



Travel Request Form

- You must submit your current I-20 and a class schedule verifying full-time enrollment for the current semester.
- You are required to submit these documents so that the International Student Coordinator can verify and/or update your SEVIS record. When appropriate, the International Student Coordinator will then sign your I-20.
- If there are any holds on your record, the International Student Coordinator will not sign your I-20. Please clear all holds before submitting this request.

Name (Family/Last, First, Middle) : _____ Telephone : _____

Email that can be used to contact you while outside of the U.S. _____

Alternative E-mail: _____ Student ID Number: _____

- Will you have a new U.S. address when you return? Yes No

Please Answer ALL of the following questions:

What is the approximate date of departure (MM/DD/YYYY) _____

Do you need a new F-1 visa? Yes No

Are your dependents traveling with you? Yes No
If yes, you must submit their original dependent 1-20s.

Do your dependents need new F-2 visas? Yes No

Are you visiting Canada Yes No

Are you applying for a Canadian visa? Yes No

Have you maintained full-time enrollment since your last request? Yes No

Have you moved since your last request? Yes No

Student Signature : _____ Date : _____

Return Forms To:

Southwest Tennessee Community College
Attention: International Student Affairs
[Macon Cove Campus, Farris Building, Room 2040]
P.O. Box 780 • Memphis, TN 38101-0780

For Office Use Only			
Full-time Enrollment: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Holds: <input type="checkbox"/> Yes <input type="checkbox"/> No _____		Date Cleared: _____	
SEVIS Updates: Bio: <input type="checkbox"/> Yes	Program: <input type="checkbox"/> Yes	Financial: <input type="checkbox"/> Yes	Address: <input type="checkbox"/> Yes
Notes: _____			
Reviewed by: _____		Date: _____	