



## TRAVEL REQUEST APPLICATION INFORMATION

**Federal law requires international students to be in attendance while school is in session. The University defines school to be in session from the first day of class until the student's last final exam during any regular semester.**

This form should be completed by all F-1/J-1 students or exchange visitors and dependents planning to leave the United States temporarily and return to continue studies or OPT employment.

**Processing Time : Between 7 to 14 business days**

**Required Documents :**

- Travel Request Form
- Travel Itinerary
- Current SEVIS I-20 or DS-2019
- Passport, Visa and I-94 card

### **TUBERCULOSIS (TB) POLICY FOR LAMAR UNIVERSITY**

Lamar University requires Tuberculosis (TB) testing for all Non US Citizen/Non-Permanent Residents, Intensive English students (i.e., TIEC at Lamar), and any student, faculty or staff meeting high risk criteria.

Students traveling to a country designated as a "high incidence area" as defined by the World Health Organization guidelines (<http://www.who.int/topics/travel/en>), upon returning to campus, should immediately contact Lamar University Student Health Center (LUSHC) for TB testing. Anyone requiring subsequent diagnostic testing will have until the 25<sup>th</sup> class day to submit documentation or the student will be dropped from all classes barred from reinstatement and will not receive a refund of tuition and/or fees. (Subsequent testing will be required if the initial skin test was positive. These tests will be performed by the Beaumont City Health Department (BCHD))

### **Documents required by OISPS upon return**

To ensure that your SEVIS record remains current and up to date, the following documentation is required upon returning to campus. Please note: the OISPS cannot update your SEVIS record to indicate your return to campus until after you have satisfied documentation requirements to retain eligibility to enroll.

- Clearance from LUSHC - Required only if traveling to a country designated as "high incidence".
- SEVIS I-20 or DS-2019.
- Valid passport / visa / I-94 stamping.

### **Documents required for re-entry into the US**

The following documents are required to reenter the United States after a temporary absence of 5 months or less:

- Valid passport or travel document, unless exempt from the passport requirement.
- Valid F-1 or J1 visa (unless exempt from visa requirements)
- SEVIS I-20 or DS-2019 properly endorsed for travel by the P/DSO
- Valid employment authorization document ( EAD card) - OPT participants only
- Employment verification letter - OPT participants only.

For additional information see U.S. Immigration & Customs Enforcement web site, frequently ask questions ( FAQ), for F-Nonimmigrants: Entry and Exit at [http://www.ice.gov/sevis/travel/faq\\_f.htm](http://www.ice.gov/sevis/travel/faq_f.htm)