

**Auburn University
International Student and Scholar Services**

228 Foy Hall
Auburn, Alabama 36849
Phone: 334-844-5001
Email: intledu@auburn.edu

<http://www.auburn.edu/academic/international/iss/>

Travel Request Form

Description

This form should be completed by all F-1/J-1 students, exchange visitors or dependents planning to leave the U.S. temporarily and return to continue studies, research or employment. Please bring original I-20/DS-2019 when turning this form in to the OIP/ISSS Front Desk. This form should be turned in 1-2 weeks prior to leaving the U.S.

F-1/J-1 Information

Surname: _____ Given Name: _____
Banner ID: _____ SEVIS ID: _____
AU Email: _____ Phone Number: _____
Visa Status: F-1 (Undergrad Grad ESL Auburn Global) J-1 Student/Scholar/Intern F-2 J-2
AU Department: _____
Signature: _____ Date: _____

Travel Information

Departure Date: _____ Return Date: _____ Signature needed for dependents: Yes No
Destination: _____ Purpose of Travel: _____

Prior to Leaving the U.S.

- Always check with ISSS before leaving the U.S. We will verify your I-20/DS-2019 is a valid and we will sign the I-20/DS-2019 for travel.
- Bring your most recent I-20/DS-2019 to ISSS when turning in the Travel Request Form.
- Signatures are valid up to one year but are not valid for re-entry beyond the I-20/DS-2019 expiration date.
- You must have a valid F-1/J-1 visa and valid passport to be able to enter the U.S.
- Make sure your passport has at least six months validity left from the date you plan to re-enter the U.S. If your passport will expire within the next six months, plan to renew your passport before returning to the U.S.

Visa Renewal

If you are renewing your U.S. visa, you will need additional documents to take to the U.S. Embassy/Consulate for your appointment:

- 1). Current/updated proof of funding statements. Funding statements must be less than 12 months old.
 - Students on Graduate Assistantships/Tuition Waiver – Update funding with your department to request an updated award statement from the Graduate School.
 - Students on personal funding – You must get an updated financial statement from your bank.
- 2). Copies of transcripts are also recommended.

Upon Returning to the U.S.

When returning to the U.S. please report to ISSS within 10 days. To report, complete the [Return from Travel Form](#).

For Student Athletes Only

Signature of Coach or Compliance Staff: _____ Date: _____

For ISSS Use Only

Program Dates Begin: _____ End: _____

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Remarks: _____