

# Lincoln University

Oakland, California



## Instructions for Travel Request Form

### What is the Purpose of the form?

This form is for students who would like to travel outside and re-entry to the United States. Students can request for the travel letter and 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.

### How is the Form Used?

Students must

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.

### Note

- 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.
- You must hold a valid passport for at least six months from the date of entry or re-entry.
- Please print out you **flight ticket** and attach it when submit to Admissions and Records Office.

# Instructions

## Part A Student Information:

- Put the accurate First name, Middle name, and Last name
- Put the current mailing address like street and apartment number, city and state with zip code
- Put your telephone number
- Put your date of Birth in MM/DD/YY format
- Put the country of birth and country of citizenship
- Tick your program (DBA, MS, MBA, BA, BS, AS, UT, or Certificate)
- Put your concentration and accurate student ID

## Part B Travel Information:

According to your flight schedule, please put Date of Departure (MM/DD/YY format) and Date of Arrival (MM/DD/YY format) in this part.

## Part C Visa Information:

In this part, please tick the applicable situation

No. 1 asks about whether you need to renew your U.S. visa to re-enter the U.S.

If yes, you should request for a new I-20 form to present to the U.S. Embassy in your country.

No. 2 ask about whether 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). If yes, please state if it has been approved.

Provide I-94 Number and U.S Visa Expiration Date. If you do not know your I-94 Number, please check online at <https://i94.cbp.dhs.gov/> and select "Get most recent I-94".

Put your signature and the current date.

\*\*Please leave the section "ACCOUNTING OFFICE USE ONLY" blank.