



Office of Global Initiatives
TRAVEL REQUEST FORM

All students requesting a travel endorsement on their I-20 or DS-2019 must fill out this form. Attach your current I-20 or DS-2019 with this form when requesting a travel signature. If this form is being filled out for an F-2/J-2 dependent submitting their own documents for a travel endorsement, complete this section with the dependent's own information, write your spouse's/ parent's NJIT ID, check the F-2 or J-2 box, and leave the "Dependent Information" section (below) blank. Please allow up to seven (7) business days for processing.

PERSONAL INFORMATION (to be filled out by the student)

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Current address: \_\_\_\_\_

Email: \_\_\_\_\_@njit.edu Phone number: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Your status: \_\_\_\_\_ F-1 \_\_\_\_\_ J-1 \_\_\_\_\_ F-2 \_\_\_\_\_ J-2 Level: \_\_\_\_\_ UG \_\_\_\_\_ MS \_\_\_\_\_ PhD

TRAVEL INFORMATION

Destination(s): \_\_\_\_\_ Travel dates: \_\_\_\_\_ to \_\_\_\_\_

Will you be renewing your visa while you are outside the U.S.? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you have a pending H-1B petition with USCIS? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you currently on OPT? YES \_\_\_\_\_ NO \_\_\_\_\_

DEPENDENT INFORMATION

You must complete this section if your dependent is traveling with you. Add a separate sheet if you have more than 2 dependents.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

PICK-UP OPTIONS

You may pick up your document from OGI in person or attach a prepaid shipping label. We can only release your document to you, your dependent or your legal guardian if you are minor.

\_\_\_\_ I will pick up my document in person (photo ID required) \_\_\_\_ I will include or email a prepaid shipping label

REQUIRED SIGNATURES - PhD students only

PhD Program Director Name Signature Date

Dissertation Adviser Name (if assigned) Signature Date

OFFICE GLOBAL INITIATIVES ONLY

Received on \_\_\_\_\_ by \_\_\_\_\_ Banner entered on \_\_\_\_\_ by \_\_\_\_\_