



*Pre-Flight Inspection:*

If **Canadian** — present your I-797 at the airport. Indicate from which airport you will be departing (e.g., Dorval Airport, Montreal, Canada).

*Port of Entry (POE):*

If **Canadian** and arriving by car, bus or truck — indicate at which border crossing you will enter (e.g., Champlain, NY).

Above your choice write “PLEASE CABLE.”

The INS will not send duplicate I-797s without a written application. If duplicate I-797s are needed, the petitioner must file an INS Form I-824 (with a US\$120 fee) at the INS office that approved your original application or petition; however, they take a long time to process these requests. It is highly recommended that a company have all personnel of a particular application apply for their visas at the same time and location.

If, however, you are a **Canadian** company and among the beneficiaries are non-Canadian nationals, indicate the nearest U.S. embassy or consulate for processing, because the non-Canadians must apply for their visas at a U.S. embassy or consulate. The remainder of the company (the Canadian nationals) will present the original I-797 at the port of entry or pre-flight inspection.

Following the above, Form I-129 asks for the alien’s address. If a soloist, this would be his/her home address. If a group, it would be the address of the group’s primary office.

**5. INS Supplement to Form I-129, additional persons on petition**

Part 2, Question 4a of the I-129 asks for the total number of workers on the petition. If there are more than one, you must use this Supplement to list all others.

Make copies (two-sided) as needed.

Note: If members of a company are U.S. citizens, they do not need to be put on a petition. However, mention of them should be made in the cover letter to the union and the INS.

**6. INS Supplement to Form I-129, O and P classifications**

This form is used to indicate the classification you are seeking. You will note that there is no space for O-2, P-1, P-1S, P-3 or P-3S. Create your own box to the right of those that are listed, check it and indicate the classification and brief description (e.g., P-3 Culturally Unique Entertainment Group). There is often confusion as to how to answer a couple of the requests on this form. “Explain the nature of the event” = briefly describe the artist or group. “Describe the duties to be performed” = briefly describe what the artist or group will be doing in the United States (national tour: mention key venues; festivals: mention any educational activities).

For both of these you have very little space.

**7. Performance contracts**

Include a copy of each performance contract — no need to include any technical riders, etc. Keep everything simple and clean and on 8½ x 11 paper (reduce contracts if need be). Group all contracts together in their proper order with a paper clip and