ELI Student Travel Authorization Form

_____ _____ _____
Family Name First Name ID Number

Dates of Travel: _____ _____
Departing Returning

Destination: _____

Reason for Travel: _____

Emergency Contact: _____ _____
Name / Relationship Phone Number

Are you going to miss any classes during your trip?

YES

Are you traveling outside of the United States?

NO

1) Complete this form.
2) Obtain teacher's signatures.
3) Give form to ELI office staff for signatures.

YES

1) Complete this form.
2) Obtain teacher's signatures.
3) Give form to ELI office staff for signatures.
4) Bring signed form and your I-20 or DS2019 to the Office of Foreign Students and Scholars (OFSS) at least one week before departure.

NO

Are you traveling outside of the United States?

YES

1) Complete this form.
2) Give form to ELI office staff for signatures.
3) Bring signed form and your I-20 or DS2019 to the Office of Foreign Students and Scholars (OFSS) at least one week before your departure.

NO

1) Complete this form.
2) Give form to ELI office staff for signatures.

I understand that I am responsible for making up missed class work. I also understand that Institute final exams given during my absence cannot be taken again and will result in failing test grades. I also understand that my vacation days are counted as absences.

_____
Student Signature Date

Students must carry their signed I-20 or DS2019 forms when traveling outside of the US.

STUDENT: Please complete the form below and give to your teachers if you will miss any classes during your travels.		**TEACHERS** Please complete and return to student.	
Teacher's Name / Class	**Number of classes you will miss during your travels**	**Number of absences (not including this request)**	**Teacher's Comments and/ or Authorization**

ELI office use only

_____ _____ _____
Total Absences ELI Administration Staff Approval Date