



TRAVEL ENDORSEMENT REQUEST FORM

Please complete this form and submit it to OIP along with your most recent I-20 or DS-2019 Form at least three days in advance of your travel.

In order to travel outside of the United States during an F-1 or J-1 student or scholar program, students and scholars must have the following documents.

- a valid passport or travel document
- a valid F-1 or J-1 visa (unless exempt from visa requirements)
- a properly endorsed I-20 or DS-2019 Form
- a copy of recent documentation of financial support (recommended)
- unofficial copy of transcript (printed from Student Access+, recommended for students)

If you have an **emergency** after hours or during a University holiday, please call the **Department of Public Safety** at (202) 687-4343; identify yourself as an international student with an emergency and request to speak with an OIP staff member.

Travel Signatures are Valid for 12 Months During the Program of Study.

If you are an F-1 Student on Post-Completion OPT, Travel Signatures are Valid for 6 Months.

Please Allow 3 DAYS for Processing

International Student and Scholar Services, Office of International Programs, Georgetown University
 1421 37th St. NW, 2nd Floor Poulton Hall, Washington, D.C. 20057-1013
 Telephone (202) 687-5867 | Fax (202) 687-5944 | <http://oip.georgetown.edu/iss>

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Date: _____ Last Name: _____ First Name: _____

GU ID#: _____ Email: _____ Telephone #: _____

Program: Ph.D. Master's Bachelor's Other: _____ Major: _____

Is all the information ((major, financial, end date) on your I-20/DS-2019 Form correct? Yes No*

*If no, please contact your international student advisor to update your I-20 or DS-2019 Form before you travel.

Please list your travel dates: _____

Will you be renewing your visa during your trip abroad? Yes* No

Do you need a visa renewal letter? Yes No

*In which city will you apply for your visa? _____

OIP Use Only

Date: _____

Approved by: _____