

H-1B/O-1 Travel Information To all countries except Canada and Mexico

You must always maintain a valid passport. Be sure that you have all of the documents required by the country that you are intending to visit.

In addition, **make sure that you have a valid, unexpired H-1B or O-1 entry visa in your passport.** If you do not have one, then you must obtain a new H-1B or O-1 entry visa from a U.S. Consulate or Embassy while outside of the U.S.

Contact the American Consulate or Embassy in the country in which you are planning to visit to inquire about obtaining visa(s) to enter the United States (<http://usembassy.state.gov>). Be sure to ask whether they will allow visa applications from third country nationals. Find out whether you need an appointment, how long it takes to get a visa, and which documents they will want to see. Book a flight that allows sufficient time for you to obtain a visa. Additional new security or technology checks are in place, as well as requirements for in-person interviews, which can result in delays of 30 additional business days or more. In addition to the documents required previously, you should also bring your NIH ID card, as well as a current letter of employment and/or your most recent pay stub to show that you have maintained your status. For more information on visa applications, go to http://travel.state.gov/visa/visa_1750.html.

The documents required vary from country to country so please inquire at the American Consulate in the country you plan to visit before you leave the U.S. to determine whether they will allow you to apply for a visa, the specific documents required and the length of time needed for visa processing. Neither the DOS nor the Division of International Services can expedite your visa application, so please plan your travel carefully.

When reentering the U.S., the minimum required documentation you must present is:

1. original Form I-797 H-1B or O-1 Approval Notice
2. valid passport
3. valid visa
4. ID badge
5. a current letter of employment explaining that you are currently employed by NIH in the same position as described in the H-1B or O petition, and that you must enter the U.S. to continue that employment (can request such letter from your IC)
6. if H-1B, copy of Labor Condition Application (LCA)
7. if H-1B, if applicable, original Form I-797 Approval Notice to Waive Foreign Residence Requirement (I-612 waiver approval notice).

It may also be helpful to carry a copy of the Form I-129 from your H-1B or O-1 petition application (which you can receive from the Division of International Services, DIS), and copies of your latest pay stubs. These are not required but at times are requested by consular officials. Please notify the DIS if you will be applying for a new entry visa while you are abroad.

Upon your re-entry to the U.S., you must fax a copy of your new I-94 and new visa (if applicable) to the DIS.

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