

## HOW TO REQUEST A TRAVEL SIGNATURE

If you plan to travel outside the United States, you must have all necessary documentation upon reentry to the US, including:

- Passport valid for 6 months upon reentry to the US
- Valid F-1 visa
- Current I-20
- Valid travel signature (Valid for 1 year during the program and 6 months on OPT)
- Financial documentation showing ability to live and fund your studies in the US

*Students with a pending OPT application with USCIS must also have:*

- I-797 Receipt Notice

*Students on active OPT must also have:*

- Valid EAD card
- Employment letter

To request a Travel Signature, please submit a form online at:

<http://www.marshall.edu/iss/travelsignature>

Processing times for Travel Signatures is 2-3 business days. You will receive an email confirming receipt of your request. An email notification will be sent to your Marshall University email account once the request is processed. If you do not receive notification in a timely manner, please contact the Office of International Student Services at [iss@marshall.edu](mailto:iss@marshall.edu).

Upon reentry to the United States, it is beneficial to check your I-94 online to ensure your travel information is accurate. You may access your I-94 online at: <https://i94.cbp.dhs.gov/i94/>