



to personnel who have transferred. For example, correspondence concerning INS matters should be addressed simply "Immigration Section," followed by the name and correct mailing address of the post.

Some consulates will allow one company representative to appear at the consulate with all the company's passports and other required information. Processing times vary with each consulate. Be prepared!

Generally speaking, consulates require the following materials:

- completed Form OF-156: this is a form issued by the State Department for aliens wishing to apply for a visa;
- valid passport that extends at least six months beyond the end of the tour (with at least two blank pages available);
- one passport-type photo that shows the full face on a light-coloured background;
- the original I-797 Approval Notice(s);
- copy of the petition(s) sent to the INS;
- US\$45 visa application fee per beneficiary;
- visa issuance fee if applicable.

A list of addresses and contact numbers for the U.S. Embassy and consulates in Canada appears in "For More Information."

Port of Entry or Pre-Flight Inspection

In principle, with the I-797 in hand (Canadian citizens) and/or a visa from a U.S. embassy or consulate (non-Canadians), there should be no problems at the port of entry (arrival by ground at a border crossing) or at the pre-flight inspection. Nonetheless, be advised that INS personnel at POEs and airports have the authority to deny an alien admission into the United States for any number of reasons.

TIP

Try to arrive in a secondary city or at one of the many smaller border crossings. Avoid arriving with a large contingent of support personnel and family members.

Technical equipment and musical instruments: Going through customs inspection will be a lot easier if you list all the items you will be temporarily exporting on an ATA Carnet. Details can be obtained from the Canadian Chamber of Commerce, 1080 Beaver Hall Hill, Suite 1630, Montreal, QC H2Z 1T2; tel.: (514) 866-4334.

Whether you obtain a carnet or not, create a list with:

- item description;
- serial number;
- date purchased;
- where purchased;
- purchase cost;
- current resale value.

TIP

It is best if your equipment and instruments are in proper road cases with the company/group name clearly marked on each and with cases numbered to correspond with the list created.

A Word of Caution

Minor criminal convictions or certain health problems, as well as certain types of past and present political activity, may result in your being denied entry to the United States. If you think you may have a skeleton in your closet, check with the U.S. Embassy or a consulate