



Office of International Affairs

Request for Travel Authorization (Form DS-2019) this form is used to provide the information necessary to request a travel authorization for travel outside of the United States and re-try. This form should be complete by the J-1 Scholar approved and signed by the Sponsoring Faculty Member and submitted to the Office of International Affairs at least 30 days prior to any anticipated travel. If you have any questions about this form please contact Latasha Daniels at ldaniels@desu.edu or (302)857-6421.

DEPARTMENT INFORMATION

Host Department _____

Department Host Faculty Member _____

SCHOLAR AND TRAVEL INFORMATION

Name _____

Anticipated Dates of Travel
Depart (mm/dd/yyyy) _____ Return (mm/dd/yyyy) _____

Travel Destination _____

Reason for Travel _____

*If travel duration exceeds 30 days, the Exchange Visitor must describe what activities will be conducted in furtherance of the exchange program while outside the U.S.

Has host faculty member approved travel on proposed dates? YES ___ NO ___

Will J-2 dependents will be traveling on the same dates as scholar? YES ___ NO ___

If no, what dates will J-2 dependents travel?

Departs (mm/dd/yyyy) _____ Return (mm/dd/yyyy) _____

Names of J-2 Dependents traveling _____

Traveling Scholar's Signature _____ Date (mm/dd/yyyy) _____

Department Chair's Signature _____ Date (mm/dd/yyyy) _____

Please bring the most recent DS-2019 for all travelers to the Office of International Affairs so that travel authorization (signature) may be obtained. Please check that all visa and passport expiration dates of anyone traveling will allow them to re-enter the United States. All visas should be valid until after the anticipated date of return to the U.S. All passports must be valid for at least six months after the program end date listed on your DS-2019. If any visa and passport dates do not meet these requirements, new documents must be obtained from the U.S. embassy or consulate prior to re-entry to the U.S.