

Visa Document Guidelines Required for Travel Reimbursement for Foreign National Visitors

JLab is a national laboratory supported by the U.S. Department of Energy (DOE) and, as such, we must follow the regulations of the DOE and the U.S. Citizenship and Immigration Services (USCIS) relating to reimbursement of travel expenses. For visitors who are not U.S. citizens these include a number of requirements that are stringent and, at the same, time not so obvious. Please read this page carefully and make your plans accordingly.

If you have received an invitation to visit JLab and you have been formally offered travel support, JLab may reimburse all or part of your travel expenses **ONLY** if you provide the required documentation to JLab's International Services Office. **On the first business day of your arrival at JLab, you must check in with the International Services Office located in Building 28, front desk and present your passport, original visa documents, and sponsorship approval letter if applicable. Please review relevant visa information below pertaining to your visa status AND travel reimbursement requirements below.**

WB Status Holders:

Individuals who are eligible to participate in the Visa Waiver Program must register AND pay a registration fee prior to arrival into the U.S. Please review the U.S. Department of State web site at http://travel.state.gov/visa/temp/without/without_1990.html for requirements.

During the entry procedure at a U.S. Port of Entry, an Immigration Officer will place an entry notation on one of your passport pages. This notation will indicate your date of arrival, your Port of Entry, your visa waiver status, and how long you may remain in the U.S. You must ensure he/she indicates you have been granted WB (Waiver for Business) status. Be sure to check your waiver status **BEFORE** you **LEAVE** the inspections area at the airport. If you are inadvertently provided WT (Waiver for Tourist) status, please ask for a correction. If necessary, ask to speak with an inspections supervisor to obtain a correction. **JLab is NOT able to provide travel expense reimbursements to WT (Waiver for Tourist) status holders.**

On the first business day of your arrival at JLab, you must check in with the International Services Office located in Building 28, front desk and present the following:

- Your valid passport and passport page with official WB status notation

B-1 Visa Holders:

You must obtain a B-1 or B1/B2 VISA entry stamp (sticker affixed to your passport page) from a U.S. Embassy/Consulate prior to traveling to the U.S. During the entry procedure at a U.S. Port of Entry, an Immigration Officer will indicate your date of arrival, Port of Entry, how long you may remain in the U.S., and your visa status on an I-94 Arrival/Departure Card. **You must ensure he/she indicates you have been granted B-1 (business) visa status.** Be sure to check the visa status indicated BEFORE you LEAVE the inspections area at the airport. If you are inadvertently provided B-2 (tourist) visa status, please ask for a correction. If necessary, ask to speak with an inspections supervisor to obtain a correction. **JLab is NOT able to provide travel expense reimbursements to B-2 (tourist) visa status holders.**

On the first business day of your arrival at JLab, you must check in with the International Services Office located in Building 28, front desk and present the following:

- Your valid passport
- VISA entry stamp (affixed to passport page by U.S. Embassy/Consulate)
- I-94 Arrival/Departure Card or Electronic Printout

J-1 Visa Holders:

On the first business day of your arrival at JLab, you must check in with the International Services Office located in Building 28, front desk and present the following:

- Your valid passport
- VISA entry stamp (affixed to passport page by U.S. Embassy/Consulate)
- I-94 Arrival/Departure Card or Electronic Printout
- DS-2019
- **You must present an Authorization Letter from your sponsoring institution signed by the Responsible Officer (RO) or Alternate Responsible Officer (ARO) (22 CFR 62.20 (g)). The letter must mention JLab by name, give the dates of the visit and approval for the travel expense reimbursement.**

H-1B Visa Holders:

On the first business day of your arrival at JLab, you must check in with the International Services Office located in Building 28, front desk and present the following:

- Your valid passport
- VISA entry stamp (affixed to passport page by U.S. Embassy/Consulate)
- I-94 Arrival/Departure Card or Electronic Printout
- I-797 Approval Notice (issued by the USCIS)

F-1 Visa Holders:

On the first business day of your arrival at JLab, you must check in with the International Services Office located in Building 28, front desk and present the following:

- Your valid passport
- VISA entry stamp (affixed to passport page by U.S. Embassy/Consulate)
- I-94 Arrival/Departure Card or Electronic Printout
- I-20 (pages 1 and 3)

- **Acknowledgement letter from a Designated School Official (DSO) of your sponsoring institution confirming you are a student in good standing and they have no objection to JLab providing travel expense reimbursements to you. The letter should mention Jlab by name and give the dates of the visit. There should be a current signed MOU (which includes grad students) in place with JSA and the student's US institution**

NOTE: Graduates with Optional Practical Training (OPT), must present a valid Employment Authorization Document (EAD) rather than a DSO acknowledgement letter.

O-1 Visa Holders:

On the first business day of your arrival at JLab, you must check in with the International Services Office located in Building 28, front desk and present the following:

- Your valid passport
- VISA entry stamp (affixed to passport page by U.S. Embassy/Consulate)
- I-94 Arrival/Departure Card or Electronic Printout
- I-797 Approval Notice (issued by the USCIS)

TN Visa Holders:

On the first business day of your arrival at JLab, you must check in with the International Services Office located in Building 28, front desk and present the following:

- Your valid passport
- VISA entry stamp (affixed to passport page by U.S. Embassy/Consulate, not applicable for Canadian citizens)
- I-94 Arrival/Departure Card or Electronic Printout

A-1 (Diplomat):

Reimbursement payments for travel may be made to consulate or vendor directly. Payment to the individual is not permitted. No other payments are allowed.

G-1 (World Organization):

Reimbursement payments for travel may be made to the world organization or vendor directly. Payment to the individual is not permitted. No other payments are allowed.

Legal Permanent Resident:

On the first business day of your arrival at JLab, you must check in with the International Services Office located in Building 28, front desk and present the following:

- Your valid passport or other government pictured ID
- Valid LPR card