



## Visa Application During Business Travel

I have accessed, read and understood Fermilab Policy on "Visa Applications During Travel".

Yes  No

I intend to apply for a U.S. visa stamp to return to the U.S. after Fermilab approved business travel to \_\_\_\_\_ (City, Country), for \_\_\_\_\_ (activity), during \_\_\_\_\_ to \_\_\_\_\_ (dates).

I intend to apply for a new visa stamp at the U.S. Consulate in \_\_\_\_\_ (City, Country). On \_\_\_\_\_ (date), I accessed this Consulate's website and reviewed its rules. There is an average wait of \_\_\_\_\_ days between visa application submission and interview. I anticipate that my: **Visa Application submission will be on \_\_\_\_\_ (date); Visa Interview will be on \_\_\_\_\_ (date); Departure from the U.S. will be on \_\_\_\_\_ (date); Arrival in this City/Country will be on \_\_\_\_\_ (date); Return to the U.S. will be on \_\_\_\_\_ (date).**

- 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 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.
- I understand once the Consulate schedules my interview, I must notify the Visa Office of the date at [visaoffice@fnal.gov](mailto:visaoffice@fnal.gov).

Traveler's Name, printed: \_\_\_\_\_ Fermilab ID \_\_\_\_\_

Traveler's Signature: \_\_\_\_\_ Date\*: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Visa Office: \_\_\_\_\_ (H. Foy/V. Stanley)

Travel Office: \_\_\_\_\_ (Mala Seshadri)

Directorate: \_\_\_\_\_ (Bonnie Fleming)

\*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).

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.

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 that travel plans are realistic prior to departure. See Fermilab policy on “Visa Applications During Travel” at <http://directoratedocdb.fnal.gov/cgi-bin/RetrieveFile?docid=41> .

The most common travel problem for Fermilab visa holders arises from the U.S. visa application process. Visa processing by U.S. Consulates is unpredictable and 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 <https://travel.state.gov/content/visas/en/general/wait-times.html/> . And the Visa Office has detailed instructions on the visa application process at: <http://get-connected.fnal.gov/visa/entering-usa/> .

Many of visa applicants undergo security clearances (“administrative processing”) before being issued their visa stamps and, again, your past experiences with U.S. visa processing are NOT indicative of whether you will be subjected to administrative processing in future. There is ALWAYS a risk that a visa application can be subjected to administrative processing. Administrative processing averages between 3 – 6 weeks but may take longer. **No person, organization, or agency can speed up the 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.

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 100 days prior to proposed travel (for conference attendees) or 45 days prior to proposed travel (all other situations).
- Complete your Travel Authorization in accordance with Travel Office timelines and policies. Include this form in your travel packet.
- Email your host and the Visa Office (at [visaoffice@fnal.gov](mailto: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 your online profile at [ww2.welcomeclient.com](http://ww2.welcomeclient.com) .
- 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.