

## Travel Endorsement Request Form

*This form should be used only by J-1 Scholar DS-2019 holders who require a travel signature on their current DS-2019 or who require an updated DS-2019 with a new travel signature. J-1 Scholars may submit this form to [iss@stevens.edu](mailto:iss@stevens.edu) for assistance from your ARO.*

*All F-1 students may now submit this form using the [ISSS Student Portal](#).*

### **Please read the following updates about travelling:**

#### **Travel Outside of the U.S.**

Stevens Students and Exchange Visitors are strongly advised against personal international travel at this time since flight cancellations, quarantines, and border closures by countries can be implemented on very short notice. This means that if you travel outside of the U.S., there is a great risk that you may not be able to re-enter the U.S. for an extended period of time. If you engage in personal travel overseas, our ability to support you decreases significantly.

Students and Exchange Visitors who do travel abroad and are able to return, may be subject to additional health screenings, flight cancellations, or isolation measures upon return.

Please continue to monitor the information from [Stevens regarding COVID-19](#) including important updates regarding travel and re-entry from affected areas.

#### **Reminders about Travelling**

- ◆ 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 I20/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 your updated Form I-20/DS-2019 as well as the documents listed on our [Travel Information webpage](#).
- ◆ 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.
- ◆ A travel signature is valid for up to 12 months for J-1 research scholars and professors and their dependents (J-2), and up to 6 months for J-1 short-term scholars and their dependents (J-2).

#### **Current Students:**

- ◆ A travel signature is valid for 12 months for current F-1 and J-1 students and their dependents (F2/J-2).
- ◆ Please note: As an F-1 requirement, students should be in the U.S. attending their in-person courses for the duration of the semester. If students are not traveling during school breaks (President's Day Holiday, Spring Break, etc.) or taking a short trip (a few days) during the semester, students should be submitting an Authorized Early Withdrawal (AEW) for the semester.
- ◆ ISSS cannot guarantee that you will not face issues in the future for traveling for long periods (not weekend or weeklong trips during scheduled school breaks) in the middle of the semester, leaving a semester early, or for arriving late, as the dates of the semester are reported to DHS every semester.
- ◆ It is up to you to determine the best course of action for your obligations and academics. Please let us know if you have questions regarding the AEW. You can read more about the documents required for travel on the Travel Information webpage.

#### **Student on post-completion OPT or STEM OPT:**

You must also have a valid Employment Authorization Document (EAD) and proof of employment.

Travel signatures are valid for 6 months during OPT or STEM OPT.

*Please refer to our [Travel Information webpage](#) for more details regarding international travel during F-1/J-1 status.*

**By signing below, I certify that I have read and understand the above travel information and reviewed ISSS' [Travel Information webpage](#):**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PERSONAL INFORMATION

Family Name:	Given Name:
Stevens ID:	SEVIS ID:
E-mail:	Phone Number:
U.S. Address:	
Today's Date:	

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

	Family Name	Given Name
1		
2		
3		

## DS-2019 DELIVERY OPTIONS (mark only one option)

	In Office Pick Up: I would like a new DS-2019 printed and I will wait for ISSS to email me with confirmation to collect my new, signed DS-2019 in 2-3 business days.
	In Office Drop Off: I would like to travel with my current DS-2019, and will bring my DS-2019 to the ISSS Office to be signed. I recognize that I might have to drop my DS-2019 off and collect it at a later time.
	I will use <a href="#">eShipGlobal</a> to have my DS-2019 mailed to me.
	I will create my own shipping label and submit it along with this form to <a href="mailto:iss.application@stevens.edu">iss.application@stevens.edu</a> to have my I-20/DS-2019 shipped to me (Fedex or UPS highly recommended).