

# H1-B1 Travel Letter Request Form

It takes approximately 10 business days to complete a travel letter. Please plan ahead so that we may accommodate you.

Name: \_\_\_\_\_  
Last First

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_  
No. Street Apartment  
\_\_\_\_\_  
City State Zip Code

Citizenship: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Annual Salary: \_\_\_\_\_

\$ \_\_\_\_\_

Travel Destination: \_\_\_\_\_

Reason for Travel: \_\_\_\_\_

Departure Date: (MTH/DAY/YR) \_\_\_\_\_

Return Date: (MTH/DAY/YR) \_\_\_\_\_

Copy of H Petition Needed?  Yes  No

Original Approval Notice Needed?  Yes  No

E-mail: \_\_\_\_\_