

Travel Notification



INTERNATIONAL STUDENTS

International students are advised to notify the Office of International Programs anytime they are going to be departing the United States, even if it is only for a short vacation. By notifying the Office of International Programs, you are protecting yourself and your status. In the event of an emergency, we will be able to confirm whether or not students are present in the United States. Furthermore, if a student experiences a problem in obtaining or renewing a visa while they are in their home country, the Office of International Programs can use the travel information to update your SEVIS record appropriately and protect your status from potential violations.

NAME: _____ **DATE OF BIRTH:** _____

LTU BANNER ID: _____ **SEVIS ID:** _____

E-MAIL: _____ **PHONE NUMBER:** _____

DEPARTURE DATE: _____ **RETURN DATE:** _____

Be as specific as possible. If you do not know your exact travel dates, provide a reasonable estimate. For example, if you are leaving at the end of the Spring semester and plan to return for the next Fall semester, you might list your departure date as "May 2009" and your return date as "August 2009."

COUNTRY WHERE YOU WILL BE: _____

NOTES: _____

Student Signature

Date

RETURN THIS FORM TO THE OFFICE OF INTERNATIONAL PROGRAMS

BY E-MAIL: Send an email to international@ltu.edu with the information that is asked for above; you do not need to email this form as an attachment – just the information it is seeking.

BY FAX: Complete this form and fax it to 248-204-4115.

IN PERSON: The Office of International Programs is located in C405 on the upper level of the Taubman Student Services Center.

BY MAIL: Mail this form to the Office of International Programs, Lawrence Technological University, 21000 W. Ten Mile Road, Southfield, MI 48075

IP Staff Signature

Date entered in Departure spreadsheet