



FOR F-1 & J-1 STUDENTS

No appointment is necessary for travel endorsements. Simply visit ISSS during regular business hours (8am - 5:00pm, Monday – Friday). Complete the [ISSS Travel Signature Request](#) form and leave your document with the International Suite Receptionist. Two business days later, your I-20/DS-2019 will be ready for pick up.

An F-1/J-1 student pursuing a full course of study wishing to leave the U.S. and return after a temporary absence of five months or less may do so with the following:

- Valid passport
- Valid F-1/J-1 Visa (unless exempt from the visa requirements)
- Form I-20/DS-2019 properly endorsed for travel by ISSS within current term

The I-20 and DS-2019 both indicate that travel endorsement signatures are valid for up to one year. ISSS recommends that students have travel signatures at least from the current semester to indicate they were in status. If you have ever encountered difficulty re-entering the U.S. or have ever applied for reinstatement, it is advisable to obtain a new signature from ISSS and to request an official transcript from the Registrars Office.

F-1 Students on Post-Completion Optional Practical Training (OPT)

An F-1 student in their last semester who has *applied for post-completion OPT* may travel outside the U.S. and return after a temporary absence with a valid passport, valid visa, and valid form I-20 endorsed for travel.

An F-1 student who is *engaged in OPT after completion* of their degree who travels outside the U.S. temporarily (less than 5 months) can be readmitted to resume employment for the remainder of the OPT period authorized on the EAD card, with the following documents:

- Valid passport and F-1 Visa
- Form I-20 signed for travel by ISSS within the last 6 months
- An unexpired EAD card (OPT approval card)
- Letter of employment to prove resuming employment

F-2 and J-2 Dependents must also have their I-20/DS-2019 endorsed for travel.

FOR J-1 STAFF OR FACULTY

If you are a J-1 scholar/professor/specialist, you should also obtain a signature from ISSS. Please have your department e-mail iss@vanderbilt.edu to confirm your current employment or bring a recent pay stub when you drop off the DS-2019. Although, the DS-2019 indicates that travel endorsement signatures are valid for up to one year, ISSS recommends that you have it signed more frequently, as the travel endorsement is evidence of your current status. If you have had any difficulty entering the U.S. in the past, travel with a recent pay-stub so you can provide additional proof of your status.

To reenter the U.S. you should have the following in hand:

- Valid passport
- Valid Visa
- DS-2019 signed for travel within last 6 months
- Recent pay-stub and/or letter of employment from department

J-2 dependents must also have their DS-2019 endorsed for travel.

VISA RENEWAL

If you need to renew your visa ISSS advises that you plan ahead. More information on visa renewal can be found online at, http://travel.state.gov/travel/abroad_embassies.html. Also, you can use this site to find out the current visa processing times at the consulate nearest you, but note these are only estimates, http://travel.state.gov/visa/tempvisitors_wait.php.

We recommend you have the following available if you need to renew your visa: academic transcripts, proof of funding, ISSS letter, and (if you are in a “dual technology” field) resume, list of publications, a letter from your department, and description of employment and/or program of study.