Requesting a Travel Signature Online

**Process:**

Due to COVID-19, we are unable to provide travel signatures in person. In order to continue to support students and follow U.S. immigration regulations, we will be re-printing, signing, and mailing I-20 with travel signatures to students.

Please note: students do not need to have the I-20 with travel signature on them when they leave the United States, but they do have to have it to return.

If you are planning on going home, you are welcome to have the I-20 mailed to your home country. You do not have to have it mailed to you here in the U.S. before you leave.

If you will be leaving the United States in less than two weeks, we will need to ship the I-20 to your destination outside the United States.

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**How to Request the Signature Online:**

1. Submit a request at [https://globalnebraska.unl.edu/travel-signature-request](https://globalnebraska.unl.edu/travel-signature-request)
   a. If you are in the United States and **want to receive your I-20 at a U.S. address**: we can send your I-20 via regular mail. **You will need to include your full address (including zip code) in the form above.**
   b. U.S. mail services will not deliver internationally.

3. If you want to receive your I-20 **in your home country**: Email a PDF of a pre-paid UPS or FedEx shipping label to isso@unl.edu. The UPS and FedEx websites are linked below. You will be required to use UPS or FedEx if you are not in the United States.

   **UPS** – See step-by-step instructions below

   **FedEx** – See step-by-step instructions below

4. You will receive an email from our office when your I-20 has been shipped. **Please allow at least two weeks for your I-20 to be mailed.**

   *Once you receive confirmation from us, you may leave the country.*

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**Important Regulations we MUST follow:**

- Due to U.S. immigration law, we can only mail your I-20 to YOU. Please include your name as the recipient on the shipping label.
- Please ensure you will be able to receive the mail at the address you provide.
- We cannot "batch mail" I-20s. Each document must be sent to the individual whose name is on the I-20.
- We CANNOT scan and email your I-20 to you.
If you have questions about this process, please schedule a virtual advising appointment with an immigration specialist. We would be happy to explain the process to you!

Virtual Advising

UPS Instructions

Shipping

* Indicates required field

Hello. Where are you shipping from?

Country or Territory *

United States

Name *

ISSO

Contact Name

Address *

1525 U Street

Apartment, suite, unit, building, floor, etc.

Department, c/o, etc.

Step 1. Enter ISSO's address as the return address. Our address is 1525 U Street, Lincoln, NE 68588. Make sure to enter your email and phone number.
ZIP Code * 68588
City * Lincoln
State * Nebraska

Email * Phone *

Send status updates on this shipment using the email provided above.

Use a different return address?

Continue Cancel Shipment

Where is your shipment going?

Country or Territory *
United States

Name * Contact Name

Address *
Street Address
Apartment, suite, unit, building, floor, etc.
Department, c/o, etc.

ZIP Code * City * State *
Select One
Step 2. Enter the address you want your I-20 mailed to. MAKE SURE TO PUT YOUR NAME IN THE NAME BOX.

Step 3: Enter the approximate size and weight of the package. (We used the estimated size of a piece of paper).

Step 4. You can leave as is. You do not need to enter an estimated ship date.
Step 5. Enter what is being shipped (a document). Re-enter your email, and select any additional details you want done.

Step 6. Enter your payment information and review everything you have filled out.

Step 7. Email us the PDF of the shipping label at isso@unl.edu
FedEx Instructions

Step 1. If you have a FedEx login, use that here. Or, select “Create a one-time credit card shipment”
Step 2. Enter ISSO’s information and then enter YOUR NAME as the recipient and the address you want your I-20 shipped to.

Step 3. Choose FedEx Standard Rates (we may not have FedEx packaging to send your I-20 in, which is required for FedEx One Rate)

Step 4. Enter the weight of the package and click select.
Step 5. Select FedEx envelope or your own packaging, whichever you prefer.

Step 6. Choose a delivery date (the sooner the delivery, the higher the cost). *Costs may be different than pictured above when you calculate it based on the day you create the label*

Step 7. Review the details and click continue to go to the payment screen.
Step 8. Enter your payment information and click continue.

Step 9. Review your confirmation.

Step 10. Email the PDF of the shipping label to isso@unl.edu