

TRAVEL REQUEST FORM

Please read the following information before completing this form:

- According to the U.S. Department of Homeland Security regulations: an eligible F-1 student may have an annual vacation for one term, only once per year and must intend to enroll for the term following annual vacation.
- You are eligible to take an annual vacation after completing an academic year (twenty-six weeks of instructional time) at a Student and Exchange Visitor Program (SEVP)-certified school. You must be enrolled in a full course of study during all the terms of the school year other than your annual vacation.
- You must contact your DSO to learn whether you are eligible for an annual vacation.
- If you are traveling abroad during your annual vacation or a school break, your DSO will be able to verify that you are in “Active” status and help make sure you have the proper documentation before you leave the United States.
- You can only take 1 session of vacation and immediately afterwards you must enroll in the following session upon your return.
- The Intensive English Center at Tennessee State University cannot guarantee your level to be available when you return from vacation. If the level is not available you agree to continue in the closest available level until your level is available.
- This form does not guarantee approval for travel. The DSO must sign this form for an approved travel request.
- The student must fill in and submit this form to DSO 30 days prior to anticipated travel date.

STUDENT INFORMATION		
Student’s Name:	IEC ID#:	SEVIS#:
Session requested for Vacation: Year: <input type="checkbox"/> 2022 <input type="checkbox"/> 2023 <input type="checkbox"/> 2024 Session: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	Are you planning to leave the US? <input type="checkbox"/> YES <input type="checkbox"/> NO	Have you signed your I-20 for travel? <input type="checkbox"/> YES <input type="checkbox"/> NO
OFFICIAL USE ONLY (do not write)		
Student’s Initial Session:	How many sessions has the student successfully completed?	
Is the student in a good academic and financial standing with the IEC? <input type="checkbox"/> YES <input type="checkbox"/> NO	Has the student met the attendance requirement and is the I-20 in active status? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Request for vacation: <input type="checkbox"/> GRANTED <input type="checkbox"/> NOT GRANTED	Comments: _____	
DSO Print Name:	DSO Signature	Date