

# TRAVEL AUTHORIZATIONS: Before Signing Off on I-20s... A Worksheet

## 1. Student fills out worksheet indicating departure and return dates.

If Coordinator/Assistant Coordinator are not available, ask the student to pick up his/her I-20 in 3 working days (after completing this form). Put student's I-20 and this worksheet in Assistant Coordinator's mail tray.

Do not keep the student's passport in the office.

Student Name: \_\_\_\_\_

SS or NKU ID #: \_\_\_\_\_

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

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

Travel to (Country): \_\_\_\_\_

## 2. Check expiration date on passport (usually front page with photo).

Students should renew with their embassy at least six (6) months prior to the expiration date. If time permits, sometimes it can be renewed while abroad.

Passport Expiration Date: \_\_\_\_\_

## 3. Check the expiration date on the F-1 visa stamp in the passport.

The visa permits the student to re-enter the country. If it is about to expire, the student will need to go to a U.S. Consulate abroad to get a new visa before coming back into the U.S. (except for travel to Canada/Mexico).

Visa Expiration Date: \_\_\_\_\_

## 4. Check the expiration date on the I-20.

If it expires THIS semester, and they are not graduating, ALERT Coordinator ASAP! Eligibility for program extension will need to be assessed. Schedule an appointment for the student to meet with the Coordinator ASAP (afternoons strongly preferred).

I-20 Expiration Date: \_\_\_\_\_

**If the I-20 expires the NEXT semester, ask the student if they will graduate then. If the student says no, we will need to see if they are eligible to apply for a program extension. Ask them to call to schedule an appointment with the Coordinator.**

### For ISA Office Only

Check Tera Term to see if the student is enrolled full-time this semester. Then previous semesters and pre-registration for upcoming semester. Full-time courseload?

Current Term F/T? \_\_\_\_\_ Next Term F/T? \_\_\_\_\_ F/T Previous Semesters? \_\_\_\_\_

**FINAL STEP** International Student Advisor will endorse the back of the I-20 (only Designated School Officials legally permitted). Copy not needed. Is a deferment needed (fees paid)?

Date I-20 was signed \_\_\_\_\_ Place worksheet in student file after advising student.