



Center for International Education
International Student & Scholar Services (ISSS)
3800 Victory Parkway
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TRAVEL ENDORSEMENT REQUEST FORM

International students & scholars who plan to travel outside of the US during their program must obtain a Travel Endorsement that is less than 6 months old from the date of re-entry back to the US. Only authorized ISSS staff at the CIE can provide this signature. Fill out this request and submit your most recent original I-20 or DS-2019 to ISSS in the Center for International Education. Please note that if Xavier University is not listed on your document, you must contact your program sponsor directly to obtain your travel endorsement.

Student Name (as it appears on the passport): _____
Last Name(s) *First Name(s)*

Date of Birth: _____ (MM/DD/YYYY)

Please check below. I am an (a)...

E-mail: _____

- Intensive English Program (IEP) student
- Exchange or BSMP student
- Undergraduate student
- Graduate student
- International Scholar

Phone: _____

Banner ID: _____

Student's Program/Major(s): _____

Country of Citizenship: _____

Student's Local Address: _____

Travel Dates: Leaving on _____ Returning on _____

Where are you travelling to: _____

Student's Signature: _____ Date: _____ (MM/DD/YYYY)

Intake:

Received by: _____

Date: _____

- Take in request and tell student/scholar this request may take up to 3 business days.
- Tell student/scholar that they will be emailed once the request is completed.
- Mark the request on the CIE Stats page for the "Intake Date" above.
- Place into INTAKE bin if you are not ready to assign this request.

- Pull the File.
- Clip Request onto the top of the File.
- Assign to Appropriate ISSS Staff :
 - ISSS Advisor: Undergrads, IEP, Other F-1s
 - ISSS Assistant Director: Grads, Exchanges/BSMP, Scholars, Other J-1s

ISSS Staff:

Look over student's Unofficial Transcript: Check for Fulltime Enrollment & Maintenance of Status.

Check I-20/DS-2019 expiry date

Check Visa/Passport expiry date

Check for Holds in Banner

Check Home/Local Addresses in Banner & SEVIS

Record looks good and ISSS Staff has endorsed the document:

_____ (ISSS Staff Initials)

_____ (Date)

Dispatch:

- Review the file and make a copy of any products (new documents or letters) in GREEN if any.
- A copy is not needed if the request was for a travel endorsement.
- Staple the Request together and place it into the file. (Put the GREEN copies on top followed by the application request form and other supporting materials).
- Email the student/scholar that their request is completed and their document is ready for pick-up at the front desk during our office hours.
- Place their I-20/DS-2019 document in the file cabinet at the front desk for pick-up.
- File the folder.

Notes: