

Travel Policy

International Travel Policy for Employees in Nonimmigrant Status

The Office of Faculty and Staff Immigration Services (FSIS) implemented a new service model on a campus-wide basis effective January 1, 2017. As part of that new service model, FSIS has assumed responsibility for preparing Employment Verification Letters for foreign national employees whose employment-authorized nonimmigrant status (H1b, O-1, TN, or E-3) is sponsored by the University of Iowa, and who will travel internationally.

In conjunction with assuming this responsibility, our Office has implemented a policy that any such foreign national employee must notify our Office and the foreign national's Departmental Human Resources office prior to departing the United States for international travel and, following re-entry into the United States, must upload his/her new I-94 Arrival/Departure Record and Admission Stamp to his/her case file in ElmmigrationAir (a cloud-based case management software utilized by FSIS).

The basis for this procedure is to ensure that the new I-94 and Admission Stamp are concurrent with the employee's nonimmigrant status, rather than the nonimmigrant visa (or the employee's passport in those situations where the passport expires prior to end of the foreign national's nonimmigrant status). Since the I-94 controls the employee's period of authorized stay, and thus period of authorized employment, this is a critical risk control measure FSIS has undertaken as part of the new service model.

If you anticipate **international** travel, please be advised of the following procedures:

1. Notify your FSIS Case Manager by sending an email to Rebecca Mitchell (Last Names Begin A – L) at rebecca-mitchell@uiowa.edu or Nina Thompson (Last Names Begin with M-Z) at nina-thompson@uiowa.edu, with a copy to your Departmental Human Resources contact, advising us of your anticipated departure and return dates;
2. Rebecca or Nina will then send you login credentials for accessing and uploading documents in your case file in ElmmigrationAir if applicable;
3. FSIS will upload your Employment Verification Letter to your case file, and you will receive an email notification through ElmmigrationAir;
4. Upon your return to the United States, you will upload a scanned copy of your new I-94 (which you can access at (<https://i94.cbp.dhs.gov/I94/#/home>) and a scanned copy of your new Admission Stamp from your passport to your case file in ElmmigrationAir.

Please be advised that if you anticipate **international travel** it is critical that your passport be valid for at least 6 months beyond the expiration date of your current nonimmigrant status. If your passport expires **prior** to the expiration date of your nonimmigrant **status** (the end date of your I-797 Approval Notice), then you will be issued a new I-94 and Admission Stamp upon your re-entry into the United State that expire on the expiration date of your passport. This will effectively shorten the period that you can remain lawfully in the United States and work at the University of Iowa.

Lawful Permanent Resident Travel

This International Travel Policy does not apply to Lawful Permanent Residents. If you are a Lawful Permanent Resident and have questions regarding international travel, please contact our Office.