retuming
in?
@F-1
Q
J-1
Would
you
like
to
use
a
template?
Please
select
one
Financial
Requirements
-
SP2f>
UG
Cancel
f&M
What
StalUS
IS
the
student
retum,119
,n?
®
F·
1
0
J-1
Would
you
kke
to
uH
a
1emp!a1e?
Financial
Requ;n,menll
-
SP2S
UG
Oala
trcrn
)\)(Ir
student
into'lTii!lion
system
wilt
Jllpulale
orce
the
SIUdent
prolie
is
created.
In
cases
where
data
!ram
lhe
template
tomi
and
sludent
inlornaMn
svstom
conflicls.
w'ltch
do
VoŁ
want
to
take
ll!ecedence?
®
Template
Form
STEP
5:
Verify
Draft
1-20
Ensure
SEVIS
status=
Draft
(see
an
example
below).
Stage
=
Invited.
0
Student
lnfonnatlOll
System
The
SEVIS
ID
field
at
the
right
of
the
screen
should
be
blank-it
will
populate
after
posting
to
SEVIS.
Ł
Add
Tag
Sun,
Yi
-[\'I'
l.\fl.
Dratt
Art
Center
College
ol
Design
0363342
I
l\l:t
Ł
Ł
Invited

last
updated:
03/24/2025
-
FCP
STEP
6:
Location
Info
No
update
needed
unless
prompted.
If
so,
select:
"No,
I
am
outside
the
U.S.
or
my
I-20
is
out
of
status"-see
an
example
below.
rnr,1111Ł
Location
Information
Ate
you
in
the
Unrted
Statea?
Ł
Please
select
one
IJV
....
UIII
..
I
..
NO,
I
am
outside
the
U.S.
or
my
l-20s
is
out
of
status
YES,
I
am
studying
in
the
U.S.
or
recently
completed
my
studies
STEP
7:
Personal
Information
Confirm
all
details
match
passport
and
F-1
visa.
Upload
passportbio
page
(mandatory)
and
valid
Fl
visa
(optional).
STEP
8:
Program
Information
-
Enter
Program
Start
Date
(the
first
day
of
orientation)
and
Initial
Session
Start
Date
(the
first
day
of
class).
Please
note
that
the
summer
term
does
not
incorporate
orientation
week
in
the
programming.
If
you
issue
a
NEW
I-20
for
summer,
the
Program
Start
Date
will
be
the
same
as
the
Initial
Session
Start
Date.
-
Program
End
Date:
3
years
for
UG
/
2
years
for
Grad
since
the
Program
Start
Date
(or
adjust
for
expected
graduation,
if
applicable).
-
Leave
SEVIS
ID
blank.
-
Other
fields
should
remain
as
shown.
Don't
fort;tet:
Students
may
return
up
to
30
days
before
the
Program
Start
Date-not
the
Initial
Session
Start
Date.
If
you
want
to
learn
more
about
the
definitions
of
Program
Start
Date,
Program
End
Date,
and
Initial
Session
Start
Date,
please
check
the
following
resource:
https:
//studyinthestates.dhs.gov
/sevis-help-hu
b
/student-records
registration-and-course-load
/understanding
STEP
9:
Contact
Information
-
Add
student's
ArtCenter
email
and
one
phone
number
at
least-you
must
do
this,
or
you
will
be
unable
to
use
the
Post
to
RTI
function
on
ISSS.
-
Remove
U.S.
address
info-you'll
add
it
during
Week
1-2
registration.
-
Make
sure
it
includes
Foreign
Address
information.

last
updated:
03/24/2025
-
FCP
STEP
10:
Financial
Information
-
Students
must
prove
$86,786
for
one
academic
year
(two
full-time
terms
at
ArtCenter).
-
Accepted:
personal/sponsor
bank
statement,
scholarship,
or
a
combination
of
both.
Expenses
section:
-
Delete
Dependent
Expenses
($6,000)
unless
applicable
to
the
returning
student
(e.g.
a
student
who
brings
a
spouse
and/or
children
to
the
U.S.
in
F2
status).
Funding
section:
-
Use
affidavit
of
support+
recent
bank
statement
and
upload
both
in
the
'Browse'
rectangle.
-
Make
sure
the
student
provides
translations
of
non-English
docs.
-
"Other
Funding
Amount"
must
match
total
expenses
exactly.
-
"Other
Funding
Remarks":
add
a
note
like
"Family
support"
IMPORT
ANT!
Total
funding
must
equal
or
exceed
total
expenses.
STEP
11:
Save
&
Submit
Draft
Leave
Travel
section
blank
Click
Save,
then
Save
and
Submit,
then
Save
and
Approve.
You
are
ready
to
go!
STEP
12:
Post
to
RTI
Go
to
Requests,
dick
Post
to
RTL
Use
the
top-left
button
(Post
DATA
to
RT!)
to
transfer
data
to
each
of
the
four
sections
shown
on
the
SEVJS
platform.
Click
Next
for
each
of
them
after
you
populate
each
section
through
RTL
Only
post
Dependents
information
if
applicable.
If
not
needed,
press
Next,
populate
the
Financial
Information
section,
and
click
Submit
I-20.
STEP
13:
Save
SEVIS
ID
After
creating
the
new
1-20,
SEVIS
will
generate
a
new
SEVIS
ID.
Copy
this
number-the
student
needs
it
to
pay
the
$350
SEVIS
fee.
Download
the
NEW
1-20
and
email
it
to
the
returning
student
with
your
signature
as
a
DSO
on
the
first
page.
Remember
that
you
MUST
NOT
include
a
travel
signature
and
your
personal
information
on
the
second
page
of
Initial
Attendance
l-20s.