

Dear J-1 Visa Student:

We hope you will have a wonderful trip! To return to the United States with J-1 status for continuation of your Marquette studies, you will need an endorsement (new signature) on your current Form DS-2019 or a new DS-2019. To arrange for the appropriate document, please bring the following items to the Office of International Education.

- (1) **The completed request form printed on the other side of this paper.**
- (2) **Your Passport and Form I-94.**
- (3) **Your current Form DS-2019.**
- (4) **Evidence of health insurance already paid far enough into the future.**

For most students this evidence is already available at the Office of International Education, and we can check it for you. If your insurance evidence is not already on file, you will need to provide it.

J-1 visa students are required by federal law to have appropriate insurance at all times. A Marquette J-1 student normally needs insurance coverage until his or her Duration of Status (D/S) date, which is normally 30 days after the program ending date on the student's DS-2019. If you are participating in the Marquette exchange program for the full academic year and want to depart and return during the fall semester, your insurance must be paid until your next January enrollment. If you are participating for the full academic year and want to travel during the vacation between semesters, your insurance must be paid through the spring semester period normally to your D/S date.

- (5) **If you will miss any classes, exams, or other student responsibilities during your absence, please contact your academic advisor and instructors about any possible problems and then complete the following:**

"I have discussed my absence with my academic advisor (name) _____ and instructors (names) _____, and I will be eligible to continue my full-time enrollment if I return to campus by (date) _____."

Signed by student: _____ Date: _____

- (6) **If your financial sponsorship has changed, you need to bring the new documentation of financial support.**

We will need to issue a new Form DS-2019 to indicate the new sponsorship.

- (7) **If you will not complete your studies by the date indicated in item #3 of your current DS-2019, you may need to complete the requirements for an extension of stay before we can complete your DS-2019 procedures.**

Documentation for an extension of stay will include an appropriate financial sponsorship statement and a form completed by your academic department. If an extension of stay is needed, a new DS-2019 will be issued with your revised date of completion and your updated financial information.

- (8) **If you are authorized for academic training, bring your "EAD" card and the evidence of your financial support during your academic training period.**

If this is the first time that you need an DS-2019 endorsement since you obtained academic training, a new DS-2019 will be issued to indicate your academic training status and your financial support during that period. (We will also revise the form on the other side of this paper to fit your academic training situation.)

EXCHANGE STUDENT TRAVEL DS-2019 REQUEST FORM
(This is page 2. There are instructions on the other side of this paper if needed.)

NAME: _____, _____ **MUID#** _____
(family) (given)

Please write T for True or F for False on the following blanks:

- _____ I am currently a J-1 Visa student in valid status for attendance at Marquette University.
- _____ I am not in the process of applying for a different U.S. legal status.
- _____ I am in good standing at Marquette University with no academic, financial, disciplinary, or other sanctions pending against me. I am eligible to return to Marquette as planned for full-time enrollment.
- _____ I plan to use the requested DS-2019 to return to the United States for continuation of my Marquette studies.
- _____ I will not miss any classes, exams, or other student responsibilities during this absence. (If your answer is "F", please see instruction #5 on the other side of this paper.)

I request either (A) or (B) as follows (please check the appropriate boxes):

- A) Please sign my current Form DS-2019 for travel. I certify that all of the DS-2019 information about me and about my Marquette activity is still complete and accurate. My biographical information, my Marquette activity, and my financial support have not changed since my current DS-2019 was issued.

- B) Please issue a new Form DS-2019 for me if required by one or more of the following reasons:
 - (1) I lost my Marquette DS-2019.

 - (2) Information on my current DS-2019 is no longer accurate. The correct information is:

 - (3) During this trip I must apply for a new J-1 visa at a United States Embassy or Consulate where I believe a complete new DS-2019 will be required for visa issuance even though the requirement of a new form is not stated in United States federal regulations. The Embassy or Consulate where I will apply, and the reason for my belief, are as follows:

I plan to depart from Marquette on (date) _____, and I must return to Marquette by (date) _____.

I will travel only to Canada or Mexico in a trip of less than thirty days. (True or False) _____

I understand that at least one full day and often longer is needed to complete the arrangements for this DS-2019.
I would like to pick up my completed DS-2019 document after 3:00 p.m. on (day) _____, (date) _____.

Student Signature: _____ **Date:** _____ **Phone:** _____

FOR OFFICE USE:
Passport expires on _____; I-94 indicates only J-1 ___ and D/S ___; J-1 visa is for ___ entries until _____;
Non-standard items: NSEERS Notations ___ Other: _____ (make copies) Checked by: _____
I-file clear ___; student full-time ___; GPA okay ___; insurance paid ___; bursar clear ___; Other _____? Admin: _____