



HUMAN RESOURCES

International Services and International Tax

TRAVEL PACKET REQUEST

(Revised: 08/2010)

THIS PACKET CONTAINS THE FOLLOWING FORMS:

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The Employee is solely responsible for completing this packet and providing the relevant supporting documents.

Answer all questions, even if the answer is 'N/A' or 'None'.

Incomplete travel packet requests will be returned to the employee for full completion and will not be considered as received until they are fully complete. Thank you for your cooperation!

The entire Travel Request packet must be forwarded to VISIT. If you have any questions about the Forms or the Checklists, please contact us at VISIT@vanderbilt.edu

INTERNATIONAL EMPLOYEE REQUEST FOR TRAVEL PACKET- CHECKLIST

❖ **PLEASE TURN IN THIS PACKET 2-3 WEEKS BEFORE YOU PLAN ON TRAVELING ABROAD.**

To avoid delays, please ensure all requested information is provided.

Documents that VISIT provides in travel package:

- Original I-797A (approval notice)
- Certified Copy of I-797A (approval notice)
- Employment Verification Letter

Documents that you will need to provide that MOST consulates/embassies require for visa appointment. *Note this is not an exhaustive list. Please visit the consulate's website to get a full list of documents that they require for a visa stamp. The Dept. of State website that provides a link to each consulate's page is: <http://www.usembassy.gov/>.

- Last 3 months of pay stubs
- Two photos (passport size)
- Consulate appointment and fees paid
- Original Passport
- For additional documents, please check the consulate's website (see above) for any specific documents they may require.

BEFORE DEPARTING THE U.S.

Before you leave the U.S. for travel abroad, please remember to turn this packet in to your International Services advisor to ensure that you have all of the required documents from Vanderbilt that you will need for your trip. In addition, at the airport remember to turn in your current I-94 card upon departure. You will be issued a new I-94 card when you re-enter the U.S.

221-G & ADMINISTRATIVE PROCESSING AT U.S. CONSULATE/EMBASSY ABROAD

Before planning a trip abroad, you need to understand that if you plan on applying for a visa stamp at a U.S. embassy or consulate, there is the possibility that you will get stuck in what is referred to as a “221-g” or “Administrative Processing” check. Any international visa holders applying for visa stamps at U.S. consulates and embassies abroad may be subject to the check. If you become subject to this check, you may need to wait any where from 2-6 weeks before your visa is issued. Most of the time, the employees selected for these checks are working in either the science, technology, engineering or mathematics fields.

This unfortunately means that you may not return to Vanderbilt as scheduled to resume your normal job duties. VISIT’s services tend to be limited when it comes to these checks, given the number of federal agencies involved in the process. While we are unable to expedite the process, we will work with the Department of State to ensure that the checks are processed within the time frame given to you by the consulate.

If you are traveling abroad and need to apply for a visa stamp in order to re-enter the U.S., please complete the technical questionnaire before your visa application appointment. The Technical Questionnaire is available on our website at <http://www.vanderbilt.edu/visit/Technical%20Questionnaire.pdf>. The advisor responsible for preparing your travel package will also e-mail it to you once your package has been completed and is ready for pick-up.

The technical questionnaire is required for international employees who becomes subject to an administrative check. If, at your appointment, you are told that you need to undergo administrative processing, you will be asked to complete this form. If you complete the form before your visa appointment, you can turn it in to the consulate the same day as your appointment. This will prevent any further delays in the processing of your visa.

If you find yourself stuck in an administrative or related check, please send VISIT an e-mail so we can monitor the situation for you.

UPON RETURNING TO THE U.S.

There are a few things you need to remember upon returning to the U.S. after traveling abroad. The first is that upon entering the U.S. and showing the U.S. Customs officer your travel documents, you may request that he/she provide you with an I-94 card expiration date that is 10 days beyond the date of your I-797A approval notice. Do not be afraid to request this of the officer; by law you are entitled to this 10-day extension of your I-94 card. You are not permitted to work during this 10-day period.

In addition, VISIT asks that as soon as you return to Vanderbilt, please drop off your original I-797 approval notice along with a copy of your new I-94 card (front and back) and visa stamp. We need these copies to update your file and to track your status expiration date.

EMPLOYEE QUESTIONNAIRE

VISIT needs the following information in order to complete your travel package and have it ready for you in time for your trip abroad.

Name: (Last, First, Middle)	
VU E-mail Address:	
Department:	
Current Status in the U.S.:	
Do you have a pending permanent residency application?	
Do you have a valid advance parole (I-131) document?	
Do you hold a valid visa stamp in your passport for your current status? IF YES, please provide VISIT with a copy of your visa stamp.	
If no, which consulate/embassy will you be applying for a visa stamp at?	
Estimated Date of Departure:	
Estimated Date of Return to the U.S.:	

I understand that by my signature below:

- ❖ In order to re-enter the United States, I must obtain a visa stamp by appearing in person at a U.S. 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 make an appointment with the U.S. Embassy/Consulate (<http://usembassy.gov>) and carry all necessary documents to my visa appointment. I have communicated the estimated time I will be away to my department supervisor. I have read the information about 221g administrative checks.
- ❖ If I was in J-1 status prior to H-1B status and subject to the 212(e) home residency requirement, I MUST present the Waiver Recommendation Letter or the original I-612 waiver approval notice issued to me when applying for my visa stamp at the U.S. Embassy/Consulate
- ❖ The original I-797 Approval Notice provided in the Travel Package must be returned to VISIT within 1 week of my return to work. If the original I-797 Approval Notice is not returned to VISIT, I will be required to pay the USCIS' \$340.00 replacement fee. I must also provide VISIT with a copy of my new I-94 card (front and back) upon my return to ensure continued employment authorization.

Employee Signature: _____ Date: _____

VISIT USE ONLY:

- Package Picked Up on: _____
- I-797 Returned on: _____
- I-94 Copy Provided: _____