

Declaration of Immigration Status by Non-U.S. Citizens

Submit with Travel Voucher Documentation

Traveler Instructions

To comply with the U.S. immigration laws, UCSB requires the following Traveler information (i.e., Items A-E below) to be provided by all Non-U.S. Citizen Travelers (Travelers) prior to receiving travel reimbursements or benefits (e.g., when UCSB directly pays travel related hotel or airline expenses on your behalf) from UCSB. Please complete the below information and return to the UCSB representative who requested this information.

A. Indicate your current U.S. Immigration Status (or your expected U.S. Immigration Status if you haven't yet entered the U.S.) Note: Canadian Residents entering the U.S. without U.S. Immigration Documentation have an "Implied B-1" Immigration Status."

Travelers Ineligible for Travel Reimbursements or Benefits: In accordance with U.S. Immigration Law, Travelers with the following types of U.S. Immigration Status may not receive any form of payment from U.S. Sources, including travel reimbursements, during their stay in the U.S.

No U.S. Immigration Status obtained F-2 H-4 O-3 P-4

B. Indicate the type of immigration documentation you have to support your current or expected U.S. Immigration Status and attach a copy of that documentation to this form:

- Green Card
 I-94 Form
 Proof of Canadian Residency – only for Canadians with "Implied B-1" status in Item A above
 Other: Describe

C. Indicate your "primary" relationship to the University in connection with this travel: (Check one)

- Employee
 Independent Contractor (e.g., non-employee guest speaker or lecturer, honoraria recipient)
 Non - Employee (e.g., student, fellow or researcher): Describe relationship below

D. If you checked Non-Employee in Item C above, please indicate the "primary" purpose of your travel: (Check one)

- Travel "primarily" supported my individual educational or research goals; or
 Travel "primarily" benefited the University: Describe benefit to University:

E. Complete this item only if you have (or expect to have) a B-2 or WT immigration status: (Check one choice for both Items 1 and 2 and list dates in Item 1)

1. The period of my academic activity at UCSB [will or won't] be 9 days or less

List dates - From: To:

2. I [have or have not] been reimbursed for reasonable travel and incidental expenses incurred in connection with a usual academic activity from more than 5 educational institutions in the previous six-month period.

TRAVELER'S SIGNATURE _____ DATE _____

TRAVELER'S PRINTED NAME _____

Documents Needed for Non-US Citizens:

1. Picture page of your passport copy
2. Visa page inside of your passport copy
3. I-94/arrival and department record copy (if available)
4. Immigration documentation (Immigration status) copy
5. Completed UCSB Declaration of Immigration Status by Non-U.S. Citizens.