



Travel Endorsement Request Form International Student & Scholar Services

Please carefully read the following reminders about traveling:

- ☐ Your passport must be valid for 6 months into the future from the date you will be returning to the U.S., and you must have a valid F-1 or J-1 visa with multiple entries in your passport and a valid I-20/DS-2019 to reenter the U.S.
- ☐ If any information on your current I-20 is not up-to-date (For example, financial support, employment information, etc.) please update your SEVIS record with ISSS first before requesting a travel endorsement. Your I-20 should reflect accurate information.
- ☐ If you are renewing or applying for a visa while you are outside the U.S., be sure to have updated Form I-20/DS-2019, a copy of your transcript, and your financial documents.
- ☐ If you have a pending change of status application with USCIS, and you decide to depart the United States, your request will be considered abandoned.

Current students:

- ☐ Current students are expected to arrive to Stevens **by the start of the academic semester**, but no later than the first day of classes. If your travel plans will delay your arrival beyond the start of the semester, you must notify your academic advisor to ensure that you will be allowed to start classes late, and request an approval letter from the academic advisor to present at the U.S. port of entry. Please note that a late arrival may adversely affect your grades and jeopardize your F-1 or J-1 status.
- ☐ A travel signature is valid for 12 months for current F-1 and J-1 students and their dependents (F-2/J-2).

Student on post-completion OPT or STEM OPT:

- ☐ You must also have a valid Employment Authorization Document (EAD) and proof of employment. If you require further information on this matter, you can contact your immigration advisor at ISSS.
- ☐ Travel signatures are valid for 6 months if on OPT or STEM OPT.
- ☐ If your work schedule or geographical location does not allow you to drop off your I-20 in person, you may either have a friend do so on your behalf or request a new I-20 for travel that ISSS can mail to you. Please specify your pick-up/mail option below.

By signing below, I certify that I have read the above travel information:

Student's Signature _____

Date: _____



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PERSONAL INFORMATION			
Family Name:		Given Name:	
Stevens ID:		SEVIS ID:	
E-mail:		Phone Number:	
U.S. Address:			
Today's Date:		Immigration Documents (check one): I-20 DS-2019	

*** If you are submitting documents for your dependents, please list the names here :

	Family Name	Given Name
1		
2		
3		

TRAVEL INFORMATION	
Destination(s):	
Departure Date:	Visa Expiration Date:
Return Date:	Passport Expiration Date:

I-20 DELIVERY / PICK UP OPTIONS (mark only one option)	
1	Pick up in-person (must have photo ID)
2	This friend/relative will pick up for me (list full name): _____ (must have photo ID)
3	Use eShipGlobal (expedited and tracked) to receive my I-20.
4	I will create my own express shipping label and e-mail it to jsss.application@stevens.edu .
5	Mail by USPS First-Class mail** (not expedited, no tracking) to the following address: **Available for students in NY, NJ, or PA only. ISSS is not responsible if your I-20 is delayed in delivery or does not reach you.
	<div style="display: flex; justify-content: space-between;"> Street Address Unit # (specify type) City State Zip Code </div>