

## TRAVEL LETTER REQUEST

Fax the completed form to the International Office at 858.784.8123 or email to [tsriglobal@scripps.edu](mailto:tsriglobal@scripps.edu) or mail to TPC-18

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
First name Last name mm-dd-yyyy

Current U.S. Visa status: F-1/F-2 H-1B/H-4 J-1/J-2 B-1/B-2 TN-1/TD OTHER \_\_\_\_\_

If in J or F status, what is the date of the last travel signature on your F-1 I-20 or J-1 DS2019? \_\_\_\_\_

Departure City: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Returning to U.S. at TSRI: \_\_\_\_\_

Country(s) you will visit: \_\_\_\_\_

Purpose of Travel (check one): Business Personal Both (business & personal)

Passport expiration date: \_\_\_\_\_

Do you have a current visa in your passport? No Yes N/A

If Yes, what is the visa expiration date? \_\_\_\_\_

If No, will you be applying for a U.S. visa stamp in your passport during this leave? No Yes

If yes, to which U.S. Embassy or U.S. Consulate will you apply? \_\_\_\_\_

- ✓ Have you ever remained in the United States longer than the date of the I-94 arrival/departure record authorized by the Immigration Services? No Yes (excluding F-1 D/S or J-1 D/S)
- ✓ Have you filed for Permanent Residence status? No Yes (excluding DV-Lottery)
- ✓ Has anyone filed for Permanent Residence status on your behalf? No Yes

### Important Guidelines:

- Due to continuing U.S. security measures, processing of a non-immigrant visa application at any U.S. Embassy or U.S. Consulate abroad may take several weeks to issue your visa stamp. Security Checks can result in substantial delays for any applicant. The U.S. Department of State states **there is no way to expedite this process**. TSRI International Office encourages you to review the U.S. Embassy/Consulate website for visa processing schedules and document requirements. The U.S. Government reference website is: [http://www.travel.state.gov/visa\\_services.html](http://www.travel.state.gov/visa_services.html)
- **Until further notice, visa appointments with the U.S. Consulates in Mexico or Canada are not recommended for most visa applications. Please schedule an appointment with the International Office staff for further discussion related to your plans.**
- Foreign nationals in **J-1, J-2, F-1, or F-2** visa classifications must travel with their passport and a SEVIS DS-2019 form (J visas), or a SEVIS I-20 form (F visas). *Non-SEVIS DS-2019, IAP-66, or I-20 forms will not be valid for re-entry through any U.S. Port of Entry, or visa stamp applications abroad.* Foreign nationals in **H-1B, TN-1 or O-1** visa classifications should carry the original I-797 Approval Notice with passport.
- Foreign nationals with **pending permanent resident** applications should consult their attorney of record for case-status review before outside U.S. travel.
- If you intend to seek reimbursement for travel, contact the Office of Sponsored Programs Travel Desk @ 4-8026

Return Travel Documentation to: Mail drop #: \_\_\_\_\_ Pick up at Int'l Office: \_\_\_ Ext: \_\_\_\_\_ Email: \_\_\_\_\_