**TRAVEL REQUEST**

**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.
- It is highly recommended that students, scholars and dependents also carry the stamped original I-20 and DS-2019 that was used for their most recent entry to the United States.
- Please allow a minimum of 5 working days for your request to be processed.
- You will be contacted by Missouri S&T e-mail when your travel request is completed.

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Date of Request: ____________________________  
Student ID: ________________________________

Last Name: ____________________________  
First Name: ________________________________

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### 1 Travel Information - What are your dates of travel?

<table>
<thead>
<tr>
<th>Departure date from Rolla (mm/dd/yyyy):</th>
<th>☐ Exact date  ☐ Estimated date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of returning to Rolla (mm/dd/yyyy):</td>
<td>☐ Exact date  ☐ Estimated date</td>
</tr>
</tbody>
</table>

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

- ☐ Major field of study is Chemistry
- ☐ Departure date is on or before the 1st day of finals week
- ☐ Return date is on or after the date classes begin for next semester

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### 2 Please complete the following

1. Are you leaving the country to renew your visa? **If Yes, please see Section 3.**  
   - Yes ☐  No ☐

2. Are you returning to Missouri S&T to enroll for the next semester?  
   - Yes ☐  No ☐

3. Are your dependents traveling with you?  
   - Yes ☐  No ☐

4. Are you on or have you applied for OPT?  
   - Yes ☐  No ☐

   **If you plan on applying for OPT at the end of your degree program please remember that you must remain in valid F-1 status for one full academic year (9 months) prior to submitting your application and you must be enrolled full-time for one full academic year without any break in enrollment.**

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### 3 Information for Renewing U.S. Visa 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 you will need to present for the visa renewal application.

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**Important**

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

1. **J-1 Students / Scholars**
   - A. If student / scholar is out of status for more than 121 days
   - B. Applying for a change of status or change of exchange visitor category

2. **F-1 Students / Dependents**
   - A. If student is out of status for more than 5 months
   - B. If student is absent from the U.S. for more than 5 months
   - C. If filing an application for a change of status. (For example, from F-2 to F-1)