

Traveling Outside the United States

All travel outside the United States must be reported to the International Services Office for both visa holders and their dependents. Please follow the guidelines below for reporting travel plans. Please provide 3-4 weeks advance notice of travel especially during high travel times (Christmas, Thanksgiving, etc.)

CONTACT International Services (InternationalServices@lsuhsc.edu) SO THAT THE INFORMATION MAY BE PROPERLY DOCUMENTED AND PROVIDE THE FOLLOWING:

- 1) Name
- 2) Country or Countries you will visit
- 3) The exact date you plan to leave
- 4) The exact date you plan to return (approximate return date is acceptable in certain circumstances)
- 5) Reason for travel (vacation, LSUHSC business, conference, etc.)
- 6) If you have dependents confirm if they will travel with you or stay in the U.S. during your absence **(Please remember that dependents traveling without you must also report travel plans to the International Services Office)**

Please choose one:

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

7) **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. **Check below that which applies to you.**

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 you weren't charged or convicted of any crime)

No Yes If yes, please explain in an email when you submit this form.

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 so, please tell us more in your email.

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? Yes No

After receipt of the travel request, International Services will review all documents to make sure they are valid for U.S. reentry. After documents are reviewed, 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.