

TRAVEL FOR H-1B EMPLOYEES

H-1B employees should travel with the documents listed below.

Applying for a visa:

If you will be traveling outside the US and do not have a current H-1B visa, you must apply for an H-1B visa at a US Consulate abroad. Each US Consulate has its own procedures for applying for a visa and processing times vary. You should check H-1B visa application procedures on the website for the US Consulate at which you will apply. In most cases a visa interview will be required. (<http://usembassy.state.gov/>) http://travel.state.gov/visa/questions_embassy.html

Issues for OSU employees applying for visas abroad:

- Some US Consulates have backlogs for visa interview appointments. International Student & Faculty Services (ISFS) strongly recommends **scheduling your visa interview as soon as possible** to avoid having to wait for an interview appointment. Most US Consulates have instructions for booking interview appointments on their website.
- If you intend to apply for an H-1B visa in a country other than your country of citizenship, ISFS strongly recommends **checking the US Consulate's website to verify that they will issue H-1B visas for Third Country Nationals**. Recent changes in visa issuance have led some countries to change their policies regarding issuing visas to Third Country Nationals.
- Be aware, if you are in a **research field that may be considered of US national security interest, you may face serious delays** receiving a visa while a background check is being conducted. It is impossible to predict how long a background check might take (one week to 6 months), and it is not possible for any agency to intervene to expedite the background check.

Travel Documents

One week prior to travel, employees should review their travel documents. Contact the International Faculty & Scholar Advisor at ISFS to request original I-797 and items 2 and 3, if necessary.

1. I-797 original top portion [Original I-797 must be returned to ISFS upon return to OSU.]
2. Photocopy of the entire I-797 [Both the top and bottom portions of the I-797 before they were separated.]
3. Copy of the I-129 Application [Must include a copy of the Labor Condition Application (LCA) at the end of the I-129 petition.]

ISFS recommends that you carry the following documents (A-D) when you travel.

- A. Valid passport [Passport must be valid for 6 months beyond the expected travel date.]
- B. I-797 original bottom portion [This portion was given to the employee when their H-1B was approved.]
- C. Letter from the department. [The letter should state that the scholar is currently employed and include the title or position, the dates of current employment, and salary. This letter can be very short.]
- D. Two recent pay stubs [Green pay sheets that employees get at the end of each month.]

If the employee's dependents holding H-4 visas plan to travel with the Employee, carry these additional documents when you travel.

1. Entire I-797 (if H-4 changed status to H-4 in the US) [This form should have been sent to the H-4 when the H-4 status was approved by USCIS (Immigration).]
2. Marriage Certificate or Birth Certificate [The H-4 must show a legal connection to the employee.]
3. Valid passport [Passport must be valid for 6 months beyond the expected travel date.]

If the employee's dependents holding H-4 visas plan to travel without the employee, carry all the H1-B's documents and all the H-4 documents listed above when you travel.