



# I-20 Travel Signature Request Form

**3 Working Days Processing Time**

**Attach the following:**

- Latest original I-20
- F2 dependent(s) requiring a signature: Latest original I-20(s)
- F1 students on post-completion OPT: Copy of Valid EAD card
- Bring your passport with you (for in-person requests, only)

**To Obtain a Travel Signature You Must:**

- ✓ have a valid I-20 sponsored by Albany State University
- ✓ have attended the required check-in
- ✓ meet immigration requirements of full course of study and be in good academic standing
- ✓ have a current U.S. address and a permanent non-U.S. address active in Banner Web
- ✓ fulfill other F-1 status requirements per the International Student & Scholar Advisor's determination

In the case of problems, you will be contacted by email and may need to come in person for an appointment. If all the requirements are met, your I-20 will be signed and be ready for pick-up within 3 working days (you will be contacted for pick-up or we will email to your ASU student email address). **Failure to meet the above requirements or attach the documents required will result in processing delays.**

LAST NAME	FIRST NAME	MIDDLE NAME	UNIQUENAME	ASU RAM ID #
DATE OF BIRTH (mm-dd-yyyy)	GENDER <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	NUMBER of F-2 DEPENDENTS	TELEPHONE	SEVIS ID # N
DELIVERY METHOD <input type="checkbox"/> PICK-UP (If someone else will pick up for you, his/her name is: _____) <input type="checkbox"/> SHIP (See " <a href="#">SHIPPING OPTIONS</a> ") : <input type="radio"/> eShip Global <input type="radio"/> U.S. Mail				

**Travel Reminders and Responsibilities**

The following are key responsibilities related to international travel:

- Keep your passport valid and review the <https://www.ice.gov/sevis/travel> for information on the validity of your immigration documents for re-entry to the U.S.
- Report address changes by emailing the PDSO/DSO, within 10 days of any change in your U.S. or home country address. Leave your U.S. address listed as "current address" in BannerWeb, even while out of the country.
- Maintain full time enrollment each fall and winter term unless otherwise authorized by the PDSO/DSO. If you will be out of the country without enrolling full-time during a fall or winter term, schedule an appointment with the PDSO/DSO to make arrangements for your immigration status.
- Check your ASU student e-mail regularly for updates from the PDSO/DSO and read e-mails carefully. Follow up on these e-mails as necessary.

**Anticipated date of leaving U.S.:** \_\_\_\_\_ **Anticipated date of returning to U.S.:** \_\_\_\_\_

I hereby certify that all information provided by me on this form is accurate. I have reviewed and accept the responsibilities outlined above. I agree to the conditions for obtaining a travel signature and understand that my I-20 will not be signed if all conditions are not met.

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**International Center Use Only**

- |  |           |       |
|--|-----------|-------|
| <input type="checkbox"/> Stamp/I-94 Checked  | Initials: | Date: |
| <input type="checkbox"/> In ACTIVE NONACTIVE | Initials: | Date: |
| <input type="checkbox"/> Approved            | Initials: | Date: |
| <input type="checkbox"/> Follow-up Needed    | Initials: | Date: |
| <input type="checkbox"/> Reprint Needed      | Initials: | Date: |
| <input type="checkbox"/> Out                 | Initials: | Date: |