

Out-Processing from DLI

The week before you graduate, you will attend a **mandatory** out-processing briefing where you will receive all the paperwork necessary to start your out-processing. At the briefing, you will be given the following important forms to complete:

- out-processing checklist
- graduation name verification form
- transportation questionnaire

It is important to complete and turn in these forms to the Training Technicians by the deadline (date) given in order to make a smooth transition from DLI to follow-on training (FOT). Failure to turn in these forms may cause complications not only at DLI but also at FOT. For those returning homeland, it is also necessary for these forms to be completed.

The FAQs below address questions and concerns that students frequently ask. If they do not provide the answers you need, the following staff members can help:

Training Technicians – questions about travel itineraries and graduation certificates

Country Program Managers (CPMs) – questions about your ITO or FOT

Military Training Managers (MTMs) – all other questions

Frequently Asked Questions (FAQs)

[I noticed that some of my FOT courses are not listed on my ITO. Should I be concerned?](#)

[The out-processing briefing is scheduled after class time. Is it important to attend?](#)

[When and where will the out-processing briefing take place?](#)

[Why do I have to fill out all of these forms? DLI and the U.S. government should already have all of this information about me.](#)

[What happens if I don't turn in my completed transportation questionnaire by the due date?](#)

[If my country bought my ticket, do I still need to turn in the transportation questionnaire?](#)

[Why do I need to indicate how many people in my family are traveling with me on the transportation questionnaire?](#)

[What happens if I miss the out-processing briefing?](#)

[My name is misspelled on all of my records here at DLI. I want it to be spelled correctly on my diploma. What should I do?](#)

[Is it really necessary to get the checklist signed off by Finance on Friday?](#)

[I have already made plans for Friday afternoon. Can I schedule an appointment sometime next week to ask Finance to sign off my checklist?](#)

[What do I do if I am having difficulty getting paid?](#)

[Do I need to close my bank account? If so, when should I do this?](#)

[What happens if I don't pay my lodging bill at DLI?](#)

[I have a problem with my lodging bill. What should I do?](#)

[I am an officer. Why do I have to pay for lodging and enlisted colleagues do not?](#)

[I need my **flight physical** approved before going to FOT. Why hasn't this happened yet?](#)

[When will my **group graduation photo** be taken?](#)

[I need to send more than **one box of books** home. Can I do that?](#)

[Whom do I **contact at FOT**?](#)

[How do I find out about **lodging at my FOT**?](#)

[I bought a car with my friend and we want to **drive to FOT together**. Will we both get money for travel expenses?](#)

[Can I **change my airline itinerary**/ticket?](#)

[I have been at DLI for almost a year and I have a lot of luggage. **How many bags** can I take on the plane?](#)

[My ITO says that I can have **excess baggage**. How do I get the money for that?](#)

[I am from Latin America and will be returning home after I graduate from DLI. Someone told me that there are sometimes **baggage restrictions** traveling to Latin American countries. Is this true?](#)

[How do I arrange for **transportation for myself to the airport** \(or bus station\)?](#)

[My friends who are graduating with me said that they have an **electronic plane ticket**, but my country's airline doesn't have electronic tickets. How can I get my **paper ticket**?](#)

[If I lose my **diploma**, what can I do?](#)

1. Invitational Travel Orders (ITO)

Q: I noticed that some of my FOT courses are not listed on my ITO. Should I be concerned?

A: Yes. Each of your FOT courses must be listed on your ITO. If any are missing, contact your CPM.

[▲
TOP](#)

2. Out-Processing Briefing

Q: The out-processing briefing is scheduled after class time. Is it important to attend?

A: Yes, this is a mandatory briefing. At this briefing you will receive time-sensitive paperwork to fill out and important instructions for out-processing. You must turn in your completed transportation questionnaire to the Training Technicians by 1530 on Thursday of the same week as the briefing. You must turn in your out-processing checklist no later than (NLT) 1530 the day before you graduate.

[▲
TOP](#)

Q: When and where will the out-processing briefing take place?

A: The out-processing briefing takes place in the Operations building auditorium. It is generally given at 1445 on Tuesday, one week before graduation.

[▲
TOP](#)

Q: Why do I have to fill out all of these forms? DLI and the U.S. government should already have all of this information about me.

A: Filling out these forms ensures that DLI has the most current information about your travel plans. The information you provide helps our Training Technicians make sure that someone at FOT (or in your country if you are going home) knows the date and time of your arrival.

[^](#)
TOP

Q: What happens if I don't turn in my completed transportation questionnaire by the due date?

A: If you do not turn in your completed transportation questionnaire on time, you might not get a confirmation ticket for your ride to the airport. This means you will have to take a taxi to the airport at your own expense, and the FOT International Military Student Officer (IMSO) will not be prepared to meet you, provide you with transportation, or arrange for your immediate lodging.

[^](#)
TOP

Q: If my country bought my ticket, do I still need to turn in the transportation questionnaire?

A: Yes. The information you provide is given to your FOT so that they know when and where to pick you up when you arrive.

[^](#)
TOP

Q: Why do I need to indicate how many people in my family are traveling with me on the transportation questionnaire?

A: The IMSOs at your FOT need to know so they can provide the appropriate transportation at the airport.

[^](#)
TOP

Q: What happens if I miss the out-processing briefing?

A: You will be scheduled for a make-up out-processing briefing. Your supervisor or your instructor will give you the date and time. If you are unable to attend the make-up briefing, you must immediately contact the Training Technicians for further instructions.

[^](#)
TOP

3. Misspelled Name

Q: My name is misspelled on all of my records here at DLI. I want it to be spelled correctly on my diploma. What should I do? My name is misspelled on all of my records here at DLI. I want it to be spelled correctly on my diploma. What should I do?

A: If your name has been misspelled on all your records, you must immediately contact your CPM for a name correction. When you attend your out-processing briefing, you will receive a name verification form. Print your name carefully and turn it in the same week as your out-processing briefing. The Training Technicians will verify any name corrections with your CPM before issuing the graduation certificate with the name change.

[^](#)
TOP

4. Finance Sign-off on Friday

Q: Is it really necessary to get the checklist signed off by Finance on Friday?

A: Yes. If you do not, you will not get your excess baggage allowance. Finance will sign off your checklist **only** on the Fridays when they come to DLI. They will not sign your checklist at any other time.

[^](#)
TOP

Q: I have already made plans for Friday afternoon. Can I schedule an appointment sometime next week to ask Finance to sign off my checklist?

A: No, Finance designates Friday afternoons as the checklist sign-off time and they come to DLI specifically for this purpose. They will not sign your checklist at any other time or schedule any other appointment. Remember, if you do not get the checklist signed off, you will not get your excess baggage allowance.

[^](#)
TOP

5. Finance

Q: What do I do if I am having difficulty getting paid?

A: Talk to your MTM about the situation as soon as possible. Your MTM can make an appointment for you with Finance. Finance appointments are 10 minutes long and are scheduled on Mondays, Tuesdays, and Thursdays between 0915 and 1055. Appointments must be made one day in advance.

[^](#)
TOP

6. Bank Accounts

Q: Do I need to close my bank account? If so, when should I do this?

A: It depends. If you bank at a national bank and are going to FOT, check with your IMSO to see if your bank has a banking center convenient to your training site or living quarters. (You will get the IMSO's contact information at your out-processing briefing.) If there is a banking center near you, you may not need to close your account here in San Antonio. However, every banking center has its own unique guidance and regulations, so check with them before you leave Lackland. If you bank at a local banking institution, you must close your account in San Antonio.

IMPORTANT: If you close your account and your ITO entitles you to an excess baggage allowance, wait until your excess baggage allowance has been deposited in your account before you close it.

[^](#)
TOP

7. Lodging

Q: What happens if I don't pay my lodging bill at DLI?

A: You will not receive your diploma or training certificate and ISQ (International Student Quarters) will take action to collect the money that you owe.

[^](#)
TOP

Q: I have a problem with my lodging bill. What should I do?

A: Talk directly with ISQ. If you cannot get your issue resolved, ask an MTM for assistance.

[^](#)
TOP

Q: I am an officer. Why do I have to pay for lodging and enlisted colleagues do not?

A: Both enlisted personnel and officers have to pay for lodging. The only difference is that Finance automatically deducts ISQ payments from the salaries of enlisted personnel.

[^](#)
TOP

8. Flight Physical

Q: I need my flight physical approved before going to FOT. Why hasn't this happened yet?

A: Your records and X-rays need to be approved by Reid Clinic, after which they are sent to Randolph AFB for further approval. Because this process can take a long time, be sure to keep in constant contact with your MTM about the status of your flight physical.

[^](#)
TOP

9. Graduation Photo

Q: When will my group graduation photo be taken?

A: Typically, it is taken on Monday, two weeks before graduation. You will receive an official graduation appointment letter to inform you of important event dates and times as you prepare to graduate. The date, time, and location of your graduation photo will be included on this list.

[^](#)
TOP

10. RIM Room / Shipping Books

Q: I need to send more than one box of books home. Can I do that?

A: DLI allows you to send one box of retainable instruction material (RIM), or DLI books, weighing no more than 50 pounds to the address on your ITO. Items placed in the RIM boxes that are not DLI books will be removed. If you studied at DLI for a longer period than most students and feel that one box will not be enough, contact your CPM for assistance. However, as the money for sending these boxes comes from the embassy in your country, ask your CPM as far in advance as possible.

[^](#)
TOP

11. Follow-On Training (FOT)

Q: Whom do I contact at FOT?

A: Contact your IMSO (international military student officer). You will get your IMSO's phone number and address at your out-processing briefing.

[^](#)
TOP

Q: How do I find out about lodging at my FOT?

A: Contact your IMSO for this information. You will get your IMSO's phone number and address at your out-processing briefing.

[^](#)
TOP

12. Travel to FOT / Homeland

Q: I bought a car with my friend and we want to drive to FOT together. Will we both get money for travel expenses?

A: No. Only the person who is listed on the title as the owner of the car will receive travel expenses.

[^](#)
TOP

Q: Can I change my airline itinerary/ticket?

A: Yes. However, please note: If you change your reservation, the airline may charge a fee or increase the price of the ticket. If this happens, **you must pay these extra expenses**. The U.S. government will not pay for any itinerary change that you request.

[^](#)
TOP

Q: I have been at DLI for almost a year and I have a lot of luggage. How many bags can I take on the plane?

A: Check your ITO to see what your baggage allowance is. *Typically*, each student is allowed to take 2 bags or suitcases, each weighing no more than 50 pounds (about 22.5 kgs). However, if you have been here for almost a year or more, you may be entitled to additional baggage. Talk to your CPM as soon as possible if you have any questions.

[^](#)
TOP

Q: My ITO says that I can have excess baggage. How do I get the money for that?

A: First, you must get your out-processing checklist signed off by Finance on the Friday of the same week that you attend the out-processing briefing. Finance is available for this purpose every Friday from 1230 until the last student leaves the DLIELC Operations building. When you go to Finance that day, take your airplane ticket and ITO and let them know that you are authorized to have excess baggage. They can help you with your paperwork to get your money.

If you have not yet received your airline ticket when you get your checklist signed off by Finance, contact an MTM as soon as you receive it. The MTM can make an appointment with Finance for you to start your paperwork for your excess baggage allowance.

[^](#)
TOP

Q: I am from Latin America and will be returning home after I graduate from DLI. Someone told me that there are sometimes baggage restrictions traveling to Latin American countries. Is this true?

A: Yes, this is true. Check with your CPM for specific information.

[^](#)
TOP

Q: How do I arrange for transportation for myself to the airport (or bus station)?

A: Fill out the transportation questionnaire and return it to a Training Technician in the Operations building at least five business days before graduation. The five business days are needed in order to coordinate transportation scheduling between several departments on base.

[^](#)
TOP

Q: My friends who are graduating with me said that they have an electronic plane ticket, but my country's airline doesn't have electronic tickets. How can I get my paper ticket?

A: If you are certain that you will have a paper ticket, you can usually pick it up at the front desk the Friday before graduation. Talk to the Training Technicians if you have any questions.

[^](#)
TOP

Q: If I lose my diploma, what can I do?

A: Contact a CPM. E-mail is probably the best way. Let them know that you need a replacement diploma. Include your name, rank at the time of the course, whether you studied in General English only, Specialized English only, both, or in the Instructor Development Branch. Also include the dates you attended DLI (for the diploma in question), the country you are from and a current mailing address. You can often receive your diploma within 30 days.

[^
Top](#)