



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 2nd page of your I-20. The DSO's signature is valid for one year; please make sure you have a current travel signature. 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*. The DSO will check for the following information:

1. Completed *Request for Travel Signature on I-20* form including correct current address.
2. The Program End 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. 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.
4. If you have completed the IEP and you are continuing one for a degree, 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 2 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 the I-20 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 #: _____

Travel Information

When do you expect to leave the U.S.? _____ Where are you traveling to? _____

Will you be visiting any other countries? Yes No Is so, where? _____

Academic Registration

Which term do you plan to return to UCA: Spring Summer Fall Will not return to UCA.

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 SEVIS within 10 days of an address change.

Current local address: _____

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? _____ 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