Traveling Outside the U.S.?

DOCUMENTS NEEDED TO RE-ENTER U.S.

**REQUIRED** (OPT students see below)
1. Passport
2. Visa
3. I-20 or DS-2019
4. Travel Signature on I-20/DS-2019
5. Proof of Finances

**RECOMMENDED**
1. Proof of Full-Time Enrollment
2. All Old I-20s or DS-2019s/IAP-66s
3. SEVIS Fee Receipt
4. Transit Visas
5. Any documentation needed to apply for a visa, if applicable (see below)

**DETAILS ABOUT DOCUMENTS NEEDED**

**Passport:** Generally, the passport must be valid at least 6 months into the future from the date of entry into the U.S. at the time of entry.

**Visa:** You must have a valid visa for the appropriate category (F-1, J-1, etc.) at the time of entry to the U.S. If your visa has expired or is for a different category, you will need to apply for a new visa. A visa **cannot** be obtained from within the U.S. See Applying for a New Visa section below.

**I-20 or DS-2019:** Your I-20/DS-2019 should be valid and all information such as major, program level, financial source and expiration date is current.

**Travel Signature:** You will need to leave your KU I-20 or DS-2019 at ISS for 2 business days. (If dropped off Friday, it can be picked up Tuesday) If KU is not your J-1 program sponsor (listed in #2 of DS-2019), you will need to mail it to your sponsor (e.g. IIE, Fulbright, LASPAU, ACTR) to get a travel signature.

**Proof of Finances:** This is required by law; although it is rarely requested.

**Proof of Full-Time Enrollment:** From the Registrar’s Office (121 Strong Hall) you can request:

- **Transcript:** This is an official record of your academic record listing all classes taken, grades received and future enrollment. It also includes the number of transfer credit hours accepted by KU, your degree level and major. Usually required for visa applications (fees vary from $10.00-$45.00). You can order in person or online at http://www.transcripts.ku.edu/.
- **Certificate of Enrollment:** The document does not show classes taken but indicates if you were full time or part time each semester. You can request the following information to be included: Term GPA, Cumulative GPA, Number of Credit Hours, if in Good Academic Standing and Anticipated Date of Graduation (fees vary from free to $20.00). You can order in person or online at http://www.registrar.ku.edu/enrollment-certification.

**SEVIS Fee Receipt:** Most of the time the SEVIS database will accurately have a record of SEVIS fee payment; however, it is recommended you carry a copy of your receipt as verification of payment in the rare circumstance that it is not in SEVIS. This may be more important for people trying to regain legal status with a new I-20/DS-2019 or individuals changing their status to F-1 or J-1 through travel. SEVIS fee website: https://www.fmjfee.com/.

**Transit Visas:** If you are passing through other countries, contact the Embassy of those countries to verify if you need a transit visa.

**DEPENDENTS**

If traveling with you or separately, be sure they have all travel documents and that documents are current.

**STUDENTS ON POST-COMPLETION OPT**

Travel out of the U.S. while waiting for OPT approval is **not** advised unless you have a job offer and you have a way of getting the EAD should the OPT be approved while you are overseas.

<table>
<thead>
<tr>
<th>If the OPT is Pending</th>
<th>Once OPT is Approved</th>
</tr>
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<tbody>
<tr>
<td>✓ OPT Receipt</td>
<td>✓ OPT EAD</td>
</tr>
<tr>
<td>✓ Passport</td>
<td>✓ Proof of Employment (i.e. job offer or recent paycheck stub)</td>
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<tr>
<td>✓ F-1 visa</td>
<td>✓ Passport</td>
</tr>
<tr>
<td>✓ I-20 with a recent travel signature</td>
<td>✓ F-1 Visa</td>
</tr>
<tr>
<td>✓ I-20 with a recent travel signature</td>
<td>✓ I-20 with a travel signature within the last six months</td>
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**APPLYING FOR A NEW Visa (Visa Renewal)**

**IMPORTANT – VISIT INDIVIDUAL U.S. EMBASSY/CONSULATE WEBSITE**

Visit: [http://www.usembassy.gov/](http://www.usembassy.gov/) to know the specific procedures and documents required for the individual office where you will apply. Often additional, specific documents are required.

For example, you may need: Official transcript, CV, copies of publications, detailed descriptions of research, etc.
WHERE TO APPLY FOR U.S. VISA
A visa cannot be obtained from within the U.S. You may apply at any U.S. embassy or consulate office that issues visas; however, for best results it is highly recommended you apply in your home country. If you apply at a location outside your home country, you need to first confirm the office will accept applications from third country nationals (a person who is not a citizen or resident of that country).

TIMING CONSIDERATIONS
Please take careful consideration before deciding to travel if you will need a new visa. All visa applications require a security check that could delay the application. If you decide to travel, we suggest applying for a visa as soon as possible after arriving at your destination.

HELPFUL VISA APPLICATION WEBSITES
- Obtaining an F-1 Student Visa: http://travel.state.gov/visa/temp/types/types_1268.html
- DS-160 Online Visa Application: http://travel.state.gov/visa/forms/forms_4230.html
- Visa Wait Times by Consular Office: http://travel.state.gov/visa/temp/wait/wait_4638.html
- Visa Reciprocity Fee and Validity Table: http://travel.state.gov/visa/fees/fees_3272.html

VERIFY NEW VISA FOR ACCURACY
If you get a new visa, be sure to verify you were given the correct category (e.g. F-1 or J-1) and that your name matches your passport exactly (including spelling and spacing) while at the U.S. Embassy or Consulate. Mistakes not noticed immediately may require another application for another visa with fee.

TRAVEL TO CANADA /MEXICO /CARIBBEAN WITH EXPIRED U.S. VISA
If you are traveling to Canada, Mexico or an adjacent Caribbean island for 30 days or less, you might be able to re-enter the U.S. with an expired visa. Read “Automatic Extension of Visa Validity”, available in ISS or online at http://www.iss.ku.edu/ under “Forms.”

DEPARTURE /ARRIVAL IN THE U.S. PROCESSES

DEPARTING THE U.S.
If you have an I-94 card (issued prior to May 2013), turn it in when you leave the U.S. Usually airlines collect these when departing. If traveling on a major international airline, an I-94 departure record is automatically registered even if the I-94 card was not collected. If you do not have an I-94 card, you do not need to submit anything to record your departure.

Exception: If you are re-entering from Canada, Mexico or Caribbean under "Automatic Extension of Visa Validity," you will keep your I-94. See above.

ELECTRONIC I-94 RECORD
As of May 2013, Customs and Border Protection issues electronic I-94s. These may be printed upon entry by entering your passport and visa information at https://i94.cbp.dhs.gov/. This printout is proof of your legal status and should be in your possession at all times.

If the database is unable to find your I-94, the entry stamp in your passport is also proof of legal status and should remain in your possession. Please inform ISS if the I-94 record is not found; we will contact CBP to resolve the error.

NOTE: The I-94 info may also match what is on the visa. Please enter info from both if the electronic I-94 record is not found.

PROBLEMS? CONTACT ISS
Int’l Student Services
1450 Jayhawk Blvd Rm 2
Lawrence, KS 66045-7535
Phone:(785) 864-3617 (8am-5pm CST)
Fax: 785.864.5244
E-Mail: iss@ku.edu

Emergencies After Hours:
Dr. Chuck Olcese at 620-235-2399; or
Lynne Vanahill at 785-393-5989; or
Mike Ediger at 785-841-4780