OUTBOUND VISA INFORMATION

Faculty, staff and students who plan on travelling internationally may require a visa or work authorization depending on the destination country and the activities to be performed. The information below provides a general description of the requirements for international travel for tourism, business, work, research, and clinical services. The requirements may vary depending on the applicant’s particular situation. As processing times will vary depending on the Consulate, the applicant is encouraged to apply for the necessary visa well in advance of any proposed travel. The visa processing times listed below are estimated and subject to change without notice. Please note criminal offenses, including Driving Under the Influence, may limit the applicant’s ability to travel to certain countries. Also, applicants should be aware that family members may require separate applications to accompany applicants on their travels; and to work or study in foreign countries.

Each individual traveler is responsible for determining and securing the appropriate visa, work permit or other specialized authorization needed to participate in the planned international engagement. University travelers, therefore, are strongly encouraged to consider outbound visa issues early in their international trip planning process.

- Visit the consulate website of the foreign country destination to research travel requirements and costs.
- If a visa, work permit or other specialized authorization is required, ensure that you have adequate time to secure the necessary paperwork before the departure date.
- If a visa, work permit or other specialized authorization is not required, ensure that your activities and dates of travel are consistent with requirements for tourism and business travel in that foreign country.

The following information is designed to provide general information regarding the most common reasons for international travel by University travelers and information about the visa requirements of the most frequented foreign destinations: Canada, China, India, Mexico, and United Kingdom. This information is the most up to date information as of January 7, 2014. Please contact Linda J. Armstrong or Bushra A. Malik at Butzel Long at 313-225-7000 for any questions regarding your specific travel needs. The University of Michigan has retained the Butzel Long law firm to provide support to University travelers who need assistance securing visas, work permits or other specialized authorizations for international engagement.

To learn more about Butzel Long’s outbound visa services visit: http://www.butzel.com/outbound-visas-practice-teams/

Students may contact the International Center on their campus for outbound visa assistance.
- Ann Arbor’s Education Abroad Office - http://internationalcenter.umich.edu/swt/
Please note that individual travelers or their sponsoring units are responsible for the fees and costs associated with securing necessary visas, work permits or other specialized authorizations.

Reasons for Travel

Travel for Tourism – Recreational or leisure travel that generally involves visiting family and friends, or vacationing to a place of interest.

Travel for Business or Work related travel. Activities are generally related to business meetings, attending conferences, internships/externships and participating in negotiations.

Working in a Foreign Country – Activities that go beyond the scope of business travel. Generally involves hands on work, productive labor, providing training, or becoming employed by a company in a foreign country.

Conducting Research in a Foreign Country – Activities related to conducting research in a foreign country.

Providing Clinical Services in a Foreign Country – Activities that are related to clinical rotations, clinical training or charity clinical services in a foreign country. If you are planning to provide clinical services, please contact the Butzel Long firm for advice.

Canada

Travel for Tourism

U.S. citizens and U.S. permanent residents do not require a visa if they are travelling to Canada for tourism. They will be required to provide a valid passport, and details regarding the purpose of travel at the time of entry into Canada. Citizens of other countries may require a visa when travelling to Canada for tourism. An application for a visa will need to be filed with Consulate General of Canada in New York or Los Angeles. An application will require the filing of an application form, a passport valid for at least six months, photographs, evidence of the applicant’s status in the U.S., documentation regarding the purpose of travel to Canada, and proof of sufficient funds to cover expenses for the applicant’s visit to Canada. Visa processing time is approximately 30 business days.

Travel for Business
U.S. citizens and U.S. permanent residents do not require a visa if they are travelling to Canada for a business purposes. They will be required to provide a valid passport, and documentation regarding the purpose of business travel to Canada (invitation letters, company letters, etc.) at the time of entry into Canada. Citizens of other countries may require a visa when travelling to Canada for business purposes. An application for a visa will need to be filed with Consulate General of Canada in New York or Los Angeles. The application will require the filing of an application form, a passport valid for at least six months, photographs, evidence of the applicant’s status in the U.S., documentation regarding the purpose of business travel to Canada (invitation letters, company letters etc.), and proof of sufficient funds to cover expenses for applicant’s visit to Canada. Visa processing time is approximately 30 business days.

**Working in Canada**

U.S. citizens and U.S. permanent residents, and citizens of most other countries require a work permit when travelling to Canada to work. Citizens of certain countries will also require a work visa to enter Canada. An application for a work permit and visa will need to be filed with the Consulate General of Canada in New York. U.S. citizens and citizens of countries that do not require a visa to enter Canada, may make applications for work permits at the Canadian Port of Entry. Canada has several categories of work permit classifications depending on the type of work to be performed, and the applicant’s qualifications. The supporting documentation varies according to the type of work to be performed. In certain cases, a test of the labor market may need to be performed to show that no Canadian citizens are available to fill the position. Processing times vary according to the type of work permit that is being obtained.

**Conducting Research in Canada**

U.S. citizens and U.S. permanent residents, and citizens of most other countries require a work permit when travelling to Canada for research purposes. Citizens of certain countries will also require a work visa to enter Canada. An application for a work permit and visa will need to be filed with the Consulate General of Canada in New York. U.S. citizens and citizens of countries that do not require a visa to enter Canada, may make applications for work permits at the Canadian Port of Entry. The applicants must provide evidence regarding the research to be performed, evidence that they will continue to paid from the U.S. and evidence that the Canadian university will not receive any remuneration for the research.

**China**

**Travel for Tourism**
U.S. citizens and U.S. permanent residents, and citizens of most other countries require a visa when travelling to China for tourism purposes. An application for a visa will need to be filed with the Chinese Consulate having jurisdiction over the applicant’s place of residence. The Consulate General of the People’s Republic of China in Chicago has jurisdiction over applicants residing in Michigan. Applicants residing in other states can click on the following link to determine the Chinese Consulate that has jurisdiction of their place of residence: http://www.china-embassy.org/eng/zmzlljs/t84229.htm. The application will require the filing of an application form, a passport valid for at least six months, photographs, evidence of the applicant’s status in the U.S. (if not a U.S. citizen), and an invitation letter from China or flight itinerary and hotel reservations. Visa processing time is approximately six business days.

Travel for Business

U.S. citizens and U.S. permanent residents, and citizens of most other countries require a visa when travelling to China for business purposes. An application for a visa will need to be filed with the Chinese Consulate having jurisdiction over the applicant’s place of residence. The Consulate General of the People’s Republic of China in Chicago has jurisdiction over applicants residing in Michigan. Applicants residing in other states can click on the following link to determine the Chinese Consulate that has jurisdiction of their place of residence: http://www.china-embassy.org/eng/zmzlljs/t84229.htm. The application will require the filing of an application form, a passport valid for at least six months, photographs, evidence of the applicant’s status in the U.S. (if not a U.S. citizen), an invitation letter from company in China, and letter from the applicant’s employer. Visa processing time is approximately six business days.

Working in China

U.S. citizens and U.S. permanent residents, and citizens of most other countries require work authorization when travelling to China to work. The company in China will need to obtain an Employment License and a Z visa invitation in China. Once these documents have been obtained, the applicant will apply for a Z visa (employment visa) with the Chinese Consulate in the U.S. having jurisdiction over the applicant’s place of residence. The Consulate General of the People’s Republic of China in Chicago has jurisdiction over applicants residing in Michigan. Applicants residing in other states can click on the following link to determine the Chinese Consulate that has jurisdiction of their place of residence: http://www.china-embassy.org/eng/zmzlljs/t84229.htm. After arrival in China, the applicant will be required to obtain an Employment Permit and Residence Permit for China. The processing time for all processes is one-two months.
Work authorization is not required for China, if 1) the work will be performed for less than 90 days; 2) the individual continues to be employed by a company outside of China; and 3) the individual continues to be paid outside of China.

**Conducting Research in China**

U.S. citizens and U.S. permanent residents, and citizens of most other countries require a business visa when travelling to China to conduct research. An application for a visa will need to be filed with the Chinese Consulate having jurisdiction over the applicant’s place of residence. The Consulate General of the People’s Republic of China in Chicago has jurisdiction over applicants residing in Michigan. Applicants residing in other states can click on the following link to determine the Chinese Consulate that has jurisdiction of their place of residence: [http://www.china-embassy.org/eng/zmzljs/t84229.htm](http://www.china-embassy.org/eng/zmzljs/t84229.htm). The application will require the filing of an application form, a passport valid for at least six months, photographs, evidence of the applicant’s status in the U.S. (if not a U.S. citizen), invitation letter from company in China, and letter from the applicant’s employer. Visa processing time is approximately six business days.

**India**

**Travel for Tourism**

U.S. citizens and U.S. permanent residents, and citizens of most other countries require a visa when travelling to India for tourism purposes. An application for a visa will need to be filed with the Indian Consulate having jurisdiction over the applicant’s place of residence. The Consulate General of India in Chicago has jurisdiction over applicants residing in Michigan. Applicants residing in other states can click on the following link to determine the Indian Consulate that has jurisdiction of their place of residence: [http://www.visa.blsindia-usa.com/Jurisdiction.php](http://www.visa.blsindia-usa.com/Jurisdiction.php). The application will require the filing of an application form, a passport valid for at least six months, photographs, copy of U.S. driver’s license, and evidence of the applicant’s status in the U.S. (if not a U.S. citizen). Visa processing time is approximately ten business days.

**Travel for Business**

U.S. citizens and U.S. permanent residents, and citizens of most other countries require a visa when travelling to India for business purposes. An application for a visa will need to be filed with the Indian Consulate having jurisdiction over the applicant’s place of residence. The Consulate General of India in Chicago has jurisdiction over applicants residing in Michigan. Applicants residing in other states can click on the following link to determine the Indian Consulate that has jurisdiction of their place of residence: [http://www.visa.blsindia-usa.com/Jurisdiction.php](http://www.visa.blsindia-usa.com/Jurisdiction.php). The application will require the filing of an application form, a passport valid for at least six months, photographs, evidence
of the applicant’s status in the U.S. (if not a U.S. citizen), copy of U.S driver’s license, invitation letter from company in India, and letter from the applicant’s employer. Visa processing time is approximately ten business days.

**Working in India**

U.S. citizens and U.S. permanent residents, and citizens of most other countries require an employment visa when travelling to India to work. An application for an employment visa will need to be filed with the Indian Consulate having jurisdiction over the applicant’s place of residence. The Consulate General of India in Chicago has jurisdiction over applicants residing in Michigan. Applicants residing in other states can click on the following link to determine the Indian Consulate that has jurisdiction of their place of residence:  http://www.visa.blsindia-usa.com/Jurisdiction.php. The application will require the filing of an application form, a passport valid for at least six months, photographs, evidence of the applicant’s status in the U.S. (if not a U.S. citizen), copy of U.S driver’s license, assignment letter to the foreign country, employment contract between the applicant and the foreign company, resume, registration of the company in India, tax liability letter and letter justifying the reason to hire the applicant. Visa processing time is approximately 10-15 business days.

**Conducting Research in India**

U.S. citizens and U.S. permanent residents, and citizens of most other countries require a research visa when travelling to India to conduct research. An application for a research visa will need to be filed with the Indian Consulate having jurisdiction over the applicant’s place of residence. The Consulate General of India in Chicago has jurisdiction over applicants residing in Michigan. Applicants residing in other states can click on the following link to determine the Indian Consulate that has jurisdiction of their place of residence:  http://www.visa.blsindia-usa.com/Jurisdiction.php. The application will require the filing of an application form, a passport valid for at least six months, photographs, evidence of the applicant’s status in the U.S. (if not a U.S. citizen), copy of U.S driver’s license, evidence of the research project, details of places to be visited, previous visits, whether the scholar has secured admission into a recognized or reputed institution, evidence of financial resources, and an invitation from a central education institution or publicly funded State University. Visa processing time is approximately 10-15 business days.

**Mexico**

**Travel for Tourism**

U.S. citizens and U.S. permanent residents do not require a visa if they are travelling to Mexico for tourism purposes. Citizens of most other countries also do not require a visa when travelling to Mexico for tourism purposes if they have a valid U.S. visa. They will
be required to provide a valid passport, and details regarding the purpose of travel at the time of entry into Mexico. If a tourist visa is required, an application for a visa will need to be filed with the Mexican Consulate having jurisdiction over the applicant’s place of residence. The Consulate of Mexico in Detroit has jurisdiction over applicants residing in Michigan. Applicants residing in other states can click on the following link to determine the Mexican Consulate that has jurisdiction of their place of residence: [http://www.sre.gob.mx/index.php/representaciones/consulados-de-mexico-en-el-exterior](http://www.sre.gob.mx/index.php/representaciones/consulados-de-mexico-en-el-exterior). The application will require the filing of an application form, a passport valid for at least six months, photographs, evidence of the applicant’s status in the U.S., proof of address, proof of sufficient funds to cover expenses for the applicant’s visit to Mexico and an invitation from the company in Mexico. The visa application must be submitted in person. Visa processing time is approximately two business days.

### Travel for Business

U.S. citizens and U.S. permanent residents do not require a visa if they are travelling to Mexico for business purposes. Citizens of other countries also do not require a visa when travelling to Mexico for business purposes if they have a valid U.S. visa. They will be required to provide a valid passport, and documentation regarding the purpose of business travel to Mexico (invitation letters, company letters, etc.) at the time of entry into Mexico. If a business visa is required, an application for a visa will need to be filed with the Mexican Consulate having jurisdiction over the applicant’s place of residence. The Consulate of Mexico in Detroit has jurisdiction over applicants residing in Michigan. Applicants residing in other states can click on the following link to determine the Mexican Consulate that has jurisdiction of their place of residence: [http://www.sre.gob.mx/index.php/representaciones/consulados-de-mexico-en-el-exterior](http://www.sre.gob.mx/index.php/representaciones/consulados-de-mexico-en-el-exterior). The application will require the filing of an application form, a passport valid for at least six months, photographs, evidence of the applicant’s status in the U.S., proof of address, proof of sufficient funds to cover expenses for the applicant’s visit to Mexico and an invitation letter. The application must be submitted in person. Visa processing time is approximately two business days.

### Working in Mexico

U.S. citizens and U.S. permanent residents, and citizens of most other countries require work authorization when traveling to Mexico to work if they will be working in Mexico for more than 180 days. If the applicant will be paid by a company in Mexico, the company in Mexico will first need to obtain a Labor Visa approval in Mexico and then apply for a work visa at the Mexican Consulate having jurisdiction over the applicant’s place of residence. If the applicant will be paid by a company in the U.S. the applicant can directly apply for a work visa at the Mexican Consulate having jurisdiction over the applicant’s place of residence. The Consulate of Mexico in Detroit has jurisdiction over applicants residing in Michigan. Applicants residing in other states can click on the following link to determine the Mexican Consulate that has jurisdiction of their place of
Conducting Research in Mexico

U.S. citizens and U.S. permanent residents, and citizens of most other countries require work authorization when traveling to Mexico to conduct research if they will be conducting research in Mexico for more than 180 days. If the applicant will be paid by a company in Mexico, the company in Mexico will first need to obtain a Labor Visa approval in Mexico and then apply for a work visa at the Mexican Consulate having jurisdiction over the applicant’s place of residence. If the applicant will be paid by a company in the U.S. the applicant can directly apply for a work visa at the Mexican Consulate having jurisdiction over the applicant’s place of residence. The Consulate of Mexico in Detroit has jurisdiction over applicants residing in Michigan. Applicants residing in other states can click on the following link to determine the Mexican Consulate that has jurisdiction of their place of residence: [http://www.sre.gob.mx/index.php/representaciones/consulados-de-mexico-en-el-exterior](http://www.sre.gob.mx/index.php/representaciones/consulados-de-mexico-en-el-exterior). After arrival in Mexico the applicant is required to obtain a Temporal Resident Card. The processing time for all processes is approximately one - two months.

United Kingdom

Travel for Tourism

U.S. citizens and U.S. permanent residents do not require a visa if they are travelling to the United Kingdom for tourism purposes. They will be required to provide a valid passport, and details regarding the purpose of travel at the time of entry into the United Kingdom. Citizens of other countries may require a visa when travelling to United Kingdom for tourism purposes. An application for a visa will need to be filed with the British Consulate in New York. The application will require the filing of an application form, a passport valid for at least six months, photographs, evidence of the applicant’s status in the U.S. (if not a U.S. citizen), flight itinerary, hotel confirmation, letter confirming employment, and copy of most recent bank statement. Visa processing time is approximately five business days.

Travel for Business

U.S. citizens and U.S. permanent residents do not require a visa if they are travelling to the United Kingdom for a business purposes. They will be required to provide a valid passport, and documentation regarding the purpose of business travel to United Kingdom (invitation letters, company letters, etc.) at the time of entry into the United Kingdom. Citizens of other countries may require a visa when travelling to United
Kingdom for business purposes. An application for a visa will need to be filed with the British Consulate in New York. The application will require the filing of an application form, a passport valid for at least six months, photographs, evidence of the applicant’s status in the U.S., flight itinerary, and invitation letter from company in the United Kingdom, and letter from the applicant’s employer. Visa processing time is approximately five business days. This process includes biometric fingerprinting at the U.S. Citizenship and Immigration Service.

Working in the United Kingdom

U.S. citizens and U.S. permanent residents, and citizens of most other countries require work authorization when travelling to the United Kingdom to work. The prospective employer in the UK will first need to first obtain Sponsorship License, and then obtain a Certificate of Sponsorship for the applicant. Once the Certificate of Sponsorship is approved, an application for an employment visa will need to be filed with the British Consulate in New York. This process includes biometric fingerprinting at the U.S. Citizenship and Immigration Service. The processing time for all processes is approximately one - two months.

Conducting Research in the United Kingdom

U.S. citizens and U.S. permanent residents do not require a visa if they are travelling to the United Kingdom to conduct research if they are on sabbatical leave from an overseas academic institution, or taking part in a formal exchange. At the time of entry into the United Kingdom, they will be required to provide a letter from the university in the U.S. confirming they will continue to be paid by the university in the U.S., financial information in the form of bank statements, and confirmation that the accommodations in the United Kingdom will be made available by the inviting university. Citizens of other countries may require a business visa when travelling to the UK to conduct research. An application for a visa will need to be filed with the British Consulate in New York. The application will require the filing of an application form, a passport valid for at least six months, photographs, evidence of the applicant’s status in the U.S., flight itinerary, and invitation letter from company in the United Kingdom, and letter from the applicant’s employer. Visa processing time is approximately five business days. This process includes biometric fingerprinting at the U.S. Citizenship and Immigration Service.