

Traveling Outside the United States

All travel outside the U.S. must be reported to the International Services Office for both visa holders & their dependents even if the dependents travel alone.

Please provide 3-4 weeks advance notice of travel especially during high travel times (Christmas, Thanksgiving, etc.)

Email your travel form to ISO (InternationalServices@lsuhsc.edu)

- 1) Name:
- 2) Country or Countries you will visit:
- 3) The exact date you plan to leave:
- 4) Return date:
- 5) Reason for travel (vacation, LSUHSC business, conference, etc.)
- 6) Do you have dependents ? No Yes

If yes, please check one of the following:

- Dependent(s) will travel with principal
- Dependents will travel separately from principal
- Dependents will remain in the U.S./will not travel

7) Do you have ANY pending petitions/applications you have sent/have been sent to USCIS for or on behalf of principal and dependents? If you or your dependents have any paperwork pending with USCIS, travel abroad while the petition is pending may result in the automatic withdrawal of the application/petition, as well as negatively impact the ability to successfully obtain an entry visa/return to the United States in the current status. **Please answer A or B.**

A) Pending with USCIS:

Form Number _____ (I-539, I-129, etc.)

Status requested in pending petition(s)/application(s) _____ (ex. H1B; H-4; F-1)

B) Currently I have no petitions pending with USCIS.

8) Have you ever been arrested in the U.S.? (even if not charged or convicted of any crime) No Yes

If yes, please explain:

9) Have you previously applied for or been granted a change of status from B-1/B-2 to another status while you were in the U.S.? No Yes If yes, please explain:

10) Are you currently married or engaged to a U.S. citizen or Legal Permanent Resident? No Yes

11) Is your department/supervisor/program aware of your planned trip? No Yes

Department Contact:

After receipt of the travel request, ISO will review all documents to make sure they are valid for U.S. re-entry. After review, ISO will contact you (via email) to advise or provide the following:

- 1) A list of documents you must take with you
- 2) If necessary, a scheduled appointment to have the form I-20 or form DS-2019 endorsed for travel
- 3) If necessary, a prepared letter for you to present at a visa application appointment
- 4) Special instructions particular to your circumstances
- 5) Instructions on what to do upon your return to the U.S.

