



**TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™**

# TRAVEL PACKET REQUEST (FY2018)

Please return the completed questionnaire (Page 4 only) and all supporting documents by  
mail or email to:

TTUHSC Human Resources  
International Employment Services  
3601 4<sup>th</sup> Street, STOP 8100  
Lubbock, TX 79430  
Ph: (806) 743-2865  
Email: [IES@ttuhsc.edu](mailto:IES@ttuhsc.edu)

## REQUEST FOR TRAVEL PACKET

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

Documents that IES provides in the Travel Packet:

- ☐ Original I-797A (approval notice)
- ☐ Employment Verification Letter

Documents that you will need to take to your consulate appointment:

- ☐ Last 2 months of pay stubs
- ☐ Two photos (passport size)
- ☐ Consulate appointment and fees paid
- ☐ Original Passport

**Note:** This is not an exhaustive list so please visit the consulate's website to get a full list of documents that they require for a visa stamp. You can find information for every US consulate at <http://www.usembassy.gov/>. **You will NOT need a copy of your I-129 petition.** The consulate will access the I-129 petition through their electronic database (PIMS).

Click here to access the online nonimmigrant visa application and FAQs:

[DS-160 – Online Nonimmigrant Visa Application](#)

You still need to complete a Travel Packet Request even if you have a valid, unexpired work visa in your passport and do not need to obtain one from a US consulate.

## **BEFORE DEPARTING THE USA**

Before you leave the U.S. for travel abroad, please remember to turn this packet in to IES to ensure that you have all of the required documents from TTUHSC that you will need for your trip. In addition, if you still have a white I-94 card in your passport, please turn it in at the airport before you board your flight. If you have the electronic I-94 printout (from the CBP website) you don't need to turn that in at the airport. When you return to the USA, your I-94 will be available electronically on the CBP website. Your travel history will be available also and updated to show your recent trip.

## **221-G ADMINISTRATIVE PROCESSING AT A US CONSULATE**

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 delayed due to additional administrative processing. This is commonly referred to as a "221g check". Any international person may be subject to the 221g check before a visa is issued. If you are told that a 221g review is needed, you may be delayed from returning to the USA for two to six weeks. International persons with degrees in a STEM area (science, technology, engineering or mathematics fields) are often subjected to 221g checks especially if they have not visited a US consulate in a number of years.

The 221g delay will likely mean that you may not return to TTUHSC as scheduled to resume your job duties. IES' services are limited when it comes to these background security 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 find yourself stuck in an administrative or related check, please send IES an e-mail so we can monitor the situation for you. Please send a clear copy of the 221(g) Letter that the consulate will give you. If you can take a clear photo of the letter, feel free to use your smartphone and email it to IES.

## **UPON RETURNING TO THE USA**

Please ensure that your passport is valid for at least six months beyond the date of the visa approval end date. Only persons who hold a passport from a country on CBP's [Six Month Club](#) list are exempt from this six month requirement. In addition, CBP will issue an I-94 that is valid only through the I-797A approval notice expiration date or your passport expiration date, whichever one is earlier. Where possible, ensure that your passport expires after the expiration of your visa approval end date.

Please make sure that the US Customs & Border Protection (CBP) officer reviews the correct visa, especially if you have more than one valid US visa in your passport. Also, you may request that the CBP officer provide you with an I-94 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. You are not permitted to work during this 10-day period, however.

You also need to return the original I-797 approval notice to IES. If you are in Lubbock, please bring it to our office. If you are in Abilene, Amarillo, Odessa, Midland or Dallas, please give the form to your department administrator or HR. They will ensure it is returned to IES in a secured fashion. You also need to send us a copy of your new visa stamp. Feel free to take a clear photo with your smartphone and email it to IES. IES will obtain your I-94 directly from the CBP I-94 website.

## EMPLOYEE QUESTIONNAIRE

This questionnaire is also used to request an Employment Verification letter for a family member or friend who will be traveling to the USA to visit you.

Name: (First, Middle, Last)	
E-mail Address:	@ttuhsc.edu
TTUHSC Department:	
R-Number	R
Current US Visa Status:	
If you need an Employment Verification Letter for a friend or family member who is applying for a visitor's visa to come to the USA, complete this section and submit the questionnaire to IES:	A friend or family member will travel to the USA
<b>SUBMIT THE QUESTIONNAIRE TO IES NOW IF ONLY A FRIEND OR FAMILY MEMBER IS TRAVELING</b> <b>CONTINUE ON WITH THE REMAINING QUESTIONS IF YOU WILL BE TRAVELING ALSO</b>	
Do you have a pending permanent resident application ( <u>pending I-485 application</u> )?	NO YES, copy of I-485 receipt notice is attached
Do you have a valid advance parole ( <b>I-131</b> ) document?	NO YES, copy of EAD/AP card is attached
Do you hold a valid visa stamp in your passport for your current status <u>that will not expire</u> before your intended date of return to the USA?	NO YES
Do you need to, or intend to, obtain a new visa stamp (visa foil) from a US consulate before you return to the USA?	NO YES  Intended/Preferred US Consulate : <div style="text-align: right;">(City, Country)</div>
Intended Date of Departure from USA:	
Intended Date of Return to the USA:	

By signing below, I agree that I have read the following statements:

1. If I do not have a valid visa that allows me to work in the USA, in order to re-enter the United States, I must obtain a visa stamp from a US Consulate. It is my responsibility to make an appointment with the US Consulate (<http://usembassy.gov>) and carry all necessary documents to my visa appointment.
2. I have communicated the estimated time I will be away to my department supervisor.
3. I have read the information about 221g administrative checks and possible delays to visa issuance.
4. 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 original I-612 waiver approval notice issued to me when I am interviewed by a US consular officer.
5. The original I-797 Approval Notice provided in the Travel Package must be returned to IES within one week of my return to work. If the original I-797 Approval Notice is not returned to IES, I will be required to pay the USCIS replacement fee of \$405.00 or whatever the current fee is at the time the replacement document is requested.
6. I must also provide IES with a copy of my new visa stamp within one week of my return to the USA.
7. IES has my permission to obtain my I-94 and travel history from the CBP website.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT THE QUESTIONNAIRE TO IES**