

## Request for a Travel Document

Whenever you leave the U.S. for a temporary trip, the Office for International Student Services takes great care to be sure that you have all of the documents and signatures you need to return to Hiram College. We will check to see if you will need to apply for a new visa before you return, and if there are any reasons why you have difficulty in obtaining one. Please answer the following questions carefully. It is very important to us that you have a good trip and that you have no difficulties when you return. When you return to the U.S. you are required to provide us with a copy of your new I-94 card and your new visa stamp (if you obtained a new visa during your trip).

DATE OF REQUEST: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

STATUS: Please check one: F-1 \_\_\_\_\_ J-1 \_\_\_\_\_ Other \_\_\_\_\_

MAJOR 1: \_\_\_\_\_

MAJOR 2: \_\_\_\_\_

MINOR 1: \_\_\_\_\_ MINOR 2: \_\_\_\_\_

HIRAM ADDRESS: \_\_\_\_\_

RESIDENCE HALL/ROOM#: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

PHONE #: \_\_\_\_\_ I-94 CARD #: \_\_\_\_\_

SOURCE(S) OF SUPPORT: \_\_\_\_\_

AMOUNT \$: \_\_\_\_\_ FOR ACADEMIC YEAR: \_\_\_\_\_

DATE OF COMPLETION OF STUDY OR PROGRAM: \_\_\_\_\_

DATE OF DEPARTURE: \_\_\_\_\_ DATE OF RETURN: \_\_\_\_\_

DESTINATION (COUNTRY TRAVELING TO): \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

IF GOING TO CANADA, MEXICO, OR CONTIGUOUS TERRITORIES, WILL YOU BE APPLYING FOR A U.S. VISA AT A U.S. EMBASSY/CONSULATE? YES \_\_\_\_\_ NO \_\_\_\_\_

IS THE F-1 or J-1 VISA STAMPED IN YOUR PASSPORT STILL VALID? YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU HAVE A VALID VISA OTHER THAN F-1 or J-1 IN YOUR PASSPORT?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please describe: \_\_\_\_\_

ON WHAT DATE DOES YOUR PASSPORT EXPIRE? \_\_\_\_/\_\_\_\_/\_\_\_\_ (month, day, year)

**Please turn this page over and complete form**

**Request for a Travel Document (Continued)**

DO YOU INTEND TO REGISTER AND ATTEND CLASSES AT HIRAM COLLEGE AFTER YOU RETURN TO THE U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

HAS YOUR PERMANENT HOME ADDRESS CHANGED SINCE YOU BEGAIN STUDIES AT HIRAM? Yes \_\_\_\_ No \_\_\_\_ If yes, please provide your new overseas address: \_\_\_\_\_

HAVE YOU APPLIED FOR PERMANENT RESIDENCE (GREEN CARD) OR POLITICAL ASYLUM? Yes \_\_\_\_\_ No \_\_\_\_\_ HAS AN EMPLOYER APPLIED TO SPONSOR YOU FOR PERMANENT RESIDENCE (GREEN CARD)? Yes \_\_\_\_ No \_\_\_\_\_

IS THERE ANY APPLICATION OF ANY KIND WHICH HAS BEEN FILED IN YOUR NAME WITH THE BUREAU OF CITIZENSHIP AND IMMIGRATION SERVICES? YES \_\_\_\_ NO \_\_\_\_  
If Yes, please describe:

DO YOU HAVE A WORK AUTHORIZATION CARD WHICH WAS ISSUED TO YOU BY THE BUREAU OF CITIZENSHIP AND IMMIGRATION SERVICES? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, you must carry it with you when you travel. Please give the name and address of your employer:

If traveling with dependents, or if for dependent travel, please fill in information below:

NAME	DATE OF BIRTH	PLACE OF BIRTH	PASSPORT EXPIRES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**NOTE: All sources of support coming from Hiram College funds must be verified before any document will be prepared or signed. NORMAL PROCESSING TIME FOR A TRAVEL DOCUMENT REQUEST IS 3-7 DAYS. PLEASE PLAN AHEAD.**

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I hereby certify that the information I have supplied, to the best of my knowledge, is complete and accurate.

Signature of Student: \_\_\_\_\_

Name of Student, printed: \_\_\_\_\_

Date: \_\_\_\_\_

.....  
**Student:** Do not write in this section. For Office Purposes Only!

**Office for International Student Services**

\_\_\_\_\_ I-20 has been signed/issued Date: \_\_\_\_\_

DSO Signature: \_\_\_\_\_

Name printed: \_\_\_\_\_

\_\_\_\_\_ Called student for pick-up Date: \_\_\_\_\_