



## Report Travel Form

**Purpose of Form:** This form should be completed by any J-1 Scholar or J-1 Student Intern reporting travel information and/or requesting a travel signature on the DS-2019 for themselves or any of their dependents. Email the completed form to j1scholars@tam.u.edu.

A travel signature allows an Exchange Visitor to re-enter the U.S. after traveling outside of the U.S. with a valid J visa. The travel signature is located on page one on the bottom right of your DS-2019. For more information about international travel, please see our website: <https://global.tam.u.edu/issv/travel-and-visa/travel>

**Processing Time:** ISSS processing times are 15 business days from the time you submit a complete request

### Personal Information

Full Name

TAMU UIN

Current U.S. Phone Number

TAMU Email

Current U.S. Address

Current Insurance End Date

Have there been any changes to your faculty sponsor, hosting department, financial support, or work location?

Yes  No

If yes, please explain

Select all who are traveling:  J-1

J-2

### Travel Information

Passport Expiration Date:

Visa Expiration Date:

Departure Date:

Return Date:

Destination:

Reason for Travel

Personal travel

Conference/Research

Abroad Other

## Additional Information for J-1 Professors and Research Scholars

**Instructions:** If you are a J-1 Professor or Research Scholar and will be outside the U.S. **for more than 30 days**, you must provide the address where you will spend most of your time outside the U.S. ISSS must add an "Out of Country" marker to your J-1 SEVIS record, so it stays active.

**J-1 Short-Term Scholars and Student Interns do not need to complete this section.**

The international address should include street, city, state/province, country and zip code

Address 1	<input type="text"/>	Address 2	<input type="text"/>
City	<input type="text"/>	Province/Territory	<input type="text"/>
Zip/Postal Code	<input type="text"/>	Country	<input type="text"/>

I confirm that I've informed my faculty sponsor or host department about my travel plans. If I plan to work during my travel, I have confirmed with my host department and/or HR representative that I've met TAMU requirements for work outside the U.S.

I understand that as a J-1 Exchange Visitor, I am required to maintain health insurance coverage for me and my J-2 dependents throughout my J Exchange Visitor Program, even though I or my J-2 dependents are physically outside of the U.S.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date