



Atlantic Shores

Christian School

F-1 STUDENT TRAVEL REQUEST FORM

***ASCS POLICY ON SCHOOL ATTENDANCE:** International students should not miss any classes for travel during official holidays. *All students are expected to attend classes during the academic school year and should begin holiday travel after school has closed for the respective holiday. Students should return the day before school convenes after the holiday.*

***NATURAL PARENT APPROVAL:** Your agency can supply this verification or your natural parents can send an e-mail to chudgins@shoreschristian.org

***PASSPORT:** Please remember that your PASSPORT must remain valid within 6 months in the future. If it will expire within the next 6 months, we advise you to renew your passport in your home country or with your embassy located in Washington D.C.

***VISA:** please ensure that your F-1 Visa is current and NOT expired. If you plan to travel out of the country, you WILL need a valid F-1 Visa with a valid SEVIS I-20 (with travel signature not older than 12 months). If you are unsure about this matter, please see Mrs. Hudgins or Mrs. Repko-Nowlin BEFORE you leave for proper advising.

**Visa regulations vary by country, so if your travel is to a country other than your home country, please contact the embassy of your destination so that you can apply for the appropriate visa, if needed. This includes Canada and Mexico.

***INTERNATIONAL TRAVEL:** This form will indicate items the school needs to validate your SEVIS record before you leave the United States AND will be needed to request the travel signature needed to reenter the United States. Failure to have a proper updated SEVIS I-20 with recent P/DSO signature can have negative effects on your reentry and/or further travel in/out of the United States.

You should have these documents with you at all times:

1. Passport
2. SEVIS I-20 (or DS-2019 if J-1 exchange visitor) with current valid travel signature
3. Medical cards verifying your medical coverage
4. Emergency contact information

INSTRUCTIONS

This form is for domestic travel (within the US) and all international travel.

1. **ATTACH TO THIS FORM YOUR CURRENT SEVIS I-20 and I-94 Departure Record**
www.cbp.gov/i94
2. **RETURN COMPLETED FORM** to the SEVIS PDSO or DSO **at least 14 days before** your planned departure date.

Student Name: _____		Date of Birth: _____ (dd/ mm /yyyy)	
I will be traveling during official school break:			
_____ Thanksgiving	_____ Christmas	_____ Easter	
_____ Other _____			
How will you be traveling? (please ✓) ___ car ___ bus ___ train ___ airplane ___ bus			
Destination: _____			
Departure Date: _____		Return Date: _____	
Name of adult(s) traveling with you: (this is not needed if you are traveling to your home country) _____			
Telephone number for adult: _____		E-mail: _____	
Is s/he 25+ years of age? ___yes ___no Describe relationship: _____			
Address and telephone where you can be reached during travel: _____ _____ _____			
Required Signatures:			
_____ Student		_____ Host Family	
Date		Date	
_____ Natural Parent		_____ Organization/Agency Coordinator	
Date		Date	

ASCS-IP-12-2015	ASCS ACD. DEAN APPROVAL yes _____ no _____ Date: _____	NOTE: _____
	P/DSO APPROVAL: _____yes _____no (see file) Date: _____	Initials: _____