H-1B TRAVEL INSTRUCTIONS
[Last updated July 2014]

If you wish to travel outside the U.S. and re-enter during your approved appointment period, you should be sure to have the following things at the time you re-enter the U.S.:

1) A **passport valid six months into the future** from the date you enter the U.S.

2) A **valid H-1B visa stamp** in your passport (unless you are traveling to Canada or Mexico for 30 days or under --see note below, or you are a citizen of Canada since Canadians are exempt from having to get a U.S. visa.)

3) The **original Form I-797 (H-1B approval notice)**, which shows your H-1B approval for New York University

4) A copy of the **complete H-1B petition** NYU filed with USCIS including most importantly a copy of:
   a) **Form I-129 (H-1B application)**
   b) **Form ETA 9035 (Labor Condition Application)**
   c) Employment letter from your Department signed by the Chair which confirms your salary, title, and employment dates (*If the letter filed with your case is older than 6 months from your planned date of entry to the U.S., please obtain an updated one from your Department administrator*).

**Note:** IF YOU HAVE AN APPROVED PERMANENT RESIDENT PETITION FILED BY NYU (BUT NO GREEN CARD YET) AND WILL BE RE-ENTERING THE U.S. IN H-1B STATUS, IT IS BEST TO ALSO CARRY A COPY OF YOUR I-140 APPROVAL NOTICE (Form I-797). AND IF YOU HAVE APPLIED TO USCIS FOR ADJUSTMENT OF STATUS (I-485), YOU SHOULD ALSO CARRY THE USCIS RECEIPT (FORM I-797) SHOWING SUBMISSION OF YOUR AOS.

If you do not have a valid H-1B visa, you will need to apply for one at a U.S. embassy or consulate overseas. We urge you to visit the U.S. State Department’s web site [http://usembassy.state.gov/](http://usembassy.state.gov/) for information on procedures, and [http://travel.state.gov/visa/temp/wait/wait_4638.html](http://travel.state.gov/visa/temp/wait/wait_4638.html) for information on wait times for obtaining visas at embassies and consulates overseas. If you make an appointment to get a new visa you are asked for the **PIMS** (Petition Information Management Service) number of your H-1B case, please refer to the receipt number on the upper left corner of your approval notice (Form I-797).

**Note on travel to Canada or Mexico:** If you are traveling to Canada or Mexico for under 30 days, you do not need a valid visa stamp to re-enter the U.S. Instead, you should simply carry items 1, 3, & 4 above plus your I-94 form. Be sure to check whether you need an entry visa for the country you are going to.

**Dependents in H-4 status:** If you are traveling with your dependents, make sure that you carry all items listed above, and that they possess a valid passport with valid H-4 visa stamp for re-entry. If they need an H-4 visa, they must also present to a U.S. consular official proof of relationship to you (i.e., a marriage or birth certificate), documentation showing financial support (this can be a brief letter from you if you intend to support them on your salary along with copy of your employment letter), and your original I-797 approval notice for H-1B status (or their original I-797 showing proof of H-4 status if they ever obtained one). If they are applying for an H-4 visa independent of you and do not have their own original I-797 approval notice for H-4 status, they should submit a **photocopy** of your I-797 H-1B approval notice.

**Recent I-94 information:** The form I-94 is the Arrival/Departure Record issued by U.S. Customs and Border Protection (CBP) when you enter the U.S. Up until now it has been the small white card that gets stapled into your passport. Beginning 4/30/13, CBP automated this process by issuing digital I-94 records at all airports and seaports. Instead of receiving a paper I-94 record when you enter by air or sea, your I-94 record will now be made available online. CBP will continue to issue paper I-94 records at all land borders and at secondary inspection. It is important to note that USCIS and other government departments in the U.S. will continue to require foreign nationals to submit a paper copy of the I-94 record when requesting certain benefits. The OGS advises all scholars to **print out the electronic I-94 record soon after arrival**. For more information about how to print out the I-94 record at [http://ow.ly/n60AI](http://ow.ly/n60AI). Please note, if you don't plan to travel, nothing will change with the I-94 card you currently have. Turn in your paper I-94 card when you depart the U.S. next and secure a new I-94 record when you return to the U.S.