



Request for Travel Form

Whenever you leave the U.S. for a temporary trip, the international office takes great care to be sure that you have all of the documents and signatures you need to return to Hocking College. We will check to see if you will need to apply for a new visa before you return, and if there are any reasons why you might have difficulty in obtaining one. Please answer the following questions carefully. It is very important to us that you have a good trip and that you have no difficulties when you return.

Today's date: _____
Immigration Status is: _____ F-1/F-2 _____ J-1/J-2 Technology: _____
Full Name: _____ Student Number: _____
Date of Departure: _____ Date of Return: _____ Destination: _____
Purpose of trip: _____
Local Address: _____
Email Address: _____ Social Security #: _____
Home Telephone #: _____ I-94 Card #: _____
Source(s) of Support: _____

Amount\$: _____ For Academic Year: _____ Program Completion Date: _____
Is the F-1 Visa stamped in your passport still valid? Yes ___ No ___ Passport expired? Yes ___ No ___
Do you have an employment authorization card, which was issued to you by the USCIS? Yes ___ No ___
If yes, you must carry it with you. Name/Address of your Employer: _____

(Important note: You must carry a letter from your employer verifying your employment)

Are you registered for the Semester following your return: Yes ___ No: ___
Has your permanent overseas address changed: Yes ___ No ___
Has an employer applied to sponsor you for permanent residence (Green Card)? Yes ___ No ___
If traveling with dependents, or if for dependent travel, please fill in information below:

Name	Date of Birth	Place of Birth	Passport Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: All sources of support from College funds must be verified before any documents will be prepared or signed. NORMAL PROCESSING TIME FOR A TRAVEL DOCUMENT REQUEST IS 3 DAYS. PLEASE PLAN AHEAD.

ISS Use Only:

- ☐ I-20 has been signed
- ☐ Issued new 1-20 to reflect updates and current status.
- ☐ Verified 1-20 is Active/Up-to-date
- ☐ Called student to discuss purpose of the trip
- ☐ Advisor Initials