



## International Student Request for Travel Authorization

Legal Name: \_\_\_\_\_ BYUH ID: \_\_\_\_\_  
Last Name First Name  
Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
IWORK STUDENT: YES ☐ NO ☐

Traveling To: \_\_\_\_\_  
Destination Departure Date Return Date  
Address: \_\_\_\_\_

**NOTE: Present passport, visa, and I-20 or DS-2019 endorsed for travel when you return to the U.S. port of entry.**

### Purpose of Travel. Select all that apply.

- ☐ A. Change Visa ☐ B. Discontinuance (military service, missionary service, personal reason)  
☐ C. Emergency Leave ☐ D. Graduating ☐ E. Internship ☐ F. Leave of Absence  
☐ G. Medical Leave ☐ H. Renew Visa ☐ I. Vacation ☐ J. Other \_\_\_\_\_

### IWORK Approval

Counselor Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

### I am requesting:

- ☐ Travel signature on attached I-20 or DS-2019
- ☐ New I-20 or DS-2019 for: (circle one) Student / Dependent / Both
- ☐ Original Copy was lost
  - ☐ Replace damaged I-20 or DS-2019
  - ☐ Needs new travel signature page
- ☐ Travel Voucher (This allows you to book a ticket at the Travel Office. It is a proof that you paid your international processing fee.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

### Office Use Only

ISS Receive Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Signature: \_\_\_\_\_

Remarks: \_\_\_\_\_



## **NOTES**

1. The request will be processed in 3 business days.
2. Email will be sent when the document is ready for pick up.
3. If you are requesting a new DS-2019 or I-20, pay the \$5 charge at the cashier's office and bring the receipt when you pick up the document.
4. Student ID is needed to pick up the signed document.

### **Section A: Change Visa**

- Changing a visa requires a new I-20 or DS-2019.
- Make sure to take all your documents when you go to the embassy or consulate for the interview.

### **Section B: Discontinuance**

- Discontinuing from the University consists of withdrawing from ALL classes in a semester.
- To discontinue go to the Request Discontinuance page in Student Self Service.
- If you discontinue and do not plan to return to school, you can use your international processing fee and request a travel voucher.

### **Section C: Emergency Leave**

- Travelling for an emergency leave does not require a new I-20 or DS-2019.
- Travel signature by an Adviser is required on the I-20 or DS-2019.
- Emergency leave must be approved by the dean of students.

### **Section D: Graduating**

- If you are graduating you can use your International Processing Fee toward the cost of your ticket.
- You need to request a travel voucher in order to book a ticket.
- Travel Request to Return Home form must be attached to this document.

### **Section E: Internship**

- If you are doing an internship outside United States you do not need a new copy of I-20 or DS-2019. However, a travel signature is required.
- Your passport must be valid for at least six months.
- If you are doing an internship in the United States you need a signed updated copy of I-20 and DS-2019.

### **Section F: Leave of Absence**

- If your leave of absence is more than 5 months you need a new copy I-20 or DS-2019.
- If your leave of absence is less than 5 months you need a travel signature on your I-20 or DS-2019.
- You must depart United States before the semester start date that you are requesting the LOA and re-enter the U.S. before the next semester's start date.
- Leave of Absence form must be submitted to and approved by the Dean of Students.

### **Section G: Medical Leave**

- Medical leave is the same process as the leave of absence.

### **Section H: Renew Visa**

- Renewing of visa requires a new copy of I-20 or DS-2019.

### **Section I: Vacation**

- Travelling for vacation requires a travel signature.
- You do not need a new copy of your I-20 or DS-2019, unless the travel signature line is full.