



Office of International Services – Human Resources

310 25th Avenue South, Room 103, International Suite, Nashville, TN 37240
Phone (615) 343-7467 – Fax (615) 343-7757
ois@vanderbilt.edu
www.vanderbilt.edu/ois

TRAVEL PACKAGE REQUEST FORM: For Vanderbilt employees currently in H1B, TN or O status and/or their family members in H-4, TD or O-3 status who intend to travel outside the United States. Please submit at least 2 weeks prior to departure.

Name of Employee: _____ Email _____ Department _____

Status: H1B O1 TN E3 Out of U.S. Will You Travel? Yes No

Have you have a pending permanent residency (green card) application? Yes No Do you have Advance Parole (I-131)? Yes No

Do you hold a valid visa in your passport for your current status? Yes No If yes, please provide a copy with this form.

If no, at which U.S. Embassy/Consulate will you apply (City, Country)? _____

If dependent family members (spouse or child) are traveling outside the United States, please complete the following:

Name: _____ Relationship: _____ Status: H4 O3 TD E3 Not in U.S.

Does he/she hold a valid visa in his/her passport for this current status? Yes No If yes, please provide a copy

Name: _____ Relationship: _____ Status: H4 O3 TD E3 Not in U.S.

Does he/she hold a valid visa in his/her passport for this current status? Yes No If yes, please provide a copy

Departure Date (list all dates of All travelers if traveling separately): _____

Returning Date/s: _____

I understand that: (please initial each item)

_____ In order to re-enter the United States, I must obtain a visa by appearing in person at an Embassy/Consulate. In most cases, I will contact the Embassy in advance and make an appointment in order to be seen.

_____ It is my responsibility to confirm with the US Embassy/Consulate (see website: http://travel.state.gov/visa/questions_embassy.html) in the city/country where I will be traveling in order to obtain the list of documents that the specific post requires to issue me a non-immigrant visa for re-entry into the US. I also understand that I am responsible for knowing the total estimated processing time involved for visa issuance for the specific US Embassy/Consulate as these times change from month to month. I have communicated the estimated time I will be away to my department supervisor. (see website: http://travel.state.gov/visa/tempvisitors_wait.php for information)

_____ The Travel Package will assist me in applying for the visa. It contains all documents related to your H-1B status. The Travel Package does not replace a visa, nor does it guarantee that a visa will be issued. The issuance of the visa is at the discretion of the U.S. Department of State and cannot be guaranteed by the Office of International Services.

_____ If I was in J-1 status prior to H-1B status, I must take all of my IAP-66 or DS-2019 forms. If I was subject to the section 212(e) home residency requirement, I MUST present the original I-612 waiver approval notice issued to me by the USCIS when applying for my visa at the US Embassy/Consulate.

_____ The original I-797 Approval Notice provided in the Travel Package must be returned to the Office of International Services within 1 week of my return to work. If the original I-797 Approval Notice is not returned to OIS, I will be required to pay the USCIS' \$200.00 replacement fee. I must also provide OIS with a copy of my new I-94 card upon my return to ensure continued employment authorization.

Signature of Employee: _____

Package Picked Up on: _____ I-797 Returned on: _____ I-94 copy provided Yes No