



## Request Travel Authorization

This form is to be completed by all F-1 students if you/your dependents need to re-enter the United States after a temporary absence. A complete travel request application complies with the following:

- 1) Request for travel must **not** exceed two (2) weeks
- 2) All faculty's signatures are included endorsing their awareness of student's leave
- 3) Student has to be officially registered for the semester and have an "ACTIVE" F-1 status
- 4) Student has no outstanding balance (print out and submit account ledger along with this form)

If your leave exceeds two (2) weeks, make an appointment with a DSO to request for a medical leave. You will need to withdraw from you current courses.

**This form MUST be submitted along with your original form I-20 for travel signature from the International Student Advisor at least SEVEN (7) BUSINESS DAYS PRIOR TO YOUR DEPARTURE. Late submissions will not be considered or processed.**

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### Section I – Student Contact Information

*You may send us this form with your original I-20 to be authorized. Please enclose the self-stamped envelope with your current address so that we could send the original form I-20 back to you.*

Student ID# \_\_\_\_\_ SEVIS #: N \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student last and first name: \_\_\_\_\_

Passport Expiration Date: \_\_\_\_\_ VISA Expiration Date: \_\_\_\_\_

Date of departure from the U.S.: \_\_\_\_\_ Date of return to the U.S.: \_\_\_\_\_

Destination of travel: \_\_\_\_\_ Duration of Leave: \_\_\_\_\_

#### **Student must sign below this statement in the presence of the International Student Advisor.**

*By signing below, I certify that the leave request is only valid until the Date of Return to U.S., as mentioned in Section I of this form. During this leave, I will still be marked absent. I understand that I am responsible for fulfilling all requirements and passing the above listed course(s) as I will not be eligible for an incomplete grade(I). I will submit my coursework by the deadlines as provided by the listed instructors or otherwise permitted and noted by the faculty above.*

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Section II – Faculty Notification

1. Course ID – Section: \_\_\_\_\_ Faculty: \_\_\_\_\_

This student is enrolled in my course and currently has \_\_\_\_\_ absences for my class. I understand that students cannot miss more than two courses per course per term. Based on the information listed, the student may be eligible for the leave for up to \_\_\_\_\_ absences (number cannot exceed 2).

If leave is granted, the student will be marked absent during the leave but the student must still (please check one):

- Turn assignments by the deadlines noted in the syllabus
- Turn assignments in by another deadline: \_\_\_\_\_

\_\_\_\_\_  
Faculty's Signature

\_\_\_\_\_  
Date

2. Course ID – Section: \_\_\_\_\_ Faculty: \_\_\_\_\_

This student is enrolled in my course and currently has \_\_\_\_\_ absences for my class. I understand that students cannot miss more than two courses per course per term. Based on the information listed, the student may be eligible for the leave for up to \_\_\_\_\_ absences (number cannot exceed 2).

If leave is granted, the student will be marked absent during the leave but the student must still (please check one):

- Turn assignments by the deadlines noted in the syllabus
- Turn assignments in by another deadline: \_\_\_\_\_

\_\_\_\_\_  
Faculty's Signature

\_\_\_\_\_  
Date

3. Course ID – Section: \_\_\_\_\_ Faculty: \_\_\_\_\_

This student is enrolled in my course and currently has \_\_\_\_\_ absences for my class. I understand that students cannot miss more than two courses per course per term. Based on the information listed, the student may be eligible for the leave for up to \_\_\_\_\_ absences (number cannot exceed 2).

If leave is granted, the student will be marked absent during the leave but the student must still (please check one):

- Turn assignments by the deadlines noted in the syllabus
- Turn assignments in by another deadline: \_\_\_\_\_

\_\_\_\_\_  
Faculty's Signature

\_\_\_\_\_  
Date

4. **Course ID – Section:** \_\_\_\_\_ **Faculty:** \_\_\_\_\_

This student is enrolled in my course and currently has \_\_\_\_\_ absences for my class. I understand that students cannot miss more than two courses per course per term. Based on the information listed, the student may be eligible for the leave for up to \_\_\_\_\_ absences (number cannot exceed 2).

If leave is granted, the student will be marked absent during the leave but the student must still (please check one):

- Turn assignments by the deadlines noted in the syllabus
- Turn assignments in by another deadline: \_\_\_\_\_

\_\_\_\_\_  
**Faculty's Signature**

\_\_\_\_\_  
**Date**

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### **Section III – Travel Authorization**

**International Student Advisor:** \_\_\_\_\_

Request for leave has been

- Granted until** \_\_\_\_\_
- Rejected**

International Student Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form and any confidential documentation attached are for the sole use of the University of Northern Virginia's International Student Office.