

# Request for Travel Letter

## Office of International Affairs

204 North Lexington Avenue, Wilmore, Kentucky 40390 | Larabee Morris LM302  
859.858.2386 | Ext. 2386 | [international.services@asburyseminary.edu](mailto:international.services@asburyseminary.edu)



**Please allow 5 to 7 days processing time; requests processed in order in which received.**

<hr/>	
DATE	NAME (MUST BE EXACTLY AS IT APPEARS ON YOUR PASSPORT)
<hr/>	
DEGREE PROGRAM	STUDENT ID NUMBER
<hr/>	
PASSPORT NUMBER	PASSPORT EXPIRATION
<hr/>	
VISA TYPE	VISA EXPIRATION
<hr/>	
Check Here if OPT/Academic Training	
<hr/>	
COUNTRY OF CITIZENSHIP	SPO NUMBER
<hr/>	
DATE OF DEPARTURE	DATE OF RETURN
<hr/>	
Need I20/DS2019?	Yes      No
<hr/>	
DESTINATION	
<hr/>	

**Reason for Departure:**

Family Members Traveling with You:

NAME	RELATIONSHIP TO YOU	CITIZENSHIP
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NAME	RELATIONSHIP TO YOU	CITIZENSHIP
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NAME	RELATIONSHIP TO YOU	CITIZENSHIP
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HOW MAY WE CONTACT YOU WHILE YOU ARE AWAY?

I hereby authorize Asbury Theological Seminary to release my visa, financial, and academic information to the Consular Official and Immigration Officers.

STUDENT'S SIGNATURE	DATE
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Please return this form to:

Coordinator of International Affairs  
Larabee-Morris Hall, 2nd Floor  
859.858.2386

For Office Use Only

VISA STATUS	DEPENDENT VISA STATUS
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I-20/DS-2019 EXPIRATION DATE	DEGREE PROGRAM
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CLEAR WITH BUSINESS OFFICE	FULL COURSE OF STUDY
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GOOD ACADEMIC STANDING	TERM/HOURS REGISTERED
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