

**ASSE ASPIRE Internship/Training Program:
Travel Validation Request Form**



Intern/Trainee Information	
Name (First, Last):	
DS number:	
Purpose of Travel:	
Dates of Travel (mm/dd/yyyy): From _____ to _____	
Transaction ID:	
Complete this online payment for the Administration fee of \$28 https://payment.asse.com/process/aspire/	
Host Company Supervisor Approval	
Name (First, Last):	
Company:	
I am the supervisor of the ASSE ASPIRE J-1 intern/trainee above mentioned. I am aware that he/she will be traveling during the dates listed above and I have approved this trip.	
Signature: _____	Date (mm/dd/yyyy): _____

- Please email the Travel Validation Request Form signed by your supervisor or HR department, along with your flight itinerary to interntrainee@asse.com.
- ASSE Aspire will digitally sign your DS-2019 form for travel validation and return it to you via email. It's essential to print the hard copy before departing the USA, as it is required for entry. Additionally, ensure you have the consulate-signed version with you.
- Travel approvals will only be accepted for 2 week periods maximum and these dates must correspond with your travel itinerary.
- An ASSE ASPIRE travel validation is valid for 12 months following approval. All additional travel must be approved by your supervisor only. Please notify ASSE ASPIRE via email (interntrainee@asse.com) if/when you plan to travel again within the 12-month period
- To reenter the U.S. you must have Valid & Multiple entry (M) J-1 visa in your passport and signed DS-2019 form.