

Request for I-20/DS-2019 Travel Signature

INSTRUCTIONS: This form is to be completed by all F-1 & J-1 students if you/your dependents will need to reenter the United States (U.S.)--after a temporary absence of 5 months or less--if you do not already have a "recent" travel signature on your (and your dependent's) I-20 or DS-2019. Before completing this form, F-1 students should check the **bottom section of page 3** of your (and your dependent's) current I-20. If there is no signature at all, or if the OISS signature will be more than 12 months old before your/your family's reentry into the U.S., you will need to complete this form. J-1 students with DS-2019s will need to check the "Travel Validation" section of your (and your dependent's) DS-2019 on the bottom right corner of the form. If there is no signature at all, or if the OISS signature will be more than 12 months old before your/your family's reentry into the U.S., you will need to complete this form. **This form MUST be submitted with all required attachments at least 2 weeks prior to your departure AND at least 2 weeks prior to the University closing for the holidays.** ► *If you/your dependents already have a travel signature that will not be more than 12 months old when you/your family plan(s) to reenter the U.S., then you will NOT need to complete this form.* ◀ **Please allow 2 weeks for processing!**

1. Name on PASSPORT _____
2. Banner/Student ID _____
3. Approximate date of departure from the U.S. _____
4. Destination _____
5. Current passport expiration date _____
6. Latest F-1/J-1 visa expiration date _____
(Students from Canada: Please write "N/A" for not applicable)
7. Approximate date of return to the U.S. _____
8. Is everything correct on your I-20/DS-2019? ☐ Yes ☐ No
9. Have you been employed off-campus without written authorization from the OISS or an Employment Authorization Document (EAD) from USCIS? ☐ Yes ☐ No
10. Have you been employed on-campus for more than 20 hours per week during the Fall or Spring semesters? (This includes work done for a Teaching/Research/Graduate Assistantship.) ☐ Yes ☐ No
11. **F-1 students:** Did you change/declare your major/degree level from the one listed on your current I-20? ☐ Yes ☐ No
If you answered "Yes", what is your new major/degree level? _____
During what semester did your new major/degree level become official? _____
12. **J-1 students:** Do you and all of your dependents in the U.S. have the required health insurance coverage? ☐ Yes ☐ No
13. Please place a check below after you attach the following item(s) to this form:
 1. ☐ A "Certificate of Enrollment" showing full-time or part-time status for every semester since you began your on-campus studies here at Regent University in Virginia Beach--including the current semester. (This can be requested from the Registrar's Office in Room 235, Student Center and takes approximately 3-5 days to process, click [here](#) for the form.)
☐ Current and ORIGINAL I-20 or DS-2019 (not a photocopy)
☐ Current and ORIGINAL I-20 or DS-2019 for all dependents who are also traveling (not a photocopy)
14. Did you begin your studies on-campus at Regent in Virginia Beach during the current semester?
☐ Yes--please skip to lines 19 - 22.
☐ No--please complete ALL questions listed below
15. ☐ Please check here after you attach a copy of the most recent I-94 Arrival/Departure Record you/your dependent(s) received the last time you entered the U.S. (It is the small white card which is usually stapled inside your passport.)
16. Did you/your dependent(s) obtain a new F-1/J-1 visa since your last I-20/DS-2019 signature? ☐ Yes ☐ No
If you answered "Yes", please attach a copy of your/your dependent's new visa and then check here ☐
17. Did you/your dependent(s) obtain a new passport since your last I-20/DS-2019 signature? ☐ Yes ☐ No
If you answered "Yes", please attach a copy of your/your dependent's new passport and then check here ☐
18. Telephone number where you can be reached when your I-20/DS-2019(s) is/are ready _____
19. RU Email Address _____
20. Personal Email Address _____
21. Today's Date _____
22. Signature _____