

UNIVERSITY of **HOUSTON**
INTERNATIONAL STUDENT & SCHOLAR SERVICES OFFICE

Student Center North, Room N203, Houston, TX 77204-3024 Phone: (713) 743-5065 Fax: (713) 743-5079 <http://uh.edu/oisss>

I-20/DS-2019 Travel Endorsement/Signature Request Form

The Purpose of this Form: If your travel signature is expired you will need to submit this form. A travel signature allows a student to re-enter the U.S. after traveling outside of the U.S. with a valid student visa. The travel signature is located on the 2nd page of the I-20 and the 1st page of the DS-2019. For students currently enrolled at UH the travel signature is good for 1 year and for OPT/OPTX students the travel signature is good for 6 months. Please keep in mind that your dependents must also have a travel signature to reenter the US after departing. ISSSO processing time is 5 business days from the time the student submits the request.

Please complete the section below

First Name	<input type="text"/>	Last Name	<input type="text"/>
UHID	<input type="text"/>	Current Non-Immigrant Status	<input type="radio"/> F-1 <input type="radio"/> J-1
Visa Expiration Date	<input type="text"/>	Anticipated Graduation Date	<input type="text"/>
Passport Expiration Date	<input type="text"/>	Phone number	<input type="text"/>
Email	<input type="text"/>	Local US Address	<input type="text"/>
Purpose of travel (Select all that apply):	<input type="radio"/> Personal Travel <input type="radio"/> Visa Renewal <input type="radio"/> Conference/Research/Study Abroad/Work		

Travel Details if known: Departure Date _____ Return Date _____

NOTE: Our office is NOT required to retain a specific record of travel dates for F-1 students; our office is requesting this information in order to best accommodate your request. As an F-1 student, if you already have a recent travel endorsement on your I-20 from our office, you are not required to notify us of your travel plans.

Options to Request a Travel Signature

Please select appropriate Option:

- Option 1:** I am requesting my current I-20 be signed. I will mail my original current I-20, this form and a preaddressed mailing label to ISSSO.
- Option 2:** I am requesting a reprint of my I-20 and the original document with original travel endorsement be mailed to me. I have attached a prepaid/preaddress label from a carrier of my choice.
- Option 3:** I am requesting an electronic I-20 with travel signature be emailed to me. Here is the reference from SEVP FAQ (page 8) that electronic I-20 is acceptable due to COVID-19, <https://www.ice.gov/doclib/coronavirus/covid19faq.pdf>

For students on OPT/STEM/Cap-Gap Extension travel signature should be within the last 6 months.

EAD Start Date: _____ EAD End Date: _____

- I am on post-completion OPT. I have reported my employment information via the SEVP Portal.
- I am on STEM OPT. I have reported my employment information as instructed by ISSSO.

NOTE: Students on OPT/STEM Extension/Cap Gap an alumni fee is required for all I-20 reprint requests. Please mail the OPT alumni document fee, together with "[F-1 Payment Coupon](#)", to our office. Only a personal check or a money order is accepted. The [F-1 Payment Coupon](#).

Mailing Information

How do you want your document to be sent to you? Please select only one of the following options.

Personal pick-up is currently unavailable due to COVID-19

- Electronic by email**
Due to COVID-19, DSOs may electronically send Forms I-20 to student email addresses listed in SEVIS. In the case of a minor student, the email address may belong to their parent or legal guardian. Schools do not need to request permission from SEVP or report their plans to electronically send Forms I-20 as part of their COVID-19 procedural changes.
- Regular Mail (shipping label must be included with this form)**
 - I have attached a prepaid shipping label to the same email. Tracking number _____

Student Signature: _____ Date: _____ / _____ / _____
Month Day Year

I-20/DS-2019 Travel Signature Request Form

Travel Request Options:

OPTION 1

Request Travel endorsement on your current I-20: mail your I-20 to our office. Include the “I-20/DS-2019 Travel Signature Request Form” and a pre-stamped and pre-addressed return envelope for our office to mail you back the I-20 after we sign the travel endorsement.

OPTION 2

Request an I-20 reprint with original travel endorsement: email isssohlp@central.uh.edu the “I-20/DS-2019 Travel Signature Request Form” and a pre-paid and pre-address USPS mailing label indicating "your UH student ID number and I-20 reprint request for travel" in the email subject line. Our office will reprint an I-20 and sign the travel endorsement and using your mailing label to send the I-20 to you.

OPTION 3

Request an I-20 reprint through email: email isssohlp@central.uh.edu to request a re-print I-20 indicating "your UH student ID number and I-20 reprint request for travel". Our office will reprint an I-20 and sign the travel endorsement and email you a copy of the I-20. Here is the reference from SEVP FAQ (page 8) that electronic I-20 is acceptable due to COVID-19, <https://www.ice.gov/doclib/coronavirus/covid19faq.pdf>

UH Travel Guidelines

Please check <https://www.uh.edu/covid-19/guidelines-protocols/travel-guidelines/> for the latest updates on university travel guidelines.