



TRAVEL REQUEST APPLICATION

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

NEW TUBERCULOSIS (TB) POLICY FOR LAMAR UNIVERSITY

As of the Fall 2013 semester, Lamar University will implement 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 25th 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 ISSO 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 ISSO 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

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(Revised 1-29-2015)

Date: _____

First Name: _____ Last Name: _____

LU ID: _____ Date of Birth: _____ Email Address: _____

Visa Status: F-1 J-1 SEVIS ID: _____ OPT: []Yes []NO

Address: _____, Apt: _____ City: _____ State: _____ Zip: _____

Travel Destination (Destination Country Name): _____

Departure Date: _____ Return Date: _____

Important reminder regarding tuberculosis (TB) requirement:

A copy of your flight itinerary will be required prior to receiving the travel endorsement. You will also be required to submit a copy of your return flight itinerary after returning to campus. **If traveling to a country designated as a “high incidence” area, TB testing and clearance from Lamar University Student Health Center will be required prior to attending classes. Therefore if you are traveling to a high risk area, please plan accordingly.**

What is the purpose of travel? (Select all that apply)

- Personal Travel** Permitted only when school is not in session. See LU Academic Calendar at <http://www.lamar.edu/> for current semester end date and start date for next available semester. Exceptions apply for students currently on OPT or OPT Extension.
- Medical/Family Emergency** Supporting documentation required.
- Semester Break** Purpose of Break: _____
Expected Date of Return: _____
- VISA Renewal** Permitted only when school is not in session. See USCIS web site at http://www.ice.gov/sevis/travel/faq_f3.htm for renewal instructions.
- Study Abroad** Approval letter required from academic department including:
- Study abroad project description.
 - Expected dates of Project, and
 - Location with complete foreign address

I have read, understand and will comply with Lamar University’s ISSO rules regarding travel outside the US. I also understand it is my responsibility to comply with Department of Homeland Security Federal Regulations and notify the ISSO immediately upon my return and submit the required documents

Department Chair Signature Date

Academic Advisor Signature Date

Student Signature Date

P/DSO Signature Date