



H-1B Travel Checklist

Employee Immigration Services

Travel in H-1B status

If you are in H-1B status and plan to travel outside the U.S., you will need to present the following documents at the U.S. port of entry to re-enter the U.S. (unless you are visiting Canada or Mexico for less than 30 days*):

- 1) Valid unexpired passport with an expiration date at least 6 months in future
- 2) Valid unexpired H-1B visa stamp in passport
- 3) Valid unexpired form I-797 approval notice (The original top portion is kept by Employee Immigration Services in the individual's file and must be returned to our office after returning to the U.S.)
- 4) I-94 departure record (You will receive new I-94 on airplane or at port of entry).
- 5) Copy of the entire H-1B application filed for you by The University of Akron, including the I-129 and the Labor Condition Application (LCA). Both you and your department should have a copy of this.
- 6) Letter from your department confirming you are still employed in the position described in the H-1B petition, your salary, and the date you will return to work.

*A valid H-1B visa stamp is not required for re-entry to the U.S. when traveling to Canada or Mexico for 30 days or less. In this case, you will travel under what is known as "Automatic Visa Revalidation." Citizens from Iraq, Iran, Syria, Libya, Sudan, North Korea, and Cuba cannot use this process and cannot re-enter the U.S. without a valid H-1B visa stamp.

If you are traveling to a country other than your home country you may need a visa for entry. If you are flying through another country you may need a transit visa. Please check with the embassy/consulate for the countries you will visit for information about entry/transit visas.

If you are subject to USCIS special registration requirements you need to follow the instructions given by USCIS concerning departure from the United States.

Travel for Dependents in H-4 Status

- 1) Valid H-4 visas for entry into the U.S.
- 2) Copy of marriage certificate and/or dependents' birth certificates

Travel While an H-1B Visa Petition is Pending

If you are applying to change to H-1B status from another status and you leave the U.S. before your application is approved, you will abandon your application and you will not be allowed back into the U.S.

If you have filed for an extension or a change of employer and your current I-797 has expired, you will not be allowed back into the U.S.