



MEMORANDUM

To: All VEF Visiting Scholars
Cc: VEF Staff
From: Toi Vo, Executive Director
Date: September 7, 2007

Subject: Policy on International Travel

This is to inform you about our policy on international travel. This memorandum supersedes all previous written or oral communication from VEF on the subject.

During your training in the U.S., you might need to travel outside of the U.S. for personal or professional reasons. In compliance with U.S. regulations, VEF must authorize such international travel by validating your DS-2019. Please note, even if you have a still valid signature authorizing travel on your DS-2019, you are required to inform VEF of your international travel plans in advance.

Before Your Travel:

As early as possible, you need to go to <http://oms.vef.gov> and fill out the online form, entitled "J-1 International Travel Request." At the same time, if you are in need of a travel signature, please send your Form DS-2019 via express mail to your primary contact at VEF:

Ms. Kari Gazdich, Program Officer
623 East Waterfront Dr.
Apt.6307
Munhall, PA 15120

Attention: INTERNATIONAL TRAVEL REQUEST

We will respond to you within two weeks and your validated DS-2019 will be returned to you by express mail. Emergency Travel: In case you need to leave the U.S. immediately for a personal emergency, you should follow the same procedure and give us an overseas address

where we can express mail your validated DS-2019 to you. You do not need to have the DS-2019 to leave the U.S., but you will need it to re-enter.

Important Considerations: In planning for your international travel, you should pay attention to the expiration dates of your passport, your J-1 visa, and your DS-2019. Your passport must be valid for at least 6 months from your return date to the U.S. Similarly, your J-1 visa and DS-2019 will need to be valid on the date of your return to the U.S. VEF cannot help you obtain a new J-1 visa at any U.S. embassy or consulate outside of Vietnam.

During Your Travel:

Please check your emails regularly during your absence from the U.S. That is the most reliable way for VEF to communicate with you regarding your legal status.

After Your Travel:

When you are back in the U.S., please go to <http://oms.vef.gov> (under My Personal Information – Arrival Information in the U.S.) to provide new arrival data and upload your new I-94 card and new visa (if applicable). Also, your Form DS-2019 must be uploaded if it has been stamped by the port of entry officer for the first time. **This is very important for your legal record in the U.S.**

International Travel for J-2 Dependents: Your J-2 dependents must go through the same described procedure when they travel internationally with or without you. They must have a travel signature on their Form DS-2019.