

TRAVELING WITH A VALID H ENTRY VISA

If you plan to travel outside the U.S. and you have a valid H entry visa, you should be prepared to enter the U.S. with the following documentation:

- Valid passport
- Original H1B approval notice on Form I-797 Notice of Action
- Form I-129 (H petition submitted by your department to USCIS)
- Labor Certification Application (LCA)
- Letter from your department stating that you are currently employed at Marshall University
- Recent wages and earnings statement or bank statement if you have direct deposit
- Copy of diploma and transcripts
- Documentation of your reason for travel (letter of invitation, conference program, vacation itinerary, etc.)

Your H4 dependents should carry the following documentation:

- Valid passport
- Original H4 approval notice on Form I-797 Notice of Action (if applicable)
- Copies of all documents above for H1B sponsor
- Marriage certificate (for spouse)
- Birth certificate (for child)

When you go through customs and enter the U.S., please make sure:

- Status on your I-94 is correct (H1B or H4; I94 is retrievable online at <https://i94.cbp.dhs.gov/i94>)
- Expiration date on your I-94 matches the expiration date of H status on Form I-797
 - CBP officers have the discretion to give you an extra 10 days of status (but not employability) on your I-94 beyond the H expiration date on Form I-797
 - If the date the I-94 expires before your H status on Form I-797, politely ask the CBP officer why the dates do not match and try to have the CBP officer correct the I-94 before you enter the U.S.
 - If the CBP officer gives you an expiration date on the I-94 which expires before your H status ends on Form I-797 and will not correct it, then thank the officer, take the I-94, and enter the U.S. Do **not** argue with the CBP officer!
 - If the expiration date on your I-94 does not match your H status end date on Form I-797, contact the Office of International Student Services immediately after your return to MU for assistance in getting your I-94 corrected.

NOTE: If you are outside the U.S. for more than 30 days at any one time, the CBP officer may decide that your H status is no longer valid unless you can produce documentation showing that you had a legitimate reason for being away from your employment for that period of time. Legitimate reasons include: participation in a project or conference, summer research / sabbatical for faculty, family emergency, etc. If you know in advance that you will be away for more than 30 days, please have your department explain the reason for your absence in the employment letter they provide you.

When you return to Marshall University, please be sure to:

- Return the original H1B approval notice to the Office of International Student Services (the I-797 approval notice is property of Marshall University and is not the personal document of the beneficiary)
- Make copy of your new I-94 for the Office of International Student Services