



WVHEPC J-1 Exchange Visitor Program

REQUEST FOR A TRAVEL SIGNATURE

Whenever you leave the U.S. for a temporary trip, the West Virginia Education Policy Commission (HEPC) takes great care to be sure that you have all of the documents and signatures you need to return to your HEPC institution. We will check to see if you will need to apply for a new visa before you return, and if there are any reasons why you might have difficulty obtaining one. Please answer the following questions carefully. It is very important to us that you have a good trip and that you have no difficulties when you return. When you return to the U.S. you are required to provide the HEPC institution you are working for with a copy of your new I-94 card and your new visa stamp (if you obtained a new visa during your trip).

PLEASE CHECK AS APPROPRIATE: I am a student I am a Research/Short-Term Scholar

NAME: _____
(Last) (First)

U.S. ADDRESS: _____

E-MAIL ADDRESS: _____

HOME TELEPHONE #: _____ I94 CARD #: _____

DATE OF COMPLETION OF STUDY OR PROGRAM: _____

DATE OF DEPARTURE: _____ DATE OF RETURN: _____

DESTINATION (COUNTRY TRAVELING TO): _____

PURPOSE OF THE TRIP: _____

IF GOING TO CANADA, MEXICO, OR CONTIGUOUS TERRITORIES WILL YOU BE APPLYING FOR A U.S. VISA AT U.S. EMBASSY/CONSULATE? YES NO

IS THE J-1 VISA STAMPED IN YOUR PASSPORT STILL VALID? Yes No

DO YOU HAVE A VALID VISA OTHER THAN J-1 IN YOUR PASSPORT? Yes No

ON WHAT DATE DOES YOUR PASSPORT EXPIRE? ___/___/___

HAS YOUR PERMANENT OVERSEAS ADDRESSED CHANGED SINCE YOU BEGAN WITH HEPC? Yes No If yes, please provide your new overseas address: _____

IS THERE AN APPLICATION OF ANY KIND WHICH HAS BEEN FILED IN YOUR NAME WITH THE BUREAU OF CITIZENSHIP AND IMMIGRATION SERVICES? YES NO IF YES,

PLEASE DESCRIBE: _____

REQUEST FOR A TRAVEL DOCUMENT (CONTINUED)

HAVE YOU APPLIED FOR PERMANENT RESIDENCE (GREEN CARD) OR POLITICAL ASYLUM?

Yes ___ No ___

If traveling with dependents, or if for dependent travel, please fill in information below:

NAME	DATE OF BIRTH	PLACE OF BIRTH	PASSPORT EXPIRES ON
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: NORMAL PROCESSING TIME FOR A TRAVEL DOCUMENT REQUEST IS 5 DAYS. PLEASE PLAN AHEAD.

FOR WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION (HEPC)

___ DS-2019 has been signed/issued.

___ Called Exchange Visitor to discuss purpose of the trip