

## Travel Information

Dear International Student, Faculty, Staff or Scholar:

- ❖ Your I-20 or J document has been endorsed for you to travel. The endorsement **is valid for a one year period from the date that it has been signed or until the expiration date of the I-20 or J document, whichever comes first.** The expiration date is given on item #3 of the J document and on item #5 of the I-20.
  - ❖ **Following are exceptions to this one-year endorsement.** Please read and pay careful attention to these exceptions.
    - **On the date that you complete your degree or program the endorsement is no longer valid.** For students this will be the date of graduation. For scholars this date may be the date you terminate your employment or program within the inviting department.
    - **A new travel endorsement must be obtained for F-1 students on optional practical training (OPT), and J-1 students on academic training (AT) after application approval.** If you travel abroad while your OPT is pending, be sure to carry your OPT application receipt and proof of employment in the US in order to return.
    - **If the visa stamp in your passport has expired** you will need to have your J document/I-20 endorsed for travel and obtain a “good standing letter” from the ISS office in order to apply for a re-entry visa at a U.S. Embassy or Consulate abroad.
    - **If you are academically dropped, suspended, expelled or terminated from the university the endorsement and your I-20 or J document is no longer valid.** It is imperative that you talk with an Immigration Counselor in ISS concerning your nonimmigrant status. If one of these situations applies to you and you travel outside of the U.S., you **should not** use the endorsed I-20 or J document to re-enter the U.S. or you will be out of legal status.
    - **If you are out of the U.S. for over 5 months** your I-20 or J document will no longer be valid for re-entry according to CIS regulations. Please notify ISS of such prolonged absences so we may give you the best advice for future re-entry into the U.S.
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**Please realize that although this office is committed to doing its best to assist you, it is your responsibility to maintain your nonimmigrant status at all times and to comply with University academic policies/procedures.**

- **To maintain your nonimmigrant legal status,** you must always be in possession of a valid passport, your I-20/J document must correctly reflect your degree objective, educational level and funding, you must be a full time student\* and you must follow CIS guidelines concerning any employment, both on or off campus.  
*(\*Full-time means that you must take and complete: 12 credit hours for undergraduate students, 9 credit hours for graduate students and 6 credit hours for a graduate student with an assistantship.)*
- **J-1 Scholars, staff and faculty maintain status** by pursuing their original objective and goals, maintaining correct funding information and engaging in activities as described in #4 on the J document.
- **Students are expected to return to campus by the first day of class each semester.** Travel authorization to return after that date is not to be understood to mean that permission has been granted to miss any classes. Students who return to campus after classes have begun are responsible for missed coursework as determined by their professors. Professors may impose penalties for missing classes. Therefore, students must speak with individual professors prior to the start of a semester, whenever possible, to make necessary arrangements. Likewise, students who plan to travel during a given semester must make arrangements, prior to departure, with professors from each class he/she is enrolled in at that time.
- All faculty, staff, and students with monthly appointments at Purdue University must complete **Form 33A** (Request for Absence from Campus) which may be obtained from your department's business office before traveling.

### ATTENTION ALL VISA APPLICANTS:

The Department of State (DOS) has indicated, without giving precise details, that certain visa applications will receive greater scrutiny. This may include males between the ages of 16 and 45 from the following countries. These countries are Afghanistan, Algeria, Bahrain, Bangladesh, Djibouti, Egypt, Eritrea, Indonesia, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Malaysia, Morocco, Oman, Pakistan, Qatar, Saudi Arabia, Somalia, Sudan, Syria, Tunisia, the United Arab Emirates, and Yemen. Please note that others may be subject to this procedure at the discretion of the DOS. This procedure may take 1 month or more, so plan accordingly.

Before traveling, you may wish to review the specific instructions and procedures of the U.S. consulate or embassy where you will be applying for your visa. See the following website for links to all U.S. consulates and embassies worldwide, <http://travel.state.gov>.

**READ THE REVERSE SIDE (OVER)**

**RECOMMENDATIONS FROM ISS:**

- Keep copies of all documents issued to you (I-20, J document, I-94(s) (front & back), visas and passport) in a safe place.
- Give up your current I-94 upon departure from the U.S. (unless you are traveling on auto revalidation to Canada or Mexico, see information below)
- Give copies of all new documents to ISS (including new U.S. visas and new I-94's obtained upon re-entry to the U.S.)
- Carry original proof of financial support documents when re-entering the U.S. This may be required for entry.

**TRAVELING TO CANADA, MEXICO, or the CARIBBEAN:**

*(If you are not a citizen of one of these countries then follow the procedures below):*

**Auto revalidation of visa:** if you travel for less than 30 days to Canada, Mexico, or certain Caribbean Islands you may re-enter the U.S. with your present expired or valid non-immigrant F or J visa in your passport. In order to re-enter the U.S. you not only need the expired or valid visa but also a valid passport, an endorsed I-20/J document, a valid I-94 and a letter from ISS to ensure that you retain your I-94 card(s). See the exceptions below.

**EXCEPTIONS:**

- ❖ Auto revalidation is cancelled if you choose to apply for a U.S. visa at the U.S. consulate/embassy in one of these countries and are denied.
- ❖ Citizens of Iraq, Iran, Syria, Libya, Sudan, North Korea, and Cuba are not eligible for automatic revalidation when traveling to Canada, Mexico, or the Caribbean Islands. Citizens from these countries must have a valid visa before they may re-enter the U.S.
- ❖ If you remain in Canada or Mexico or the Caribbean Islands for 30 days or longer, you must obtain a re-entry visa at the U.S. Embassy or Consulate. Your application for a re-entry visa may be the lowest priority and may be denied.

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**GENERAL TRAVEL INFORMATION:** *(Please note check marks below)*

\_\_\_\_\_ **Obtaining a re-entry visa:** Your I-20/J document has been endorsed for traveling outside the U.S. You must obtain a valid re-entry visa at the U.S. Embassy or Consulate before returning to the U.S.

**DOCUMENTS NEEDED FOR A VISA APPLICATION:** <http://evisaforms.state.gov>

- Form I-20/J document signed by ISS along with all previously issued I-20s or J documents
- Valid passport
- Demonstration of residence abroad to which you plan to return after finishing your studies
- Proof of financial support:
  - Personal funding statement or bank statement from the sponsor
  - Graduate student with assistantship: Letter from Dept. indicating dates of employment and salary
  - Visiting Scholars: Offer letter from Dept. and verification of funding if not paid by Purdue
- Certificate of Enrollment *(for students only)* *(Obtain from the Office of the Registrar - Rm. 45, Hovde Hall)*
  - Graduate students with assistantships taking less than 9 credit hours should request this letter from ISS
- Official university transcripts *(for students only)* *(Obtain from Office of the Registrar - Rm. 45, Hovde Hall)*
- Some consulates/embassies may require passport size photographs
- Letter from ISS verifying that you are a student/scholar in good standing *(letter attached)*
- If dependents are accompanying you, make sure you have a certified copy of your marriage certificate as well as birth certificates for children
- If on OPT, make sure you have employer's letter and EAD card
- If on AT, make sure you have your employer's letter and the letter from ISS authorizing employment

**Note: These are basic guidelines, not a guarantee that a visa will be issued. Final decision to issue a visa rests with the consular officer.**

\_\_\_\_\_ **Your dependents have been issued an I-20/J document for travel separately from you.** Before mailing be sure to sign the F or J document for your dependent. They should not sign this document.

\_\_\_\_\_ **Your dependents may need to obtain an entry or re-entry visa** at an U.S. Embassy or Consulate before entering the U.S. *(See above box: DOCUMENTS NEEDED FOR A VISA APPLICATION.)*

\_\_\_\_\_ **After returning to Purdue University,** please bring your passport, I-20/J document, and I-94 to our office to update our records. *(If your dependents enter the U.S. separately from you, make sure you bring in copies of their passports and immigration documents for your file.)*

\_\_\_\_\_ **You will need to pay a SEVIS FEE as described on ISS web site:** <http://www.iss.purdue.edu>. **(Check the SEVIS FEE INFORMATION.)** The web site to pay the fee is: <http://www.FMJfee.com>.

**NOTE: If you have problems at the port of entry or when obtaining a re-entry visa, please contact ISS.**

