



## REQUEST FOR TRAVEL OUTSIDE AND RE-ENTRY TO THE U.S.

**Instructions to Student:**  
 Please inform the office in advance of your scheduled travel date and allow 2-3 working days for processing so that your request can be processed on time.

1. Complete and sign this form.
2. Obtain signature from the Accounting Office.
3. Return this form with your most current I-20 to the Admissions and Records Office.

**A. Student Information:**

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Current U.S. Mailing Address: \_\_\_\_\_  
(Number) (Street) (Apartment)  
 \_\_\_\_\_  
(City) (State) (Zip Code)

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Date of Birth (mm/dd/yy): \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Degree or Status:  Auditor  UT  AS  BS  BA  MBA  MS  DBA

Concentration: \_\_\_\_\_ Student ID: \_\_\_\_\_

**B. Travel Information:**

Date of Departure (mm/dd/yy): \_\_\_\_\_ Date of Arrival (mm/dd/yy): \_\_\_\_\_

**C. Visa Information:** You must hold a **valid passport** for at least six months from the date of entry or re-entry.

1. Do you need to renew your U.S. visa to re-enter the U.S.?  Yes  No  
 If yes, you should request for a **new I-20 form** to present to the U.S. Embassy in your country.

2. Did you apply or have a pending application for a Change of Status, Reinstatement, or Optional Practical Training (OPT) with the United States Department of Homeland and Security (DHS)?  Yes  No  
 If yes, have you been approved?  Yes  No

**If you have been approved, please take the Approval letter along with all related documents with you while traveling. It is strongly recommended that you do not travel outside the U.S until you get approval from the DHS.**

I-94 Number: \_\_\_\_\_ U.S Visa Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature/Print Name: \_\_\_\_\_ Date

**ACCOUNTING OFFICE USE ONLY**

Is the student's account clear?  YES  NO If "NO", Balance: \$ \_\_\_\_\_

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_