Travel Signature on I-20

Requirements for Receiving Travel Signature on I-20

Before you leave the country, you must have a Designated School Official (DSO) from International Engagement sign the 3rd page of your I-20. Your signature must be no less than 6 months old when you return to the United States. The wait time for a signature may be 2-3 days and depending on the action needed before an I-20 will be signed, there may be other delays in receiving the signature. **IE recommends you have your I-20 signed at least 2 weeks before your scheduled departure.**

In order to receive a signature on your I-20, you must submit the completed *Request for Travel Signature on I-20* on back. The DSO will check for the following information:

1. Completed *Request for Travel Signature on I-20* form including correct current address.

2. The expiration date on the I-20 must be after the current semester. If you indicate that you will graduate after the expiration date, you must submit the *Extension of F-1 Status Request* form available at uca.edu/international.

3. Your student record must indicate enrollment in 12 credit hours (undergraduate) or 9 credit hours (graduate). If enrollment is below the requirement, page 3 of the I-20 must indicate permission to drop below full time. If no permission is stated, you must make an appointment with Lisa Shoemake.

4. If your major has changed, the I-20 must be updated to reflect the new major. Your major must be changed in myUCA and expressed on the *Request for Travel Signature* Form before the I-20 will be updated.

5. If you have completed the IEP, the DSO will issue you a new I-20 indicating that you have met the English proficiency requirements of F-1 status.

Once all the requirements have been fulfilled, the DSO will sign page 3 of your I-20. If all the signature lines are full, you will receive a duplicate I-20. Remember: Keep all your old I-20’s – do not throw them away. You may need them in the future.

*It is your responsibility to receive the travel signature on your I-20 before leaving the country. This includes but is not limited to the responsibilities of 1) requesting a signature 2) following up on any action needed as described above 3) picking up the I-20 before you travel and 4) traveling with your I-20. Failure to complete any of the responsibilities above may result in shipping at your own expense. The office may be closed on holidays and weekends; plan accordingly.*
REQUEST FOR TRAVEL SIGNATURE ON I-20

Student name: ________________________________ UCA ID#: ________________________________
Email Address: ________________________________ Phone #: ________________________________

Academic Registration
When do you plan to return to UCA:
_____ Summer Semester  _____ Fall Semester  _____ Spring Semester  _____ Will not return to UCA.
_____ This Semester (I’m taking a quick trip out of the country)
Have you registered for the following term? _____ Yes  _____ No
If you are not returning to UCA, do you plan to transfer to another school?
_____ Yes  _____ No  If yes, name of school: ________________________________

Physical Address
Immigration regulations require your physical address be updated in myUCA within 10 days of an address change.
Current local address in Conway:
________________________________________________________________________________________
Will you live at the same address when you return to UCA?
_____ Yes  _____ No  _____ Will not return to UCA.
If no, please provide your new address, if known:
________________________________________________________________________________________

Verifying I-20 Information
What is your classification:
___ IEP  ___ Freshman  ___ Sophomore  ___ Junior  ___ Senior  ___ Graduate  ___ OPT (Expiration of OPT: ___)
Have you completed IEP: _____ Yes  _____ No  _____ TOEFL/IELTS Submitted
If yes, when did you complete IEP? ________________________________
What is your major? ________________________________
Have you changed your major since arriving at UCA? _____ Yes  _____ No
When do you expect to graduate from UCA: ________________________________

Statement of Understanding
I agree that the above information is correct. _____ (initial)
I have read the Requirements for Receiving a Travel Signature on I-20 on page 1. _____ (initial)
I understand my I-20 may take up to 3-4 days to sign. _____ (initial)
Any change in my major or expected graduation date may require additional information and/or an updated I-20. It is my responsibility to pick up my I-20 before 4:30 pm on business days before leaving the country. If I do not pick up my I-20 before I leave the US, I understand that I will pay the cost for having it sent to my home country.
________________________________________________________________________________________
Signature  Date

Updated: 10/24/12 BB