



International and Exchange Student Center (IESC)

Request for Travel Signature

This form should be completed by CSUN F-1 students requesting a travel signature on the Form I-20 for themselves or their dependent(s). Please complete this form **only** if you do not have a valid travel signature upon your return to the U.S. Remember to read, sign and date the acknowledgment. Submitting an incomplete form will cause delays in processing your request.

Instructions:

1. **Read the Travel Reminders & Responsibilities** – at the bottom of this page and the back.
2. **Complete the Request for Travel Signature form** - Do not leave any fields blank.
3. **Attach your most recent, original Form I-20 to this request and submit to IESC office, using the drop off box, located in the IESC lobby. Travel Requests & Original I-20's cannot be submitted electronically.**
 - If you do not have your original CSUN I-20, please submit a [Request for New I-20](#) along with your [Travel Signature Request](#) electronically to iescrequest@csun.edu.

STUDENT'S INFORMATION

Last Name: _____ First Name: _____

CSUN ID: _____ Major: _____

U.S. Address: _____
(Street) (Apt#) (City) (State) (Zip)

Phone: (____) _____ Email: _____

Destination: _____ Date of Departure: _____

Check (✓) this box only if you are requesting a travel signature for your dependent(s) – Make sure to attach dependents (s) Form I-20 and a copy of their passport and F-2 visa.

STUDENT SIGNATURE & ACKNOWLEDGEMENT

I certify that the information I have provided is accurate. **In signing this form I acknowledge** that I have read and I understand the travel reminders and responsibilities provided by the IESC office and as outlined in the Travel Reminders and Responsibilities section of this form. In addition,

- I understand that I must ensure that my travel documents (Passport, Visa, I-20) are valid prior to and after travel.
- I understand that I am responsible for attending my classes. If I choose to travel when I am enrolled in classes at CSUN, it is my responsibility to either make sure that I do not miss any classes, or request my instructors for permission to miss classes.
- I understand that the decision to approve an F-1 student visa is solely at the discretion of the U.S. consular official and that the IESC has no authority in the visa application or renewal process, and therefore cannot guarantee the outcome.
- I understand that it is my responsibility to check my academic status before I leave the U.S. If I am academically disqualified while I am outside the U.S., I understand that I am out of status and I am not able to re-enter the U.S. with CSUN's I-20.
- I understand that if I am a government sponsored student, it is my responsibility to notify my sponsoring government of my intention to travel.

Signature: _____ Today's Date: _____

TRAVEL REMINDERS & RESPONSIBILITIES

General Information: International students who are in correct F-1 status, meet all eligibility criteria and submit a completed request form and their original form I-20 will receive a travel signature on page 2 of their form I-20. The Travel Signature is valid for 12 months as long as you are maintaining your F-1 status and your passport and visa are valid.

(Please continue reading on page 2)

If you are on approved Post-OPT or STEM the travel signature is valid for 6 months. You do not need a new travel signature every time you exit the U.S.

Preparing for Travel: If you are going to a country that is not your own, please confirm the entry visa requirements for that country well in advance by contacting the embassy or consulate of the particular country you plan to visit. When traveling outside the U.S. students should have the following documents (1) Valid Form I-20 with travel signature, (2) Valid passport, (3) Valid Visa.

Passport: A valid passport. Passport must be valid at least 6 months into the future.

Visa: Students who need to or apply for a new F-1 visa or renew their expired student visa are responsible for all procedures, application deadlines and fees. A Visa is a stamp or sticker placed in your passport at a U.S. consulate or embassy outside the U.S. A visa is only a permit to enter the United States. Once you are in the United States, your I-20 becomes the relevant document that helps you to maintain legal immigration status.

You must make sure that your visa is valid for your entry or re-entry. An expired visa must be renewed at a U.S. consulate/embassy outside of the U.S. prior to re-entry.

Information on visa applications and U.S. embassies is available at <http://www.travel.state.gov/>

Renewing your visa: Students who plan to travel outside the U.S. and need to renew their F-1 visa must do the following:

- Request a travel signature on page 2 of their I-20 at the IESC office
- Check with the U.S. Embassy/Consulate in their home country for appointments, required documents and processing times for visa renewal if applicable.

Required documents for your F-1 visa interview

- A valid passport (valid at least 6 months into the future)
- Current Form I-20 (with valid travel signature for continuing CSUN students)
- All previous Form I-20
- Official Transcripts from ALL schools attended in the U.S.
- Affidavit of Financial Support and recent Bank Statement
- SEVIS I-901 fee receipt if applicable. The SEVIS I-901 fee of \$200 is to be paid at <https://www.fmjfee.com/i901fee/> (For more information, please contact the Department of Homeland Security--check above website for contact information).
- Additional evidence may be required to establish non-immigrant intent.
- If you need a letter verifying enrollment, you may visit [Admissions and Records](#) to request one.
- If you would like to request a [letter verifying your immigration status](#), you may do so at the IESC office

Fees

- Visa application fee. Please visit <http://www.travel.state.gov/> to locate the website of the U.S. Embassy/Consulate in your home country for information on visa application fees and forms.
- Please verify whether you need to pay the SEVIS I-901 fee of \$200 when applying for your visa. Information on the SEVIS I-901 fee is available at <https://www.fmjfee.com/i901fee/>

Please note: IESC does not require ANY fees for the services it provides to international students. No fees, under any circumstances, shall be submitted to IESC.

For processing times please visit: <http://www.csun.edu/international/current-students-forms>. Processing times may vary during peak times. For additional information, please contact us at (818) 677-3053.

FOR IESC USE ONLY

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| <input type="checkbox"/> Verified Current U.S. Address | <input type="checkbox"/> Sign I-20 |
| <input type="checkbox"/> Major in PS / SEVIS / Maser Roster match | <input type="checkbox"/> Updated Student Summary Page |
| <input type="checkbox"/> Verified unofficial transcript in PS | |
| <input type="checkbox"/> Check SEVIS for ACTIVE Status | FSA's Name: _____ Date: _____ |