

Complete PAGE 1 of this information sheet and submit it to the IPS Office in order to obtain an authorization signature on your I-20/DS-2019 and travel letter if appropriate.

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

Destination(s): \_\_\_\_\_

Departure Date and time: \_\_\_\_\_ Return Date: \_\_\_\_\_  
Day Month Year Time if available Day Month Year

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

\_\_\_\_\_ I need to renew my visa before I return. I understand that a travel letter is required.

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

TRAVEL LETTER:

**Travel letters will not be provided if IPS receives your request less than 48 hours before departure.**

\_\_\_\_\_ I do

\_\_\_\_\_ I do NOT request a travel letter.

\_\_\_\_\_ I am currently, or am returning to begin, **OPT**. I have attached a copy of my job offer letter. Please include this information in my travel letter.

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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,**
- Unofficial copy of Michigan Tech transcripts (if applicable),
- Proof of Enrollment for the next semester from *Office of Student Records and Registration* (if applicable),
- Dependent I-20's or DS-2019's and passports (if applicable),
- Optional: Travel letter issued by an IPS advisor** – Current students traveling with a valid, unexpired visa report that the travel letter is seldom looked at when they re-enter the country. We are therefore no longer suggesting that all students should have a travel letter. If, however, you would like for us to issue a travel letter for you, complete the information below and submit this page to the IPS office.

**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,
- (List continues next page)
- 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 (if applicable),
  - Proof of Enrollment for the next semester from *Office of Student Records and Registration* (if applicable).
  - Dependent I-20's or DS-2019's and passports (if applicable),
  - Travel letter issued by an IPS advisor 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 your 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:

- Valid and unexpired passport,
  - Valid and unexpired F-1 visa stamp\*,
  - I-20 signed within the last semester,
- ~ and one of the following ~

- EAD (OPT) card and job offer letter or letter confirming current employment,  
~ or ~
- OPT application receipt.

The job offer letter or letter confirming your current employment should describe the job as temporary (no more than 12 months) because the idea behind Optional Practical Training is that it allows you to gain training in a temporary position in the U.S. An offer of permanent employment may be construed as inconsistent with holding non-immigrant status in the U.S.

\* IPS advises students with an expired visa to not travel outside the country 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**

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.**