

# INTERNATIONAL STUDENT & SCHOLAR SERVICES

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## TRAVEL SIGNATURE REQUEST FORM

**Name of Student/Scholar:** \_\_\_\_\_ **UConn ID # (7 digits):** \_\_\_\_\_

Choose all that apply:  I am traveling.  My dependent/s is/are traveling.

I am traveling to: \_\_\_\_\_ (name of country) Visa type (circle one): F-1 J-1  
*\*\*Please be sure you have the necessary visa for any country you will visit, including layover/transit destinations (i.e. connecting flights in a 3<sup>rd</sup> country)*

### Traveler's Information (1)

Traveler's Name: \_\_\_\_\_  Self  Spouse  Child

Expected departure date from the US: \_\_\_\_\_ Expected reentry date to the US: \_\_\_\_\_

Passport expiration date: \_\_\_\_\_ Visa page expiration date: \_\_\_\_\_ I-20/DS-2019 program end date: \_\_\_\_\_

My visa is for:  single entry  multiple entries

### Traveler's Information (2)

Traveler's Name: \_\_\_\_\_  Self  Spouse  Child

Expected departure date from the US: \_\_\_\_\_ Expected reentry date to the US: \_\_\_\_\_

Passport expiration date: \_\_\_\_\_ Visa page expiration date: \_\_\_\_\_ I-20/DS-2019 program end date: \_\_\_\_\_

My visa is for:  single entry  multiple entries

### Traveler's Information (3)

Traveler's Name: \_\_\_\_\_  Self  Spouse  Child

Expected departure date from the US: \_\_\_\_\_ Expected reentry date to the US: \_\_\_\_\_

Passport expiration date: \_\_\_\_\_ Visa page expiration date: \_\_\_\_\_ I-20/DS-2019 program end date: \_\_\_\_\_

My visa is for:  single entry  multiple entries

**Are you traveling for academic reasons? (E.g. academic research, representing UConn at a conference, UConn-sponsored volunteer trip)?**  Yes  No

**Has your (or your dependent's) passport/visa information changed since you last visited International Student and Scholar Services (ISSS)?**  Yes  No

**Do any travelers in this request have an application/petition pending with the U.S. Citizenship and Immigration Services?**

Yes (1) Specify the type of application/petition (e.g. OPT, change of status to H-1B, etc.): \_\_\_\_\_

(2) Specify the applicant's name for the above application/petition: \_\_\_\_\_

No

### ACADEMIC ADVISOR USE ONLY – FOR STUDENTS WHO WILL TRAVEL WHILE SCHOOL IS IN SESSION:

I am the applicant's academic advisor, and I certify that the absence specified above is approved by the academic school or department, and will not interfere with the applicant's ability to complete his/her work this academic term. I am aware that the student must maintain full time study toward degree while outside the U.S. in order to be eligible for return with his/her F-1/J-1 visa and we will make effort to accommodate this requirement while the student is outside the U.S. I understand that the student will not be eligible to extend his/her program duration beyond the current I-20/DS-2019 end date to make up work that could not be completed during the absence.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

**Student's/Scholar's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

ISSS Advisor: \_\_\_\_\_ E-File / Paper File

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## When You Travel:

When traveling outside of the U.S. please travel with the following documents:

- Form I-20/DS-2019 (with valid travel signature)
- Passport w/ valid visa
- Proof of Funding (GA/Scholarship Offer Letter, Personal Bank Statement)
- SEVIS I-901 Fee receipt (check status or reprint at [www.fmjfee.com](http://www.fmjfee.com))
- Enrollment Verification (for F-1/J-1 students only)
- UConn Invitation Letter (for J-1 Visiting Scholars)
- EAD and employment offer letter (for F-1 students on post-completion OPT)

## OPTIONAL TRAVEL DOCUMENTS:

- Conference registration documentation if traveling abroad for a conference.
- Documentation of family emergency if traveling due to family emergency mid-semester.

If you need to renew your F-1/J-1 visa while traveling, please start the visa renewal process as soon as possible. Visit [www.usembassy.gov](http://www.usembassy.gov) for more information on how to renew your F-1/J-1 visa. ***If renewing your visa, you may need to travel with the documents listed above, as well as a full academic transcript or study/research plan.***

## When You Return to the U.S.:

Keep all your original documents needed for your reentry with you at all times. Keep copies of all these documents with you or in a separate bag/luggage as well. When returning to the U.S., please make sure your passport is stamped appropriately. It should be stamped “F-1 (F/2) D/S” or “J-1 (J-2) D/S”. After arriving in the U.S. please remember to print two copies (one for you, one for ISSS) of your new I-94. You can print your I-94 online at <https://i94.cbp.dhs.gov/i94/request.html>

**If you renewed your passport or visa while you were at home, please bring copies of your new documents to the ISSS.**

## If You Are Denied Reentry:

Ask to speak to a supervisor and then represent your case. Ask if the inspections officer could kindly verify your status by contacting our office: **1-860-486-3855**. If you are in Canada, in addition to the above suggestions, you can seek reentry at another port of entry (Niagara Falls, Buffalo, Toronto, Montreal, etc.).

### ISSS USE ONLY: Student/Scholar Travel Reminders

Student/Scholar Name: \_\_\_\_\_ UConn ID: \_\_\_\_\_ ISSS Advisor: \_\_\_\_\_

- Your passport will not be valid for 6 months from the date that you will reenter the U.S. Please renew it before your return to the U.S.
- Your visa will be expiring/has expired on \_\_\_\_\_. Please apply for a new F or J visa while you are abroad.
- Your most current travel signature on your Form I-20/DS-2019 is still valid. You don't need a new one this time.
- As a reminder for J visa holders, it is your responsibility to have adequate valid health insurance at all times pursuant to 22 CFR 62.14.
- Please travel with the new I-20/DS-2019 issued on \_\_\_\_\_ from now on and keep your previous I-20's for your file.
- You are required per federal visa regulations to update your “Current Local Address” with ISSS. Visit [iss.uconn.edu](http://iss.uconn.edu) > UpdateYour Local Address, for instructions on how to update your address.
- You may need to register your UConn-affiliated travel with the University. To do this, go to [abroad.uconn.edu](http://abroad.uconn.edu) > Health and Safety > Travel Registration and Health Insurance for University Travelers.
- Other: \_\_\_\_\_