# 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

Last   
updated:   
03/24/2025   
-  
FCP   
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.