



# INTERNATIONAL TECHNOLOGICAL UNIVERSITY

756 San Aleso Avenue, Sunnyvale CA 94085  
Phone No. 408- 331-1014, Fax No. 408-331-1026  
[www.itu.edu](http://www.itu.edu)

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## TRAVEL REQUEST FORM

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Name: \_\_\_\_\_  
(LAST) (FIRST)

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

E-mail: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Degree at ITU: \_\_\_\_\_

First Semester/ year attended: \_\_\_\_\_

Reason for travel: \_\_\_\_\_

Travel destination: \_\_\_\_\_

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Needed By: \_\_\_\_\_

(Please allow 3 business day for your request to be processed)

Please check one:

Pick up in person

Mail to the following address:

\_\_\_\_\_

\_\_\_\_\_

**\* Please note the following:**

- Summer semester is optional for F-1 International students
- Spring and Fall semesters are mandatory for F-1 students
- If students want to travel during the Spring or Fall semester, they are advised to consult with their immigration lawyer prior to traveling

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(Requester's Signature)

(Date)