

- **Print only Page 1 if you are NOT renewing your visa. If you need to renew your visa, print page 2 also.**
- Leave your I-20/DS-2019 for a new travel signature **IF BUT ONLY IF** the current TRAVEL signature will be more than 6 months old when you return. (Page 3 of your I-20, lower right-hand corner of page 1 of your DS-2019)
- Further information about documents required and travel restrictions and regulations follows on pages 2-5.
- **IPS must have a copy of each new I-94 card.** When you return, please photocopy the front of your new I-94, write your name, M number, date of entry, and Port of Entry (where you got the I-94) on the copy, and send or bring it to IPS.

Full Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ ID Number: \_\_\_\_\_

Date of the most recent travel signature on page 3 of your I-20 OR on page 1 of your DS-2019 \_\_\_\_\_

Destination(s): \_\_\_\_\_ Female \_\_\_\_\_ Male \_\_\_\_\_

Departure Date and time: \_\_\_\_\_ Return Date If Known: \_\_\_\_\_  
Day Month Year Day Month Year

Reason for Travel: \_\_\_\_\_

\_\_\_\_\_ I need to renew my visa before I return. I understand that a travel letter is required. (Print page 2 of this form.)

If you are not currently in Houghton: If you have requested that we mail a travel letter to you, we can also assist in obtaining an unofficial transcript and proof of registration for next term, both of which are needed to renew your visa. If you want us to obtain these copies, please read and sign the following:

- I authorize any staff member from IPS to request and mail to me copies of my unofficial transcript and proof of registration for the next term. \_\_\_\_\_

Signature

Date

\_\_\_\_\_ I do NOT need to renew my visa. I understand that a travel letter is generally not needed.

**TRAVEL LETTER:** Generally not required except in the following circumstances.

\_\_\_\_\_ I DO request a travel letter: I am renewing my visa.

\_\_\_\_\_ I DO request a travel letter: I will be returning from the Middle East, South America, or Mexico.

\_\_\_\_\_ I DO request a travel letter: Explain circumstances requiring a letter:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I DO request a travel letter from IPS because I will be returning to the US to begin **OPT** and I have a job offer. I have attached a copy of that letter.

\_\_\_\_\_ I have begun my OPT. I understand that IPS cannot provide a travel letter, that I must obtain a travel letter from my employer, and that it should say that I am returning to *resume employment* with them.

**LAST MINUTE REQUESTS:** Due to staff workload, IPS may not be able to provide a travel letter if we receive your request less than 24 hours before your departure from Houghton. You may be asked to provide a postage paid mailer if you bring in your request for a travel letter less than 24 hours processing time.

**DO NOT WRITE IN THE SPACE BELOW**

**IPS OFFICE USE ONLY**

**DO NOT WRITE IN THE SPACE BELOW**

1) \_\_\_\_\_ Student is full-time GR = 9 UG=12 [check level on SGASTDN, Credits on SFAREGS]

2) \_\_\_\_\_ Student is not full-time but has authorized Reduced Course Load (GZASEVS → Student Data Tab → Check if today's date is between "Drop Below Full Time Start Date" and "Drop Below Full Time End Date.")

3) Other: \_\_\_\_\_

Fill in expiration dates for passport and visa.

4) \_\_\_\_\_ Passport expiration (GZAINTL)

5) \_\_\_\_\_ Visa expiration (GZAINTL)

You will need the following documents to re-enter the U.S. to continue your studies. It is recommended that you travel with proof of your health insurance in case of illness or injury.

#### **STUDENTS WITH A VALID, UNEXPIRED VISA**

- Valid and unexpired passport,
- Valid and unexpired U.S. visa stamp in your passport (except for Canadian Citizens),
- Valid and unexpired I-20 or DS-2019 form;
- I-20 or DS-2019 signed for travel by an IPS advisor within 6 months of your return date,**
- Dependent I-20's or DS-2019's and passports (if applicable),
- Optional: Travel letter issued by an IPS advisor** – Students from the Middle East, South America, and Mexico are routinely asked for a travel letter when they re-enter the US. However, students from India and China who are traveling with a valid, unexpired visa report that the travel letter is seldom looked at when they re-enter the country.

#### **STUDENTS NEEDING A NEW VISA STAMP**

International students must have a valid stamp in their passport to be eligible for entry or re-entry to the United States (There are some exceptions for travel to Canada, Mexico or an adjacent island for less than 30 days). If your F-1 or J-1 entry visa has expired or will expire prior to your return, you must apply for a new visa at a US consulate abroad before you return. It is not possible to renew your visa from within the United States. For visa wait-times, check this URL:

[http://travel.state.gov/visa/temp/wait/tempvisitors\\_wait.php](http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php)

- Valid and unexpired passport,
- Valid and unexpired I-20 form for F-1 students, or valid and unexpired DS-2019 form for J-1 students, signed for travel by an IPS advisor within 6 months of your return date,
- If you are an F-1 student on OPT after graduating, also bring your EAD card and job offer letter,
- Evidence of financial funding (bring a copy of whatever funding is listed on your I-20 or DS-2019: graduate assistantship funding letter, bank statements of personal funds, affidavit of financial support, etc.),
- Unofficial copy of Michigan Tech transcripts,
- Proof of Enrollment for the next semester from *Office of Student Records and Registration* (if you are returning to complete your degree).
- Dependent I-20's or DS-2019's and passports (if applicable),
- Travel letter issued by IPS stating that you are maintaining your F-1 or J-1 student status at Michigan Tech.

We hope all international students are successful in their visa applications at US Consulates abroad. However, students may encounter some difficulties which could cause delays or denials of visa applications. These difficulties may include:

- **Security Clearances** – Because of heightened security concerns, the number of security checks done for U.S. visa applications has increased. There is no way to know for certain ahead of time whether you will be delayed by one of these security checks. We do know that students from certain countries, students with a criminal history, or students studying a highly technical or “sensitive” subject are more likely to need a "security advisory opinion" to be completed prior to being granted a visa. If you are studying or doing research in a field that might be of concern, it would be advisable to get a letter from a professor which describes **briefly and in layman's terms** the specific area of your study or research. This letter will not deter a security clearance, but it may speed up the process if you are subject to one. If you have any concerns or questions about your study or research area, or you want to know which countries are subject to increased scrutiny, come to the IPS office for more information, or visit the following website:  
<http://travel.state.gov/visa/reciprocity/SAO/Special%20Clearance%20Cable/Special%20Clearance%20Cable.htm>
- **Demonstrating "Non-Immigrant Intent"** – you may be required to demonstrate your intent to return to your home country following the completion of your studies. There are several ways you can be prepared to support your intent to return home: 1) have a few sentences in mind that express how you intend to use your degree or research at home after you finish your program; 2) bring copies of deeds to any property that you or your family owns in your home country; 3) bring bank statements for any accounts that you or your family maintain in your home country; 4) if you have an employer who intends to employ you when you return home, bring a letter from that employer.
- **Interviews Required for Visa Applications** – regulations governing visa applications require that U.S. consulates interview nearly all international students applying for non-immigrant visa stamps. Only in rare situations will an

applicant be able to get a visa without the interview. The requirement for the interview will mean that you may have longer delays in getting an appointment at the U.S. consulate than you have in the past.

### **STUDENTS TRAVELING WITH OPT**

The following are the documents you will need to ensure entry to the U.S. while on OPT:

- Travel letter from your employer stating that you are returning to *resume employment* with them
- Valid and unexpired passport,
- Valid and unexpired F-1 visa stamp\*,
- I-20 signed within the last six months,  
~ **and one of the following** ~
- EAD (OPT) card and job offer letter or letter confirming current employment,  
~ **or** ~
- OPT application receipt.

\* IPS advises students with an expired visa to not travel outside the country unless required to do so by your employer, as it is risky to renew a visa while on OPT.

### **DEPENDENT TRAVEL**

**F-2 or J-2** spouses and minor children who are not accompanied by the F-1 or J-1 student and must have:

- Valid and unexpired passport,
- Valid and unexpired U.S. visa stamp (except for Canadian Citizens),
- Valid separate Form I-20 or DS-2019,
- Evidence of financial support for dependent(s).

### **TRAVEL TO CANADA OR MEXICO – AUTOMATIC REVALIDATION**

Most F-1 and J-1 students can travel to Canada, Mexico, and the Adjacent Caribbean Islands and re-enter the United States on an expired visa, but only if their stay is less than 30 days. This brief travel makes you eligible for automatic revalidation when you re-enter the U.S., if your remaining immigration documents are current.

#### ***Checklist for Automatic Revalidation***

- Visiting Canada, Mexico, or adjacent Caribbean Islands for less than 30 days,
- A current I-94,
- A valid unexpired passport,
- SEVIS I-20 or DS-2019 with travel authorization signature,
- Evidence of health insurance,
- Evidence of funding,
- Copy of transcript,
- Proof of enrollment for the upcoming semester (if available),
- Have not applied and do not plan to apply for a new entry visa at a U.S. Consulate,
- Not a citizen of Iran, Iraq, Cuba, Libya, Sudan, Syria, or North Korea.

Adjacent Islands include: Saint Pierre, Miquelon, Dominican Republic, Haiti, Bermuda, Bahamas, Barbados, Jamaica, Windward and Leeward Islands, Trinidad, Martinique, and other British, French, and Netherlands territories or possessions.

### **TRAVEL TO CANADA**

**NOTE: Do not surrender your I-94 at the port of entry in Canada.**

These guidelines are to be used by F-1 and J-1 students to travel to Canada and re-enter the United States without any problems. If you are a citizen of one of the following countries, you **do not need** a Canadian visa to enter Canada:

Andorra, Anguilla, Antigua and Barbuda, Australia, Austria, Bahamas, Barbados, Belgium, Bermuda, Botswana, British Virgin Islands, Brunei, Cayman Islands, Cyprus, Denmark, Falkland Islands, Finland, France, Germany, Gibraltar, Greece, Hong Kong Special Administrative Region Passport, Iceland, Ireland, Israel (Israel passport holders only), Italy, Japan, South Korea, Liechtenstein, Luxembourg, Malta, Mexico, Monaco, Montserrat, Namibia, Netherlands, New Zealand, Norway, Papua New Guinea, Pitcairn Island, Portugal, St. Helena, St. Kitts and Nevis, St. Lucia, St. Vincent, San Marino, Singapore, Slovenia, Solomon Islands, Spain, Swaziland, Sweden, Switzerland, Turks & Caicos Island, United States (including permanent residents), United Kingdom (including overseas citizens who are re-admissible to the United Kingdom), and Western Samoa.

(List of countries subject to change. See <http://www.cic.gc.ca/english/visit/visas.html>)

Students coming from all other countries who are planning to travel to Canada **must obtain a Canadian Visitor visa**. Visa processing time at the Canadian consulate varies based on the home country of the applicant. It may take one to 10 working days for processing.

Students of the following countries may face delays in obtaining a visa at Canadian consulates:

Afghanistan, Algeria, Armenia, Azerbaijan, Belarus, Bosnia-Herzegovina, China (PRC), Croatia, Cuba, Egypt, Estonia, Georgia, Iran, Iraq, Jordan, Kazakhstan, Kyrgyzstan, Latvia, Lebanon, Libya, Lithuania, Macedonia, Moldova, Morocco, Palestine Authority, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Yemen, and Yugoslavia.

(List of countries subject to change. See <http://www.cic.gc.ca/english/visit/visas.html>)

If you are a citizen of one of the above countries, you will be required to provide:

- A travel itinerary,
- A list of cities that you intend to visit,
- Your means of travel (car, airplane, etc.),
- Names, addresses, and phone numbers of individuals and businesses to be contacted in Canada.

### ***Applying for a Canadian Tourist Visa***

Canadian visa applications can be submitted in person or by mail. If you are submitting in person, applications will be accepted during business hours at the Consulate General of Canada in Detroit (for the location of consulates, go to <http://www.cic.gc.ca/english/offices/missions/detroit.html>). If you are applying by mail, applications and passports will be returned within 5-7 working days unless the student is from one of the following countries:

Afghanistan, Algeria, Armenia, Azerbaijan, Belarus, Bosnia-Herzegovina, China (PRC), Croatia, Cuba, Egypt, Estonia, Georgia, Iran, Iraq, Jordan, Kazakhstan, Kyrgyzstan, Latvia, Lebanon, Libya, Lithuania, Macedonia, Moldova, Morocco, Palestine Authority, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Yemen, and Yugoslavia.

(List of countries subject to change. See <http://www.cic.gc.ca/english/visit/visas.html>)

The consulate only accepts **certified checks or money orders** payable to the "Consulate General of Canada". Cash is accepted if you are submitting in-person. No cash or personal checks will be accepted by mail.

If you are applying by mail, IPS recommends that you use **certified, registered, or USPS Express** delivery to ensure fast delivery of your visa application. The Consulate General of Canada returns documents through regular mail only.

### ***Checklist for Canadian Tourist Visa***

- Valid Passport (with a minimum of six months before expiration),
- Original I-94,
- Canadian Visitor visa application (<http://www.cic.gc.ca/english/applications/visa.html>),

- Application fee – \$65 for each single entry visa,  
– \$130 for a multiple entry visa,  
– Portugal residents do not have to pay fee,
- Two passport photos (taken in the last 6 months),
- Bank statement or financial affidavit,
- If visiting a friend, an invitation letter from a friend or relative; if attending a conference, a business invitation,
- SEVIS I-20 or DS-2019 signed for travel by the IPS advisor,
- All previous I-20's or DS-2019's,
- Letter from the IPS office verifying your F-1 or J-1 student status at MTU,
- For visa applications, the interview appointment letter from the U.S. Consulate,
- Prepaid, self-addressed return envelope.

J-1 visa students with the designation 212 (d)(3)(A)(28) on the U.S. visa in their passport, must see an IPS advisor for instructions on obtaining special clearance from the U.S. Department of State at least 30 days before departure.

**NOTE: Do not surrender your I-94 at the port of entry in Canada.**