



Travel Signature Request Form

This form should be completed by any F-1 or J-1 (or dependent) requesting a travel signature on their I-20/DS-2019. **When requesting a travel signature this form along with the required documents below must be submitted with your I-20/DS-2019.** Please allow 1-5 business days for the ISSO to process your request. Failure to provide requested documents will delay your request. Students and J-1 scholars may mail their I-20/DS-2019 to the following address:

International Student Services
I-20 Travel Signature
2600 South Neal Street
Commerce TX 75429

To request a travel signature, **current students or J-1 scholars** will need to:

- Complete this form, provide all information, and print out. Failure to provide all information may delay your request.
- Bring your I-20/DS-2019 to the ISSO in Halladay 104. You may also mail the I-20/DS-2019 to the ISSO.
- Students whose travel outside the U.S. will cause them to miss class(s) will be required to submit a letter from their instructors. Click [here](#) for a Faculty Travel sample letter.
- The ISSO may request a full copy of your travel itinerary at our discretion.
- Upon review the ISSO will sign the I-20/DS-2019 and notify you via email or mail the I-20/DS-2019 to you.

To request a travel signature, **students on OPT** will need to:

- Complete this form, provide all information, and print out. Failure to provide all information may delay your request.
- A letter of employment **issued within past 30 days** must be provided. The letter will need to include your name, date employment began, a brief job description, and a statement from the company regarding your leave of absence/vacation. This letter is to provide at port of entry when you re-enter.
- Mail this form along with your I-20 and a letter of employment to the ISSO. **DO NOT mail the I-20 or documents to a friend to bring to the ISSO.**
- The ISSO may request a full copy of your travel itinerary at our discretion
- Upon review the ISSO will sign the I-20 and mail the I-20 back to you. Express mail may be used at your expense. **Friends may not pick up I-20's.** Documents may be mailed to your home country if not signed before your departure.
- Students on **cap gap extension** cannot travel outside the U.S. and re-enter while on cap gap extension.
- Students with a **pending 17-month OPT Extension application** cannot travel outside the U.S. and re-enter the U.S. after the end of their 12-month OPT unless their 17-month OPT Extension application is approved.

PERSONAL INFORMATION:

First Name

Family Name

CWID

Date

Phone Number

Current Physical Address

City State Postal Code

Email

VISA DOCUMENT(S) INFORMATION:

Visa Expiration Date

Passport Expiration Date

Anticipated Date of Graduation

Do you plan to enroll in classes at A&M-Commerce for the next semester? Yes No

TRAVEL INFORMATION: (Please note a travel itinerary may be requested)

Who is requesting a travel signature? (Select all that apply)

F-1/J-1

F-2/J-2 Dependent

What is the purpose of your travel? (Select all that apply)

Personal Travel

Visa Renewal

Conference/Internship

Other (please specify)

Departure Date

Return Date

Destination (list all countries)

Do any travelers have a pending request with USCIS for a change of status? Yes No

If yes, please explain (include receipt notice number):

MAILING INFORMATION:

How would you like your I-20/DS-2019 returned to you?

I will pick it up

I authorize my friend to pick it up (current students only may have a friend pick up I-20):

Name of friend

CWID

Send it by regular USPS to the following address:

Physical address (mailing in U.S. only)

City

State

Zip Code

Send it by express mail. If pre-paid self-addressed envelope is not included then you may set-up express mail shipping at your expense through <https://study.eshipglobal.com>. Please email the ISSO for more information.