

International Travel Validation Instructions

Dear Intrax Participant,

This document provides instructions for validating your DS-2019 Form for international travel. Please find the Travel Validation Request Form below on page 2.

Deadlines: The Travel Validation Form and original DS-2019 Form must be received by Intrax Headquarters two weeks before the intended travel date. There will be an additional fee for Travel Validation Requests received less than one week prior to your trip.

Please Note: International travel during the Intrax program is limited to a maximum of one month and must be approved by your Host Company.

Intrax will not require a copy of your visa, but you must verify that your visa will remain valid on the date you reenter the US. **You cannot reenter the US without a valid J-1 visa.**

If you extended your program, your visa will likely expire on your original program-end date. **You will need to apply for a new J-1 visa at a US Embassy or Consulate outside of the US if you travel internationally during the extension period. It is your responsibility to allow enough time to obtain a new J-1 visa while you are abroad.**

Mail the following to Intrax Headquarters:

1. **Original DS-2019 Form**
2. **Signed Travel Validation Form (Signed by the Host Company as well)**
3. **Mailing address for signed DS-2019 shipment**

PAYMENT INFORMATION:

Once Intrax receives your Travel Validation Request Form, you will receive an invoice via email. Intrax will process and ship your signed DS-2019 upon receipt of payment.

- **\$25 for Domestic Shipping**
- **\$75 for International Shipping**
- **\$50 for Expedited Processing (submitted to Intrax less than 1 week prior to travel)**

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

Any missing materials will delay the processing of your Travel Validation Form.
Thank you. We wish you a pleasant trip.

Mail Travel Validation Request Materials to:

**Intrax Global Internships
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 and your supervisor must sign this form. You may leave the flight details blank if you submit a copy of your airline itinerary along with this form. If you are driving, please provide approximate travel dates.]

Participant ID Number:

Last Name:

First Name:

Purpose of Travel:

DEPARTURE-FLIGHT DETAILS (Leaving the US)

Departure Airport/City:

Final Destination:

Departure Date/Time:

Airline:

Flight Number:

RETURN-FLIGHT DETAILS (Returning to the US)

Departure Airport/City:

Final Destination:

Departure Date/Time:

Arrival Date/Time:

Airline:

Flight Number:

J-1 VISA INFORMATION

Expiration Date of Your Current J-1 Visa Foil:

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

Street Address:

City, State, Zip Code:

Phone Number:

Email Address (for invoice):

To the best of my knowledge the above/attached details are accurate.

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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