TRAVEL SIGNATURE REQUEST FORM

If you or your dependents will be traveling outside the U.S. during your F-1 or J-1 program (including any periods of practical or academic training), you will need to obtain a travel signature from International Student Advising and Services (ISAS) prior to leaving the U.S. A travel signature is valid for up to one year for F-1 and J-1 students (refer to the bottom of page 3 of your SEVIS I-20 or the lower right section of your SEVIS DS-2019) and up to 6 months for F-1 students on Optional Practical Training (OPT). Please provide ISAS with your most recently issued SEVIS I-20 or DS-2019 and allow 7 working days for processing.

Note: To receive a travel signature, you must be in valid F-1 or J-1 status and your OSU student account balance must be below $2,200. F-1 students who have applied for Optional Practical Training (OPT) and have not yet received their Employment Authorization Document (EAD) are advised to talk with an International Student Advisor prior to traveling outside the U.S.

To be completed by the student

Please Print Clearly

Last name (family) ___________________________________ First name (given) _______________________________
Student ID (students only) _________________________ Phone ____________________ Email __________________________
Current U.S. Address: Street__________________________ Apt.________ City________________   State________ Zip ________

Are you planning to take a vacation term?

☐ YES, I am planning to take a vacation in _________________ term.
   ➢ If you are an INTO OSU student, have you filled out the Vacation Term Request Form? ☐ Yes ☐ No
   ➢ If you are an OSU degree-seeking student, you need to fill out the Vacation Term Request form only if you plan to take a vacation other than summer term.

☐ NO, I am not planning to take a vacation term.

For whom are you requesting a travel signature?

☐ Self only
☐ Self and dependents
☐ Dependents only

Will you be applying for a J-1 or F-1 visa or visa renewal before you return to the U.S.?

☐ Yes
☐ No

If yes, you may use your most recent SEVIS I-20 or DS-2019 for visa renewal purposes unless there has been a significant change to your program (e.g. change of major, degree, or funding type and amount). If any of these changes has occurred, please contact an International Student Advisor in ISAS.

Will you be traveling outside the U.S. for five (5) months or longer?

☐ Yes (See “Important Notice” below)
☐ No

Do you plan to take a leave of absence from OSU for one or more terms (not including the summer vacation period)?

☐ Yes (See “Important Notice” below)
☐ No

Important Notice: If you answered “yes” to either of the last two questions above, please make an appointment with an International Student Advisor and complete a Notice of Departure form prior to departing the U.S. “Notice of Departure” forms are available on the ISAS website or in International Student Advising and Services’ reception lobby in Heckart Lodge.