

### STEP 1: OBTAIN AUTHORIZATION

Any F-1 student who is traveling abroad must secure authorization from the following, as applicable:

1. Academic Department, if the student is currently pursuing their academic program
2. Office of International Affairs
3. Employer, if the student is currently employed or holds a paid/unpaid appointment

This form must be completely filled out and submitted to the Office of International Affairs (OIA) along with:

- Copy of passport biodata page, valid at least 6 months into the future
- Copy of F-1 visa stamp, if applicable
- Copy of most recent I-94, available for download at <https://i94.cbp.dhs.gov/i94/#/home>
- Copy of most recent I-20
- Copy of OPT Employment Authorization Document (EAD Card), if applicable or
  - o If you have applied for an OPT EAD but are still waiting for approval, submit Form I-797 (I-765 receipt notice)

### STEP 2: PREPARING FOR TRAVEL

Prior to finalizing your travel plans, please contact the embassy or consulate in the country to which you plan to travel in order to check that country's entry requirements.

**If you are currently in the U.S. on the F visa and plan to return after a temporary absence (i.e., less than 5 months), F-1 students and F-2 dependents must present specific documents to an immigration inspector at the port of entry. Failure to have the recommended documents could result in an inability to return to the U.S. on the F visa and an interruption in your academic program.**

Documents recommended by OIA do not guarantee a visa or re-entry to U.S. Determination of eligibility for visa or re-entry to the U.S. is a decision of U.S. embassy or consulate officials and/or U.S. immigration inspectors at a port of entry into the U.S.

**Current students with a valid F-1 visa stamp** returning to the U.S. after a temporary absence (i.e., less than 5 months) must prepare the following documents PRIOR TO TRAVEL and present them to the immigration inspector at the port of entry:

1. Original Form I-20 signed by OIA advisor on the second page
  - a. The travel signature (also called the travel endorsement) can be no older than 12 months
2. Passport (valid at least 6 months into the future)
3. Valid F-1 visa stamp (unless exempt from visa requirements)
4. Letter from your Academic Advisor indicating the need for you to return to the U.S. in order to comply with the terms of your program, if applicable
5. Evidence of having maintained F status since initial entry into U.S. on F visa (e.g. transcripts)
6. Evidence of financial resources no older than 6 months (e.g. scholarship letter, graduate research assistant/graduate assistant appointment letter, original bank statement)
7. All previous immigration documents issued to you since initial entry into the U.S.

**Current F-1 Students with a Pending Post-Completion Optional Practical Training (OPT) Application (Form I-765):** F-1 students whose post completion OPT application is pending may travel abroad and re-enter to search for employment. In addition to the documents listed, current F-1 students with a pending Form I-765 must present to the immigration inspector at the port of entry their original I-765 receipt notice (Form I-797) sent from United States Citizenship and Immigration Services (USCIS).

**If your OPT application is pending and you have graduated,** please speak to your OIA advisor before making travel plans.

**F-1 Students Granted Post-Completion Optional Practical Training (OPT):** An F-1 student already approved for post-completion OPT who travels outside the U.S. temporarily (i.e., less than 5 months) can be admitted to resume employment for the remainder of the period authorized on their EAD card. F-1 students approved for post-completion OPT must present the following documents to the immigration inspector at the port of entry:

1. Original Form I-20 showing approved OPT and signed by OIA advisor on the second page
  - a. The travel signature (also called the travel endorsement) can be no older than **6 months**
2. Passport (valid at least 6 months into the future)
3. Valid F-1 visa stamp (unless exempt from visa requirements)
4. Original F-1 OPT Employment Authorization Document (EAD card)

5. Evidence of having maintained F status since initial entry into U.S. on F visa (e.g. transcripts)
6. Evidence of financial resources no older than 6 months (e.g. scholarship letter, graduate research assistant/graduate assistant appointment letter, original bank statement)
7. All previous immigration documents issued to you since initial entry into the U.S.
8. Evidence of having employment related to the F-1 OPT benefit and student's degree program
  - a. If F-1 student was not employed at the time of departure from the U.S., the student must have a written job offer from his or her future employer to present to the immigration inspector.

**\*Note:** F-1 student on Post-Completion OPT who is currently employed will not be eligible to receive a new Travel Signature on the 2<sup>nd</sup> page of their I-20 unless they have reported their current employment (if applicable) to their OIA advisor. See the **F-1 OPT Reporting Obligations Form** for more information.

PERSONAL INFORMATION	
IMMIGRATION STATUS:	TODAY'S DATE:
FAMILY NAME:	GIVEN NAME:
DATE OF BIRTH:	CAMPUS ID (IF APPLICABLE):
U.S. RESIDENTIAL ADDRESS [Street/APT, City, State, Zip Code]:	
PREFERRED EMAIL:	TELEPHONE:
HAVE YOU FILED AN APPLICATION FOR PERMANENT RESIDENCY (GREEN CARD) WITH U.S. GOVERNMENT? If YES, please provide details:	
HAVE YOU FILED AN APPLICATION FOR OPT/STEM OPT (FORM I-765) WITH U.S. GOVERNMENT? If YES, have you received an approval notice? Choose an item. <i>*If YES, submit a copy of the front and back of your EAD card</i>	
DO YOU CURRENTLY HOLD A PAID OR UNPAID APPOINTMENT AT MD ANDERSON? <i>*If YES, you are required to notify the visa department at <a href="mailto:visa@mdanderson.org">visa@mdanderson.org</a></i>	
THE FOLLOWING REQUEST IS FOR: <b>Self ONLY:</b> <input type="checkbox"/> <b>Self and Dependents:</b> <input type="checkbox"/> or <b>Dependents ONLY:</b> <input type="checkbox"/> <i>*If your F-2 dependents are traveling, you must fill out the Dependent Information section</i>	

TRAVEL PLANS	
DEPARTURE DATE FROM U.S.:	RETURN DATE TO U.S.:
DESTINATIONS [City and Country]:	
PASSPORT #:	PASSPORT EXPIRATION DATE:
WILL YOU (AND/OR DEPENDENTS) BE APPLYING FOR A U.S. VISA STAMP? <i>*If YES, please read the information below regarding visa renewal and revalidation</i>	

**Current students who need to renew their F-1 visa stamp prior to re-entering the U.S.**

If you will require a new F-1 visa stamp to re-enter the U.S., you must contact the U.S. embassy or consulate at which you plan to obtain a visa in order to confirm its hours of operation and application procedures **PRIOR TO YOUR TRAVEL**. For further information, please visit the U.S. Department of State website <http://www.usembassy.gov/>.

*\*Be sure to allow sufficient travel time to obtain the F-1 visa from the U.S. embassy or consulate.*

**Automatic visa revalidation** is a provision which allows students who are traveling in territories contiguous to the mainland U.S. or in certain adjacent islands and whose visas have expired to re-enter the U.S. without obtaining a new visa. In order to benefit from this provision, the following rules are applicable:

1. Student must be applying for readmission to the U.S. after an absence not exceeding 30 days in a contiguous territory or adjacent island other than Cuba.
2. Student must have maintained nonimmigrant status while in the U.S. with the intention of resuming that status upon his/her return.
3. Student must be applying for readmission within the authorized period of initial admission or extension of stay.
4. Student must not be a national of a country that the Department of State has designated as being a sponsor of terrorism.
5. Student must be in possession of a Form I-94 Arrival-Departure Record endorsed by USCIS to show an unexpired period of initial admission or extension of stay.

6. Student must be in possession of a current Form I-20 issued by the school the student has been authorized to attend by USCIS, and **the Form I-20 must be properly endorsed by an OIA advisor prior to travel.**
7. Student must not have applied for a new visa while abroad.
8. Student should also be prepared to present all documents previously listed to an immigration inspector at the port of entry.

### WHAT IS THE PURPOSE OF TRAVEL? (SELECT ALL THAT APPLY)

- BUSINESS TRAVEL, PLEASE ATTACH ITINERARY INCLUDING CONTACT INFORMATION, ADDRESS, AND FUNDING SOURCE
- PERSONAL TRAVEL
- MEDICAL/FAMILY EMERGENCY
- VISA RENEWAL \*you are required to send a copy of your newly issued F visa to [utoiahouston@uth.tmc.edu](mailto:utoiahouston@uth.tmc.edu)
- OTHER

*Note: If you have been recommended for the (J) waiver of the two-year home residency requirement by the U.S. Department of State, you are no longer eligible for any J benefits. Traveling abroad and re-entering the U.S. in J status once you have been granted a waiver of the two-year residency requirement may subject you to the two-year home residency requirement again and/or may be grounds to deny admission to the U.S. in J status.*

### UNIVERSITY RELATED TRAVEL

Hoop Policy 13 – Employee, students, and other trainees planning to travel outside of the United States on university related business or activities must meet additional requirements, including registration with [On Call International](#). Detailed information on international travel can be found on the Auxiliary Enterprises, University Travel [Website](#). See also the [Student Travel](#) website for information about international student travel.

**Dependents with a valid F-2 visa stamp** returning to the U.S. after a temporary absence (i.e., less than 5 months) must present the following documents to the immigration inspector at the port of entry:

1. Original dependent Form I-20 signed by OIA advisor on the second page
  - a. The travel signature (also called the travel endorsement) can be no older than **12** months
  - b. Travel signature must be dated within the preceding **6** months if F-1 principal has been granted post-completion OPT.
2. Passport (valid at least 6 months into the future)
3. Valid F-2 visa stamp (unless exempt from visa requirements)
4. Evidence of F-1 principal having maintained F status since entry into the U.S. on F visa (e.g. letter from Academic Advisor, transcripts, copies of F-1 student's Form I-20s)
5. Evidence of financial resources dated within the preceding 6 months (e.g. F-1 student's scholarship letter, F-1 student's graduate research assistant/graduate assistant appointment letter, original bank statement)
6. Evidence of relationship to F-1 principal (e.g. marriage certificate for spouse or birth certificate for child)
7. If F-1 principal has a pending post-completion OPT application, F-2 will need a copy of the I-765 receipt notice (Form I-797) sent from USCIS
8. If F-1 principal has been granted post-completion OPT, F-2 will need evidence of F-1 having employment related to the OPT benefit and F-1 student's degree program
9. If F-1 student was not employed at the time of departure from the U.S., F-2 must have a written offer of employment from the F-1 student's future employer to present to the immigration inspector.

### **Dependents who need to renew their F-2 visa stamp prior to re-entering the U.S.**

If you will require a new F-2 visa stamp to re-enter the U.S., you must contact the U.S. embassy or consulate at which you plan to obtain a visa in order to confirm its hours of operation and application procedures **PRIOR TO YOUR TRAVEL**. For further information, please visit the U.S. Department of State website <http://www.usembassy.gov/>.

*\*Be sure to allow sufficient travel time to obtain the F-2 visa from the U.S. embassy or consulate.*

### DEPENDENT INFORMATION (ATTACH PAPER FOR ADDITIONAL DEPENDENTS)

LAST NAME:	FIRST NAME:	DEPARTURE DATE:	RETURN DATE:
LAST NAME:	FIRST NAME:	DEPARTURE DATE:	RETURN DATE:
LAST NAME:	FIRST NAME:	DEPARTURE DATE:	RETURN DATE:
LAST NAME:	FIRST NAME:	DEPARTURE DATE:	RETURN DATE:

**TO BE COMPLETED BY THE ACADEMIC DEPARTMENT**

**\*APPROVAL ONLY REQUIRED IF STUDENT IS TRAVELING DURING A SEMESTER IN WHICH THEY ARE ENROLLED**

STUDENT IS IN GOOD ACADEMIC STANDING:  YES  NO

APPROVED TRAVEL DATES ARE \_\_\_\_\_ TO \_\_\_\_\_

- BY SIGNING THIS FORM, I CERTIFY THAT THIS TRAVEL SHOULD NOT HINDER THE STUDENT FROM MAKING NORMAL PROGRESS TOWARDS THE COMPLETION OF HIS/HER DEGREE
- BY SIGNING THIS FORM, I APPROVE THIS STUDENT'S TRAVEL REQUEST FOR THE PERIOD IDENTIFIED ON THIS FORM

**NAME OF ACADEMIC ADVISOR:**

**SIGNATURE OF ACADEMIC ADVISOR:**

**DATE:**

**NAME OF DEAN OR DESIGNEE:**

**SIGNATURE OF DEAN OR DESIGNEE:**

**DATE:**

**STUDENT ATTESTATION**

- I certify that I have read and understand the Office of International Affairs (OIA) Travel Guidance.
- I fully understand my travel obligations require that I provide OIA with legible copies of the new I-94(s), new visa stamps (if applicable), and new passport (if applicable) immediately upon return to the U.S.
- In the event of an emergency, I authorize the OIA staff to retrieve the Form I-94 for me and any dependents (if applicable) to ensure that OIA has the latest I-94 record on file.
- I also understand that should I be delayed in returning to the U.S. on the scheduled date that I am required to notify OIA and the dean's office (current students only) immediately.

**STUDENT SIGNATURE:**

**DATE:**