



# Travel Endorsement Request

~ Please be advised that your immigration status is *your* responsibility. ~

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

TCC ID #: \_\_\_\_\_ First semester at TCC: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ I-20 Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Visa Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Passport Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please check all that apply:

**Travel Letter Request** - Good Standing / Enrollment

**Short-Term Travel** (examples: winter break, summer vacation, etc) \_\_\_\_/\_\_\_\_/\_\_\_\_

**Semester Off Due to Travel Abroad** Departure Date Return Date

- ✓ If your travel is for more than five (5) months or if you will be out of the country for the fall or spring semester, you must schedule an appointment with the International Admissions Office before your departure date.
- ✓ In order to allow reactivation of your SEVIS record for re-entry, you must contact the International Admissions Office 30 days before returning to the United States.
- ✓ If you take a spring semester off, you are required by United States Citizenship and Immigration Services to take a full course load in the summer or risk termination for failure to enroll and maintain status.
- ✓ You will be responsible for any consequences should you travel before the semester officially ends. If you choose to travel without endorsement from a Staff member, you risk denial for re-entry, or other consequences.

## Academic Standing and Immigration Status

- ✓ You must return prior to the first day of class.
- ✓ It is strongly recommended that you register for classes before travel.
- ✓ Registration deadlines will be posted on WebAdvisor.
- ✓ If you travel before the semester officially ends, and final grades reveal that you are now on probation, you risk having your SEVIS record terminated even while you are abroad.
- ✓ **Remember:** You travel at your own risk.

**NOTES:** Leave your original I-20 and the completed Travel Endorsement Request form at the front desk. Make sure your contact information is correct. International Admissions Staff will call or email you when your documents are ready for pickup.

**~ My signature indicates that I have read and understand the Travel Information for F-1 Students. ~**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Comments: \_\_\_\_\_

Missing or incomplete documents will delay processing time.  
Please allow 5 - 7 business days for processing.