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## TRAVEL REQUEST FORM

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Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Degree at ITU: \_\_\_\_\_ SEVID ID: \_\_\_\_\_

Reason for Travel Break: \_\_\_\_\_

Are you on Semester Break?  Yes  No

Are you on OPT?  Yes  No

Travel Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

**PLEASE CHECK ONE:**

Pick-up

Mail Out : \_\_\_\_\_

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Please note the following:

- If the student wants to travel during the semester, they are advised to consult with the international student advisor (DSO) prior to traveling.
- The student can travel up to 3 weeks during the semester.
- During the break, the student can travel for whole semester but need to return to school before the next semester start date.
- ITU is not responsible for airfare or tickets purchased if not approved.

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Student Signature

Date