

TRAVEL REQUEST FORM

IMPORTANT INFORMATION:

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

TRAVEL AUTHORIZATION PROCESS:

- The Office of International Affairs requires a minimum of **five** business days to process your travel authorization request. If you do not receive your travel authorization by your departure date, you will be required to pay for the shipment of your I-20/DS-2019 for your reentry to U.S.
- To provide a valid travel authorization from a Designated School Official or Responsible Officer, our office must determine to the best of our knowledge that the traveler is in valid F-1/J-1 status by checking the following information:
 - Ensure the traveler has maintained full-time enrollment for the current semester or meeting J-1 program requirements.
 - Ensure the traveler has been registered in SEVIS and has an "active" SEVIS record.
 - Verify student's current major, degree level, program end date, financial documents, etc.
- If you are traveling internationally on behalf of Missouri S&T, Provost approval is required in accordance with S&T Student International Travel Policy. For more information, visit 104 Norwood Hall.

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
Are your Spouse/Children residing in the United States?: Yes No

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 last day of class per Registrar's calendar.
 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 Exchange Visitor (Research Scholar, Professor, Short-Term Scholar, Student Intern)
 Traveling internationally on behalf of Missouri S&T.

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 Student/Exchange Visitors

- 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.