

From: iss-request@lists.rpi.edu on behalf of [Buse, Emilie](#)
To: ["iss@lists.rpi.edu"](mailto:iss@lists.rpi.edu)
Subject: [iss] Travel Signature Week: April 1 - 12
Date: Thursday, March 18, 2021 8:43:03 AM

ISSS will be holding a Travel Signature Week this semester. The format will be different than in past semesters. Instead of signing your current I-20, you will request a new I-20 with a travel signature (keep ALL your old I-20s!). You can pick up your new I-20 during specific times and dates, or the I-20 can be mailed to you.

You do not need to request a travel signature if:

1. You are not planning to leave and re-enter the U.S., or
 2. You have a travel signature that will be valid when you plan to enter the U.S.
 - a. Signatures are on Page 2, and are valid for one year from the date of signature.
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PROCESS

Step 1: Complete the ISSS I-20 Request Form

- Make sure to check off the box requesting a travel signature (located just above the signature section), and answer all questions on the form.
- To sign this form, you can either provide a scanned copy of an original “wet” ink signature, or a digital signature that follows this guide: <https://rpi.box.com/v/adobesignatureguide-SA>
- Form URL: <https://rpi.box.com/v/I20-DS2019requestform>

Step 2: Email the completed form to ISSS **between April 1- 12**

- Please list the subject line as: I-20 Signature Request
- You must include in the email if you want to pick up the I-20 or which shipping choice you want (FedEx at your expense or USPS at our expense)
 - All international shipments must choose FedEx
 - FedEx instructions will be provided to you when we receive your request

Pick-Up Options:

- Pick-up at ISSS Office, 1528 15th St. Troy, NY 12180.
- Pick-up using this option is only available on April 19 - 20 between 10:00 a.m. - 2:00 p.m. and on April 22 - 23 between 10:00 a.m. - 2:00 p.m..

Mailing Options

- USPS shipment (not tracked, mailed at ISSS expense)
 - FedEx (tracked, mailed at your expense)
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NOTE: If you submit a request later than April 12th, we cannot guarantee that it will be ready for pick up. In this case, the I-20 may need to be mailed to you.

You are welcome to request a new I-20 before April 1st, however, we must mail the I-20 to you as we are all working remotely. The form to request the I-20 is listed above in Step One.

Best,

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The Staff of ISSS

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Schedule a Virtual Advising appointment with ISSS: <https://go.oncehub.com/RPIISSSOffice>