# REQUEST FOR TRAVEL VALIDATION

J-1 Exchange Visitors traveling outside of the United States AFTER their initial arrival must obtain the signature of their respective Alternate Responsible Officer in the box located in the lower right-hand corner of their Forms DS-2019 ("Travel Validation by Responsible Officer"). This signature not only authorizes J-1 Exchange Visitors to travel outside and re-enter the United States, but also indicates they are maintaining J-1 status.

A travel signature issued by an Alternate Responsible Officer is valid for twelve (12) months after the date of issue, or until the end date of a Form DS-2019, whichever comes first. Once a form is signed, it is valid for all subsequent travel within the aforementioned time frame. Only a designated Institute of International Education (IIE) Alternate Responsible Officer can sign a Form DS-2019 for Brazil Scientific Mobility Program (BSMP) students. A supervisor or advisor at a host institution cannot sign a Form DS-2019.

If you need a travel validation signature on your Form DS-2019, please complete this form in its entirety and send it along with your original Form DS-2019 via certified mail or an express courier service (FedEx, DHL, etc.) to the address below. Please include a prepaid self-addressed envelope and allow at least two weeks for processing. **IIE will not pay for postage to return your DS-2019.**

Institute of International Education
Brazil Scientific Mobility Program - Immigration
809 United Nations Plaza
New York, NY 10017
E-mail: BSWBimmigration@iie.org

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Exchange Visitor Name: _____ IIE ID: _____

U.S. Host Institution: _____

International Travel Destination(s): _____

Expected Dates of Travel: _____

**Address on the Self-Addressed Pre-paid Envelope:**

Name: _____

Address Line 1: _____ Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Telephone: _____

*I acknowledge that I understand it is CAPES and CNPq program policy that BSMP students remain in the U.S. for their entire scholarship period. Moreover, should I choose to travel outside the U.S. during my program I am willfully breaking program policy and will be fully responsible for any consequences that are a result thereof. I also understand that neither CAPES, CNPq nor IIE are responsible for any expenses or actions related to not complying with this policy.*

_____ _____
Exchange Visitor Signature Date

**Endorsement of Host Institution Advisor**

*I hereby approve of the aforementioned travel plans and certify that this Exchange Visitor is maintaining full-time status and is in good standing with our institution at the present time.*

_____ _____ _____
Name of Advisor at Host Institution Signature Date

# INTERNATIONAL TRAVEL CHECKLIST

In order to comply with BSMP travel policy and hopefully eliminate any unnecessary complications when re-entering the United States, please follow the steps outlined below:

1. Confirm that your dates of travel do not interfere with any coursework, examinations, or Academic Training and that you have verified this information with your academic, international student or Academic Training advisors. If your travels do interfere with your program in any respect, you are fully responsible for obtaining prior authorization from your professors, advisors, CAPES/CNPq and IIE and making any alternate accommodations to ensure you complete your program in good standing.

2. Check to make sure your passport is valid for at least six (6) months beyond your date of entry into the U.S.

3. Check to make sure you have obtained any necessary third-country tourist or transit visas. Please note IIE cannot assist you with tourist or transit visas unrelated to your participation in BSMP. *IIE is not able to provide assistance with tourist visas and is not a resource on any visa issues unrelated to your participation in BSMP.*

4. Check to make sure your Form DS-2019 has been signed for travel by an IIE Alternative Responsible Officer in the lower right-hand corner- in the "Travel Validation by Responsible Officer" section. If it is already signed, then only send the first page of this form fully completed via email to BSWBimmigration@iie.org. DO NOT mail your Form DS-2019 if this box is already signed as this signature is valid for twelve (12) months after the date of issue, or until the end date of a Form DS-2019, whichever comes first. If you do need to obtain a travel signature on your Form DS-2019, please include a **pre-paid** self-addressed envelope or shipping label in the package that you send to IIE. The sender is IIE, and the delivery address is your mailing address.

5. Make sure you r J-1 visa is valid and is approved for Multiple Entries. Please see below. "M" is for "Multiple;" "S" is for "Single."

6. Check to make sure you have your I-94 card with you, and if appropriate (see important note below) surrender it prior to your departure from the United States.

7. If appropriate (see important note below), upon re-entering the United States you should verify that the U.S. CBP officer has stamped your NEW I-94 card with "J-1 D/S."

8. It is strongly recommended that you also carry with you:
   - Evidence of participation in your exchange program, such as your Terms of Appointment, an offer/award letter or other official correspondence/documents from your host institution.
   - Evidence of your financial resources, such as an award/offer letter and/or personal bank statements.
   - Name and contact information of your IIE representative.

   If the U.S. CBP officer at the port-of-entry cannot verify your information or you do not have all of the required documentation, you may be directed to "secondary inspection." During this interview the U.S. CBP official will conduct additional research to verify your information, without causing delays for other arriving individuals.

9. For comprehensive information on procedures for traveling and arriving in the U.S. go to:
    - http://www.ice.gov/sevis/students/index.htm or
    - http://www.dhs.gov/us-visit

**Important Note:** If you intend to visit Canada, Mexico or the Caribbean Islands for less than 30 days and the J-1 visa in your passport has expired, you do not need to obtain a new visa for re-entry into the U.S. This process is called Automatic Revalidation. As you leave the U.S., do not surrender your I-94 card (Arrival-Departure Record), which is stapled inside your passport. Instead:

- If you are flying: Make a photocopy of your I-94 card before your departure. Present the photocopy of your I-94 card and show your round-trip ticket to the airline attendant when they suggest that you fill out a new Form I-94.
- If you are driving: Present your documents and explain to the port-of-entry official that you are visiting for less than 30 days and that you need to keep your I-94 card. At your port of re-entry to the United States, present your passport, J-1 visa, Form DS-2019, and I-94 card.