



# International Affairs

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

## TRAVEL SIGNATURE REQUEST

You will receive notification to your UCCS email from the International Affairs (IA) Office when your document is ready. Please allow three days.

Name: \_\_\_\_\_

UCCS Email: \_\_\_\_\_ Student ID: \_\_\_\_\_

Please note the following:

- Travel validation signatures are valid for up to 12 months (except for students on OPT).
- For current students, travel signatures are only authorized for the summer and/or official university breaks, unless approved by the International Affairs Office.
- **You must have your current and correct address (not a PO Box) in your UCCS portal 'LOCAL ADDRESS' to receive a travel signature.**
- You must provide your U.S. phone or cell phone number.
- You must provide a copy of any new immigration documents upon your return including updated I-94 record (each time), visa, passport, etc.
- Your documents should be current and correct in your major and other information. If your information has changed email [international@uccs.edu](mailto:international@uccs.edu).

### Write clearly and provide your Colorado Springs address:

Street line 1: \_\_\_\_\_ **Are you renewing your visa? Yes / No**

Street line 2 (apt. #): \_\_\_\_\_ **Are you renewing your passport? Yes / No**

City, State, Zip: \_\_\_\_\_ **Date of Departure:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ **Date of Return:** \_\_\_\_\_

Travel Destination(s): \_\_\_\_\_

I agree to give UCCS International Affairs Office a copy of my new I-94, visa, and passport (if renewed) and any other new immigration documents when I return to the U.S. **(initial here)** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR IA USE ONLY:** Action:  Approved  Denied Denial Reason:

Date: \_\_\_\_\_ IA Staff: \_\_\_\_\_ Address OK? \_\_\_\_\_ Enrollment OK? \_\_\_\_\_

SEVIS Active? \_\_\_\_\_ Future End Date? \_\_\_\_\_