



TIDEWATER COMMUNITY COLLEGE  
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### I-20 Travel Signature Request Form

This form is to be completed by F-1 students who will need to re-enter the United States after a **temporary** absence of 5 months or less. It is important that you have a current signature from the International Student Advisor each semester before you depart the United States. You will not be able to return to the United States without an endorsement from the International Student Advisor on your valid I-20. **This form must be submitted with all required documents at 7 days prior to your departure date. Late submissions will require your I-20 to be sent to you by mail.**

Student Name \_\_\_\_\_ EMPL ID \_\_\_\_\_

Current Address in U.S. \_\_\_\_\_

Approximate date of departure from the U.S. \_\_\_\_\_ Destination \_\_\_\_\_

Current passport expiration date \_\_\_\_\_ F1 Visa Expiration Date \_\_\_\_\_

Approximate date of return to the U.S. \_\_\_\_\_

Did you change your major from the one listed on your current I-20? \_\_\_\_ Yes \_\_\_\_ No

If 'yes,' what is your new major? \_\_\_\_\_

When did you change your major? \_\_\_\_\_

**PLEASE CHECK THE FOLLOWING ITEMS AFTER YOU ATTACH THEM TO THIS FORM:**

- Current I-20 ( Not a photocopy)
- Copy of most recent I-94 Arrival/Departure Record, front and back.
- Copy of passport (information page, including issue and expiration date)
- Copy of F1 visa, **if you have obtained a new visa since your last I-20 travel endorsement.**

Telephone number where you can be reached when your I-20 is ready \_\_\_\_\_.

Valid permanent foreign address: \_\_\_\_\_

*Please read the information on the reverse side of this form. Your signature below verifies that you have read and understood the requirements for traveling outside the United States and return to the U.S.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **TRAVEL AND VISA APPLICATION INFORMATION FOR F1 STUDENTS INTENDING TO RETURN TO STUDY AT TCC**

If you plan to leave the United States, even for a short trip, and will return to TCC to continue your studies, you will need the documents listed below to re-enter the United States. (Students who must apply/renew their F1 visa, please request the **VISA APPLICATION PROCEDURES** information sheet from ISS).

- **A valid passport** (one that is not expiring within 6 months).
- **A valid F-1 visa.** (the stamp in your passport that has your photo on it.) Be sure to check the expiration date and the number of entries you were granted. If the number of entries are used up, or if your visa will expire before the date you plan to re-enter the U.S., you will need to apply for a new F-1 visa. It is strongly recommended that you apply for the visa from your home country, and not via a third country. **Due to the recent and significant changes regarding visa applications and travel to Canada and Mexico, all F1 students should consult with the International Student Advisor before traveling to these countries.**
- **VISA APPLICATION:** If you have changed from another status to F1 status while in the U.S., you will need to apply for an F-1 visa before you can re-enter the United States. For up-to-date F-1 visa application information, please visit the Department of State website: [http://travel.state.gov/visa/temp/types/types\\_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html) and click on the section for “What Items to Returning F1 Students Need?” *Additionally, embassies are required to interview every visa applicant.* This process can cause delays at the embassies so it is important to contact the U.S. Embassy/Consulate as soon as possible for an appointment and to inquire about the processing time and particular procedures at that location.
- **A valid signature from the International Student Advisor on page 3 of your SEVIS I-20.**
- **SEVIS I-901 fee receipt.**
- **An official TCC transcript and a certified letter of full-time enrollment.** You must request these official documents from the Records office no less than 15 business days before you travel.
- **Proof of registration for the upcoming semester (if possible).**
- **Updated financial documentation from your sponsor showing proof that you have the funds to support your studies in the U.S. as shown on your I-20.**

**Special Note:** Students planning to travel to other countries will need to check with the Embassy of that country (or the website) well in advance to see if you will need a visa, **even if you are just traveling to Canada or Mexico.** The addresses and telephone numbers of Embassies in the U.S. can be found at [www.embassy.org](http://www.embassy.org)