

International Travel Validation Information

Dear Intrax Participant.

Please find below the necessary information/form for DS-2019 Form Travel Validation.

Deadlines: Travel Validation Form and Original DS-2019 Form must be received in our office 2 weeks before the intended Travel Date.

Please Note: International Travel during the Intrax Program is limited to a maximum of 1 month with Host Company Approval.

We will not require a copy of your visa but you must make certain that your visa remains valid by the time you reenter the USA.

Please mail us your:

1. **Original DS-2019 Form (We do not need your SEVIS receipt but you should always keep it)**
2. **Signed Travel Validation Form (Signed by the Host Company as well)**
3. **Mailing address for signed DS-2019 shipment**

PAYMENT INFORMATION:

Once we receive your Travel Validation Request Form, you will receive an invoice via email. Once payment is processed, we will process and ship out your signed DS-2019.

- **\$25 for Domestic Shipping**
- **\$75 for International Shipping**

Please be aware there is a \$20 charge if your shipping address is incorrect.

Any missing materials will cause delays in the processing of your Travel Validation

Form: Thank you and we wish you a pleasant trip.

**Please mail Travel Validation Request Materials
to: Intrax Global Internships: IGI
600 California Street Floor 10
San Francisco, California 94108-2730
Toll Free: 1 888 224-0450 Extension 2**

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International Travel Validation Request Form

[You may substitute your Airline Itinerary with the same information as long as you and your Supervisor sign this form. If you are driving, please provide approximate travel dates.]

DEPARTURE FLIGHT DETAILS

Your Participant ID Number:

Your family name/first name:

Departure Airport/City in US:

Departure date/time:

The flight number for that flight and Airline:

Your final destination airport abroad: Purpose of travel:

RETURN FLIGHT DETAILS

Departure Airport/City abroad:

Departure date/time:

The flight number and Airline:

Your final destination airport in the US:

The date and time of your arrival in the US:

MAILING/EMAIL ADDRESS FOR SIGNED DS-2019 SHIPMENT/INVOICE:

Street Address:

City, State, Zip Code:

Email Address (for invoice):

The above/attached details are correct. My Host Company

is aware of my travel arrangements, has agreed to my taking this time off from the Intrax Program and affirms that I am in good standing.

Participant Name/Signature: _____ Date: _____

Supervisor Name/Signature: _____ Date: _____

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