



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

Office of Institutional Compliance

# TRAVEL LETTER REQUEST

(Rev. 10/2019)

Complete ONSCREEN & Submit ELECTRONICALLY  
NO HANDWRITTEN REQUESTS WILL BE PROCESSED.  
THANK YOU FOR YOUR COOPERATION!

PLEASE SUBMIT YOUR TRAVEL LETTER REQUEST  
2-3 WEEKS BEFORE YOU LEAVE THE USA

YOU CAN ALSO USE THIS QUESTIONNAIRE TO REQUEST AN  
EMPLOYMENT VERIFICATION LETTER FOR FAMILY MEMBERS OR  
FRIENDS TRAVELING TO THE USA TO VISIT YOU.

TTUHSC Institutional Compliance  
Immigration Compliance & Services  
3601 4th Street, STOP 8165  
Lubbock, TX 79430  
Ph: (806) 743-3949  
Email: [ICS@ttuhsc.edu](mailto:ICS@ttuhsc.edu)

## IMPORTANT REMINDERS:

- ✚ Immigration Compliance & Services (ICS) will provide you with the following documents:
  - Original I-797A (approval notice)
  - Employment Verification Letter
- ✚ Additional Documents that you will need to download and print:
  - Last two months of TTUHSC pay statements from the [Employee WebRaider](#) portal
- ✚ If you need to get a new visa from a US consulate, please remember to complete an online nonimmigrant visa application ([DS-160](#)) and collect all of the documents on the online checklist that pertain to the visa you are requesting.
- ✚ You will NOT need a copy of your I-129 petition. The consulate will access the I-129 petition through their electronic database (PIMS). All you need is the hard-copy approval notice that ICS will provide.
- ✚ 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 LEAVING THE USA**

Complete the Travel Letter Request, complete a DS-160 (if you need a visa) and collect the documents you need for the consulate and/or CBP. 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**

If you need to obtain a visa (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. ICS' services are limited with administrative processing and we are unable to expedite the process. However, we will work with you to monitor the process and contact the Department of State if you are delayed longer than usual.

If you receive an administrative processing letter from the consulate, please send ICS an e-mail so we may monitor the situation. Please send a clear copy of the 221(g) Letter that the consulate will give you. A clear photo from your smartphone is perfectly fine.

### **UPON RETURNING TO THE USA**

Check your passport stamp while at the CBP counter or as soon as you step away and make sure that the admission stamp shows the correct visa status and end date.

Remember that your passport must be valid for at least six months beyond the date of the visa approval end date unless you have a passport from one of the countries on CBP's [Six Month Club](#) list. Countries on the Six Month Club list are exempt from this six month requirement.

If your passport country is not on the Six Month Club list, 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.

### **RETURNING APPROVAL NOTICE TO ICS**

The I-797 approval notice must be kept by the US employer. You must return the original I-797 approval notice to ICS when you return to the USA. If you are in Lubbock, please bring it to our office. If you are in Abilene, Amarillo, Odessa, Midland or Dallas, please give the I-797 to your department administrator or HR for return by courier. If the approval notice is not returned, you will be responsible for the USCIS replacement fee.

ICS will obtain a copy of your I-94 directly from the [CBP Travel](#) website. You should also obtain one for your records and to ensure the information is correct.

TRAVEL LETTER REQUEST  
Complete ONSCREEN and Submit ELECTRONICALLY

FIRST NAME:	
MIDDLE NAME OR INITIAL:	
LAST NAME:	
EMAIL ADDRESS:	@ttuhsc.edu
TTUHSC DEPARTMENT:	
R-NUMBER	R
CURRENT 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 ICS:	<input type="checkbox"/> A friend or family member will travel to the USA  <input type="checkbox"/> I ONLY need an employment letter for a friend or family member who is traveling to the USA to visit me. I am NOT traveling.
<b>SUBMIT THE QUESTIONNAIRE TO ICS 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> )?	<input type="checkbox"/> NO  <input type="checkbox"/> YES, copy of I-485 receipt notice is attached
DO YOU HAVE A VALID ADVANCE PAROLE (I-131) DOCUMENT?	<input type="checkbox"/> NO  <input type="checkbox"/> 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 BEFORE YOUR INTENDED DATE OF RETURN TO THE USA?</u>	<input type="checkbox"/> NO  <input type="checkbox"/> 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?	<input type="checkbox"/> NO  <input type="checkbox"/> YES  <b>If a visa stamp is needed please which US consulate will you schedule a visa appointment with?</b>  <div style="display: flex; justify-content: space-around;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-around;"> <span>CITY</span> <span>COUNTRY</span> </div>
INTENDED DATE OF DEPARTURE FROM USA:	
INTENDED DATE OF RETURN TO THE USA:	
<p><b><u>ATTESTATION:</u> By signing below, I agree that I have read the following statements and agree to each and every one:</b></p> <ol style="list-style-type: none"> <li>1. It is my responsibility to make an appointment with a US Consulate (<a href="http://usembassy.gov">http://usembassy.gov</a>) and carry all necessary documents to my visa appointment.</li> <li>2. I have read the information above about 221g administrative checks and possible delays to visa issuance.</li> <li>3. If I held J-1 status prior to H-1B status and am subject to the 212(e) home residency requirement, I <u>must</u> present the original I-612 waiver approval notice issued to me when I am interviewed by a US consular officer or CBP officer.</li> <li>4. The original I-797 Approval Notice provided to me will be returned to ICS within one week of my return to work. If the original I-797 Approval Notice is not returned to ICS, 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.</li> <li>5. I will provide ICS with a copy of my new visa stamp within one week of my return to the USA.</li> </ol> <p>Employee Signature: _____ Date: _____</p>	