

Foreign Visitors
Documents Required for Check-in at SLAC

The table below outlines the common visa types and the associated documents that you will be required to present when you check in at SLAC. **In all cases (except holders of permanent resident cards, a/k/a green cards), you must also present your current, valid (unexpired) passport.**

VISA TYPE or STATUS	DOCUMENTS REQUIRED	NOTES
B-1: Business	I-94 Visa stamp Inked entry stamp	See the Department of State information on <i>Business Travel</i> for information on acceptable B-1 business activities. B-1 visa holders are not permitted to be employed in the US but may generally accept reimbursement for expenses. Please ensure that you obtain the correct inked entry stamp before leaving the customs area and entering the US.
B-2: Tourism and Visit	I-94 Visa stamp Inked entry stamp	Individuals with B-2 visas are PROHIBITED from participating in user experiments or conducting any research/work at SLAC. This also includes speaking at conferences/seminars held at SLAC. Conversely, attending a public event (including a conference/seminar) for which no registration is required is an acceptable activity under the B-2 classification. Please ensure you obtain the correct inked entry stamp before entering the US. B-2 holders may not receive reimbursement for any travel-related expenses.
F-1: Student	I-94 Form I-20 EAD (Employment Authorization Document) only if using Optional Practical Training (OPT) after I-20 expires If you are receiving travel reimbursement from SLAC: Acknowledgment letter from the Designated School Official (DSO) of your sponsoring institution confirming that you are a student in good standing and that they have no objection to SLAC providing travel expense reimbursement to you. The letter should mention SLAC by name and give the dates of your visit. (Contact the SLAC International Services Office for sample letters.)	

VISA TYPE or STATUS	DOCUMENTS REQUIRED	NOTES
J-1: Exchange Visitor	I-94 Signed Form DS-2019 If you are receiving travel reimbursement from SLAC: Authorization letter from your sponsoring institution signed by the Responsible Officer (RO) or Alternate Responsible Officer (ARO). The letter must mention SLAC by name, provide the dates of the visit, and indicate approval for reimbursement of your travel expenses.	
H-1B: Temporary Employee	I-94 I-797A	
E-2: Treaty Trader/Investor	I-94	
O-1: Extraordinary Ability	I-94 I-797A	
TN: Trade NAFTA (Canada/Mexico Professionals)	I-94	Reimbursement payments for travel may be made to consulate or vendor directly. Payment to the individual is not permitted.
A-1: Diplomat G-1: World Organization	I-94	Reimbursement payments for travel may be made to consulate or vendor directly. Payment to the individual is not permitted.
Visa Waiver-Business (WB) (limited to 90 days) ¹ <i>Or</i> Visa Waiver-Tourist (WT) (limited to 90 days)	I-94 Inked entry stamp	Individuals with Visa Waiver-Tourist (WT) status are PROHIBITED from participating in user experiments or conducting any research/work at SLAC. This also includes speaking at conferences/seminars held at SLAC. Conversely, attending a public event (including a conference/seminar) for which no registration is required is an acceptable activity under the WT classification. WT holders may not receive reimbursement for any travel-related expenses. Please ensure that you obtain the correct inked entry stamp before leaving the Customs area and entering the US. Consult a CBP supervisor if needed to correct your status from WT to WB.
Lawful Permanent Residents (LPR) (Also known as permanent resident aliens or "green card" holders) Or Conditional Permanent Residents (CPR)	Permanent Resident Card (or I-551 stamp in your passport if you have not yet received your permanent resident card)	

¹ Effective January 9, 2009, foreign travelers coming into the US under the Visa Waiver Program must "pre-authorize" themselves online through the "Electronic System for Travel Authorization" (ESTA). It is recommended that you log into ESTA as far in advance of your travel as possible, but no less than 72 hours before departure.

VISA TYPE or STATUS	DOCUMENTS REQUIRED	NOTES
EAD (<i>“employment authorization document”</i> or <i>“work card”</i>) Holder	EAD	

Disclaimer: This is general information about visas and is NOT intended to be construed as legal advice.

I-94 Arrival/Departure Record: Most US ports of entry (air and sea) no longer issue a paper I-94 card. After entry into the US, you can access electronic I-94 records from the US Customs and Border Protection Web site.

Travel Reimbursement: If you are receiving reimbursement for your travel from SLAC, you must submit dated original receipts or invoices for expenses to the Travel Reimbursement Office with your expense report. Travel Reimbursement Guidelines are available online. If travel expense clarification is needed, contact the Travel Reimbursement Office by e-mail.