



Form I-94

The VERY IMPORTANT small white card that is issued when entering the country. It is your Arrival/Departure Record. It states the visa classification and the length of stay. Once you are in the country this is more important than the I-797 or visa itself. If the artist will be doing multiple entries within the approved employment period, he/she should make every effort to retain the I-94 until he/she departs the United States for the last time within the approved employment period. **Canadians** who travel to the United States on business or as tourists generally do not receive an INS Form I-94. However, personnel with Canadian groups who are not Canadian nationals will be issued I-94s.

Kickbacks

A blue form that an INS service center may send to the petitioner requesting additional information or materials. Follow the instructions and complete within the deadline designated on the form. Generally speaking, INS service centers respond quickly upon receiving a kickback response.

Petition

The complete application package prepared for the INS, including Form I-129 and its supplements, union consultation letter(s), any addendum, performance contracts, support letters, press materials, etc. See "The Petition / Petition Materials."

Petitioner

The person, or organization, that will submit the petition on behalf of the artist. Note that this person or organization must be a **U.S.-based employer, agent, manager, sponsor, lawyer, presenter or other party**. This person or organization should have a good working knowledge of the entire INS procedure.

Service Center

There are four USINS service centers in the United States: St. Albans, VT; Lincoln, NE; Dallas, TX and Laguna Niguel, CA. Each has jurisdiction for the states in its region.

See "The Petition / Where to File Your Petition" for a list of the service centers and their respective jurisdictions.

Visa

The physical item entered into a passport that contains a photo and certain information, including the classification involved and dates of intended employment. It does not convey any status, but rather is permission for the alien to present himself/herself at the U.S. port of entry for admission in the classification designated by the I-797 Approval Notice. In most cases, visas are issued for multiple entries within the time period designated on the I-797.

Note: **Canadians** do not generally require a visa unless entering as a Treaty Trader, classification E. Nonetheless, Canadian artists and groups must go through the petition process and obtain the I-797 Approval Notice. Presenting the original I-797 at a port of entry or pre-flight inspection, together with a valid passport (valid for six months beyond the intended dates of employment in the United States), is generally all that is then required for entry.

TIP

When presenting yourself at the POE, pre-flight inspection or a U.S. embassy or consulate, be sure to have a copy of the complete petition sent to the INS, together with your I-797.