



# Family Travel Application

Request of Travel Letters for Immediate Family Members

OIA processes Family Travel documents for **non-immigrants associated with Jefferson** who wish to invite immediate family members: Parents, Grandparents, and Siblings. **Please remember to attach passport copies for each visiting family member.**

## YOUR INFORMATION

First Name	Family Name/Surname	Position or Title at Jefferson
Email Address	Phone number	Department/Division
Visa Status	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Course of study/area of research

## FAMILY INFORMATION

### Family Member 1: (Please attach passport copy)

First Name	Family Name/Surname	Birth Month	Birth Day	Birth Year
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship to you	Approximate dates of travel (MM/DD/YY) From: _____ To: _____		
City of Birth	Country of Birth	Citizen of		
Embassy or Consulate where this individual will apply for visa:				

### Family Member 2: (Please attach passport copy)

First Name	Family Name/Surname	Birth Month	Birth Day	Birth Year
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship to you	Approximate dates of travel (MM/DD/YY) From: _____ To: _____		
City of Birth	Country of Birth	Citizen of		
Embassy or Consulate where this individual will apply for visa:				

### Choose ONE:

### Family Members will stay at this U.S. Address:

<input type="checkbox"/> I would like one travel letter for both. <input type="checkbox"/> I would like travel letters for each family member.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;">Street</td></tr> <tr><td style="height: 20px;">City</td></tr> <tr><td style="text-align: center;">State</td></tr> <tr><td style="text-align: right;">Zip</td></tr> </table>	Street	City	State	Zip
Street					
City					
State					
Zip					

## FOR TJU EMPLOYEES ONLY

TO BE COMPLETED BY TIMEKEEPER
<b>I verify that the individual named above receives the following annual salary:</b>
Annual Salary: \$ _____
Timekeeper's Name _____
Timekeeper's Signature _____