

Foreign Travel with Visa Application Approval and Information Form

As outlined below, Fermilab has strict policies affecting travel outside the U.S. by visa holders. This form is required from all visa holders seeking to travel on Fermilab business outside the U.S. and planning to apply for a new visa stamp while abroad. See below for instructions for submission.

- Traveler's Name _____ and Fermilab ID _____.
- I hold the following kind of visa stamp: E-3 F-1 H-1B H-3 J-1 J-2 O-1 TN (Mexico)
- My visa stamp expires on _____ (mm-dd-yyyy). My passport expires on _____ (mm-dd-yyyy).

Unanticipated delays in returning to the Lab following a visa application outside the U.S. can result in significant increase in the cost of travel and dislocation in work responsibilities. It is critical to ensure prior to departure that travel plans are realistic. See Fermilab's policy on "Visa Applications During Travel" at http://wdrs.fnal.gov/users/assign_policy.html.

I have accessed, read and understood Fermilab's Policy on "Visa Applications During Travel". Yes No

The most common travel problem for Fermilab's visa holders arises from the U.S. visa application process. Visa processing by U.S. Consulates is unpredictable. Your past experiences are not indicative of how future visa applications might proceed. Each Consulate has its own procedures for visa applications. It is your responsibility to understand the procedures and timelines for visa processing for the Consulate you will visit. All U.S. Embassies and consulates are listed at <http://www.usembassy.gov/>. The Department of State (DOS) provides estimates of wait times for visa interviews/ issuance at http://travel.state.gov/visa/temp/wait/wait_4638.html. See the Visa Office website at http://wdrs.fnal.gov/visas/visa_apps.html.

- I intend to apply for a new visa stamp at the U.S. Consulate in _____ (City, Country).
- On _____ (mm-dd-yyyy), I accessed this Consulate's website and reviewed its rules. I understand what I need to do.
- There is an average wait of _____ days between visa application submission and interview, and _____ days until a visa stamp is issued.
- I *anticipate* that each of the following events will occur on or before the dates I list below (in mm-dd-yyyy format):
Visa application submission will be on _____ Visa Interview will be on _____ Visa stamp issuance will be on _____
Departure from the U.S. will be on _____ Arrival in this City/Country will be on _____ Return to the U.S. will be on _____
- I understand once the Consulate schedules my interview, I must notify the Visa Office of the date at visaoffice@fnal.gov.

Many of Fermilab's visa holders undergo security clearances ("administrative processing") before being issued their visa stamps. Your past experiences with U.S. visa processing are NOT indicative of whether you will be subjected to administrative processing in future. There ALWAYS is a risk that a visa application can be subjected to administrative processing. Administrative processing *averages* between 3 – 6 weeks, but this might not be indicative of the length of time involved in your case. **By law, no person, organization or agency can speed administrative processing.** Once a person applies for a new visa stamp, that person is prohibited by law from entering the U.S. while the application is pending.

- I understand that my visa application might be subjected to administrative processing and the issuance of my visa stamp might be delayed. I understand that BY LAW Fermilab cannot speed the issuance of my visa. _____ (traveler's initials).

The unpredictability of the U.S. visa application process can significantly affect both the nature of the travel arrangements made for you and the cost of the travel. It is your responsibility to comply with Travel Office procedures relating to foreign travel and visa applications. To ensure that travel and costs are properly managed, the Travel Office and Visa Office must know and approve your travel and visa application plans. You must:

- Complete this Form and submit to the Visa Office in the format, and by the date, listed below.
- Complete your Travel Authorization in accordance with Travel Office timelines and policies. Mention the visa application in the "Trip Purpose". Check the box to indicate you will apply for a visa while abroad. See <http://bss.fnal.gov/travel/>.
- Email your host and the Visa Office (at visaoffice@fnal.gov) with your proposed dates of departure and return, and the purpose of the trip, as required by DOE rules.
- Provide copies of all visa-related paperwork (such as but not limited to, copies of new visa stamps, new admission stamps in your passport, and print-outs of your electronic I-94 record) to the Visa Office by uploading these to the online visa portal (accessible at visas.fnal.gov).
- Plan your travel with your manager so that contingency plans can be made for you, your work, and your department, should your return be delayed.

Traveler's Initials:

I understand that if all necessary details about the visa application are not provided to the Travel Office and Visa Office, the costs associated with my foreign travel might be deemed unallowable and thus not reimbursed.

Traveler's Signature: _____ Date: _____
Supervisor's Signature: _____ Date: _____ Fermilab ID #: _____

The Traveler must email or deliver this form, completed and signed by the traveler and supervisor, to the Visa Office, on or before the following dates:

➤ 100 days prior to proposed travel (for conference attendees) or ➤ 45 days prior to proposed travel (all other situations).

The Visa Office will route the form for further review and signatures. The Travel Office will confirm with the traveler once the proposed travel / visa application is approved. If you have questions following submission of this form about its status, email seshadri@fnal.gov or visaoffice@fnal.gov.

The proposed travel and visa application, as described above, is approved.

Visa Office: _____ Kappy Sherman or Valery Stanley
Travel Office: _____ Mala Seshadri
Directorate: _____ Timothy Meyer, COO