

Undergraduate International Admissions
 Peck Hall 208
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 Murfreesboro, TN 37132
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Request For Travel Signature On I-20

Name (Print)	M Number	
MTSU Email Address		
Today's Date	Travel Date	
I-20 Expiration Date	Visa Expiration	Passport Expiration
Date of Last Travel Signature		Holds? (Y or N)

- As you prepare your travel plans, please check your I-20 and look at the signature date; the date listed next to the signature will be valid for one year. Therefore if your travel dates are still covered during the date of the signature, your I-20 is valid for travel.
- If the I-20 signature is no longer valid or your travel dates exceed the signatures date, then you are required to complete following form to have your I-20 signed by an authorized university official.
- Complete this form and submit it with your I-20 for travel signature.
 - () To speed the process along, please make sure there are no holds on your account. You can confirm this by looking on your Pipeline account, under the same place you start registration for classes. There will be a link to view holds.
 - () You must pay any outstanding balances, such as parking tickets, library fines, or other fees, before we can sign your I-20.
 - () Make sure your visa and passport have at least 6 months until expiration before you leave the country. If it does not, you will need to apply for a new one before returning to the U.S.
 - () Please note, your I-20 expiration date can be located in section 5 on the front page of your document.
 - () If your I-20 will expire while you are out of the U.S., please contact our office about extending your program.
- Failure to submit the request form upon submitting your I-20 for signature can delay the approval process and you may pick up your I-20 in 2-3 business days. **However**, if the request form is **submitted along with your I-20 before 10 am**, Monday to Friday, you can pick up your signed I20 before end of the business day (4:00-4:30, please note the office closes at 4:30 pm).

We look forward to serving you. Your assistance by completing this form will help us to serve you in a timely manner.