



# TRAVEL LETTER REQUEST

FY 2020

Complete ONSCREEN & Submit ELECTRONICALLY  
NO HANDWRITTEN REQUESTS WILL BE PROCESSED.  
THANK YOU FOR YOUR COOPERATION!



**TRAVEL LETTER REQUEST**

**COMPLETE ONSCREEN AND SUBMIT ELECTRONICALLY**

FIRST NAME:	
MIDDLE NAME OR INITIAL:	
LAST NAME:	
EMAIL ADDRESS:	_____@ttuhsc.edu
TTUHSC DEPARTMENT:	
R-NUMBER:	R_____
CURRENT VISA STATUS:	
If you need an Employment Verification Letter for a friend or family member who is applying for a visitor's visa to come to the USA, complete this section and submit the questionnaire to ICS	<input type="checkbox"/> A friend or family member will travel to the USA
	<input type="checkbox"/> I <b>ONLY</b> need an employment letter for a friend or family member who is traveling to the USA to visit me. I am <b>NOT</b> travelling.
SUBMIT THE QUESTIONNAIRE TO ICS <b>NOW</b> IF ONLY A FRIEND OR FAMILY MEMBER IS TRAVELING. CONTINUE ON WITH THE REMAINING QUESTIONS IF YOU WILL BE TRAVELING ALSO.	
DO YOU HAVE A PENDING PERMANENT RESIDENT APPLICATION (PENDING I-485)?	<input type="checkbox"/> NO <input type="checkbox"/> YES, copy of I-485 receipt notice attached
DO YOU HAVE A VALID ADVANCE PAROLE (I-131) DOCUMENT?	<input type="checkbox"/> NO <input type="checkbox"/> YES, copy of EAD/AP card is attached
DO YOU HOLD A VALID VISA STAMP IN YOUR PASSPORT FOR CURRENT STATUS THAT WILL NOT EXPIRE BEFORE YOUR INTENDED DATE OF RETURN TO THE USA?	<input type="checkbox"/> NO <input type="checkbox"/> YES

- NO
- YES

DO YOU NEED TO, OR INTEND TO, OBTAIN A NEW VISA STAMP (VISA FOIL) FROM A US CONSULATE BEFORE YOU RETURN TO THE USA?

If a visa stamp is needed, which US consulate will you schedule a visa appointment with?

\_\_\_\_\_ CITY

\_\_\_\_\_ COUNTRY

