

Stony Brook University
INTERNATIONAL SERVICES

TRAVEL SIGNATURE REQUEST

Welcome to International Services. Please complete this form with your updated information. **PRINT CLEARLY.**

SECTION I

TODAY'S DATE: _____

SOLAR ID Number _____

Last Name _____

First Name: _____

Other Names Used _____

Contact Info: (Phone) _____ (Email) _____

Program (Please check one):

- Graduate Student: Department _____
- Undergraduate Student: Major _____
- Exchange Student
- Research Scholar, Professor
- Employee: Department _____
- Other (please specify) _____

Current Local Address

Is this a new address? YES NO

If Yes, have you reported this address in SOLAR? YES NO

SECTION II

Current Immigration Status (Please check one):

- F-1 Current
- F-1 OPT
- F-2: Name of F-1 Spouse _____
- J-1
- J-2: Name of J-1 Spouse _____
- Other (please specify) _____

Immigration Information

My passport is valid until _____

My visa is valid until _____

Do you plan to apply for a new visa on this trip? YES NO

My SEVIS form I-20 is valid until _____

I have been a full time student each semester YES NO

If No, explain: _____

SECTION III

I plan to depart on _____ and return on _____ . I am traveling
to _____ .

For Office Use Only:

- Pull, Check file
- Print Transcript. Full-time: _____ GPA: _____
- SEVIS "Active" with Correct Information
- I-20 & Master Panels "Active" with Correct Information
- Review Letter of Good Standing/Enrollment Verification and Cross-ref with Transcript.
- Check Visa/Permit and Citizen Panels
- Signature Given
- File Note Entered

TRAVEL SIGNATURE INSTRUCTIONS

To obtain a travel signature from a Designated School Officer or a Responsible Officer, *at least two weeks before your trip*, submit:

- Your original Forms I-20 or DS-2019
 - Photocopy of the passport identification page (including expiration date)
 - Photocopy of your most recent visa stamp
 - Photocopy of your most recent I-94 card (front and back)
 - Completed Travel Signature Request form, on the front of these instructions.
- See below for additional documentation* that is required for your particular situation.

F-1 or J-1 Stony Brook-sponsored J-1 graduate students: Please provide one original letter of good standing from your academic department, on letterhead stationery and signed by the Graduate Program Director or Chair. Also provide one photocopy of this letter, for our records.

F-1 or J-1 Stony Brook-sponsored undergraduate students: Please provide one original Enrollment Verification Form, from the Registrar's Office. It should show your enrollment history, the current semester, and pre-registration for the next semester, when possible; also provide one photocopy of this form for our records.

F-1 or J-1 Stony Brook-sponsored students hosted by the Intensive English Center or International Academic Programs: Please provide one original letter of good standing from your academic department, on letterhead stationery and signed by the Program Director or Dean. Also provide one photocopy of this letter, for our records

Stony Brook sponsored F-1 students engaged in Optional Practical Training: Please provide a photocopy of your Employment Authorization card (front and back) and proof of employment. If your visa stamp is expired or you do not yet have proof of employment, please see or call an International Student Adviser during our regular business hours.

F-1 and J-1 students, or J-1 scholars sponsored by programs other than Stony Brook must request travel signatures directly from their sponsoring agencies.

J-1 scholars sponsored by Stony Brook: Please provide one original letter of good standing from your hosting academic department, on letterhead stationery and signed by the Principal Investigator or Chair; also provide one photocopy of this letter, for our records. You will also need to provide evidence that you've maintained continuous insurance coverage for yourself and any J-2 dependent family members that accompanied you. If there are concerns about your insurance coverage, contact the Student Health Insurance Office directly (2-6054), NOT our office. To disclose that you've failed to maintain the required insurance coverage will result in termination from our J-1 Exchange Visitor program.

- ***EMERGENCY TRAVEL*** SIGNATURES SHOULD BE DISCUSSED DIRECTLY WITH AN ADVISER, WHEN POSSIBLE.
- SUBMITTING INCOMPLETE APPLICATIONS WILL RESULT IN A DELAY IN PROCESSING.
- YOU MAY NOT BE ELIGIBLE FOR A TRAVEL SIGNATURE, IF REQUESTED EVIDENCE IS INCOMPLETE OR SUGGESTS THAT YOU HAVE VIOLATED YOUR NON-IMMIGRANT STATUS.

WE STRONGLY RECOMMEND THAT TRAVEL SIGNATURES BE REQUESTED EARLY, AND THAT YOU NOT PURCHASE NON-REFUNDABLE AIRLINE TICKETS UNTIL THE TRAVEL SIGNATURE IS IN-HAND.