



TRAVEL REQUEST FORM

IMPORTANT INFORMATION:

- All international F and J students, scholars and their dependents **who travel outside the U.S.** are **REQUIRED** to carry their current original I-20/DS-2019 that contains the travel authorization signature of a Designated School Official or Responsible Officer.
- It is **highly recommended** that students, scholars and dependents also carry the **stamped** original I-20/DS-2019 that was used for their most recent entry to the United States.

TRAVEL AUTHORIZATION PROCESS:

- The Office of International and Cultural Affairs requires a minimum of **five** business days for your request to be processed to complete the travel authorization. **Please remember that travel request forms will be processed in the order they are received.**
- To provide a valid travel authorization from a Designated School Official or Responsible Officer, our office must check the following student information:
 - Ensure the student has maintained full-time enrollment for the current semester.
 - Ensure the student has been registered in SEVIS and has an "active" SEVIS record.
 - Verify student's current major, degree level, program end date, financial documents, etc.
 - Determine to the best of our knowledge that the student is in valid F-1/J-1 status.

TRAVEL REQUEST INFORMATION:

Date of Request: _____ Student ID: _____

Last Name: _____ First Name: _____

1 - TRAVEL INFORMATION:

Date of departure from Rolla (mm/dd/yyyy): _____	Exact Date	Estimated Date
Date of arrival to Rolla (mm/dd/yyyy): _____	Exact Date	Estimated Date

If any of the following information applies, your academic advisor must approve your travel dates before your I-20/DS-2019 can be signed for travel. Check any that apply:

- Academic student holding a current position as a Graduate Teaching Assistant.
- Academic Student: Date of departure is on or before the 1st day of finals week.
- ALI Student: Date of departure is on or before the last day of class.
- Date of arrival is on or after the date classes begin for the next semester.
- J-1 Scholar

_____	_____	_____
Academic Advisor Name – Printed	Academic Advisor Signature	Date

I have/will ask my academic advisor to send an email to the OICA to verify his/her approval of my dates of travel.

2 - ADDITIONAL INFORMATION:

Are you going to renew your F-1/J-1 visa during your travel? If yes, please see Section 3*.	Yes	No
Are you returning to Missouri S&T to enroll for the next academic semester?	Yes	No
If you have dependents in the U.S., are your dependents traveling with you?	Yes	No
Do you have a pending OPT application in process?	Yes	No
Are you on OPT Now?	Yes	No
If yes, are you currently employed?	Yes	No
Have you been unemployed while on OPT for 90 days or more?	Yes	No

Please see reverse side for Section 3 on additional information for renewing U.S. Visas outside the U.S.



3 – INFORMATION FOR RENEWING U.S. VISAS OUTSIDE OF THE U.S.

*If you are renewing your visa, please contact the U.S. Consulate to verify the time and date of your appointment and which documents are required for the visa renewal application process.

Other important information to consider:

Current students/scholars attending Missouri S&T who plan to renew their U.S. visas are not required to pay another SEVIS fee except as follows:

- 1. F-1 Students/Dependents**
 - a. If the student is out of status for more than five months
 - b. If the student is absent from the U.S. for more than five months
 - c. If the student is filing an application for a change of status. (For example, from F-2 to F-1)
- 2. J-1 Students/Scholars**
 - a. If the student/scholar is out of status for more than 121 days
 - b. If the student/scholar is applying for a change of status or a change of exchange visitor category.