



## REQUEST FORM: TRAVEL ENDORSEMENT

Please email this form to [isa@jwu.edu](mailto:isa@jwu.edu) & **DROP OFF your I-20 at ISSO office** (Your request will be rejected if we do not receive your I-20 within five business days). Allow at least five business days to process your travel endorsement.

Today's Date: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Personal Email (Gmail, yahoo, etc.): \_\_\_\_\_

Level:      Associates                   Bachelor's                   Master's

Major (According to GPS): \_\_\_\_\_

### Travel Information

Departure Date: \_\_\_\_\_ Returning Date: \_\_\_\_\_

Traveling to (country): \_\_\_\_\_ Visa Expiration Date: \_\_\_\_\_

Visa Renewal/Travel Recommendation	OPT Travel Documents Recommendation
<ul style="list-style-type: none"> <li>• Enrollment verification letter and Original Transcript from Student Academic Services</li> <li>• Class schedule for next term, recent bank statement</li> <li>• All the documents you brought to the embassy when you first applied for the U.S Visa</li> <li>• Signed I-20</li> <li>• Receipt for I-901 fee payment: <a href="https://www.fmjfee.com/i901fee/desktop/index.jsp">https://www.fmjfee.com/i901fee/desktop/index.jsp</a></li> </ul> <p><b>Important Note:</b> Please make an appointment for your visa interview as soon as possible!</p>	<ul style="list-style-type: none"> <li>• Official letter from current employer acknowledging travel request and returning date</li> <li>• Most recent pay stubs</li> <li>• Signed OPT I-20- travel endorsement no older than 6 months</li> <li>• Employment Authorization Document (EAD) Card</li> </ul> <p><b>Important Note:</b> Please make sure you physically have these documents with you as you are not allowed to access your electronic devices while you are at Customs Boarders and Protection (CBP)</p>

### For Office Use Only:

Received by: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed by: \_\_\_\_\_

SOAHOLD  SFAREGF  SPAIDEN  GOAINTL  SGASTDN  FSA Notes