



GUIDE TO APPLY FOR ADVANCE PAROLE AS DACA RECIPIENT

Disclaimer: This resource does not provide any individual legal advice, and individual situations may vary from the situations presented here. If you have any questions, you should consult with an attorney. This document was created in April 2022.

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WHAT IS ADVANCE PAROLE?

This guide is for people who have **Deferred Action for Childhood Arrivals status (DACA)** who want to travel to another country with **Advance Parole**. Advance Parole is a document granted so that you can leave and reenter the United States legally. **If you are a DACA recipient, you must have Advance Parole to travel outside of the United States.** If you do not have DACA, this guide is not applicable to you.

Advance Parole is granted for three purposes:

- **educational** (like study abroad),
- **employment** (like an internship or conference for a job), or
- **humanitarian** (like visiting a sick grandmother or attending a funeral).

Generally, advance parole is not granted for tourist or non-necessary reasons.

You can apply for multiple reasons. You can also apply for multiple trips in one application.

Currently, applications are taking **three to six months** to process. The application includes the I-131 form, supporting documents and evidence. This means that you should aim to **mail out** the application six months in advance, to be sure that it will be processed in time. Because the application materials and evidence take time to write and compile, it is a good idea to **begin preparing your application seven or eight months before** you need to leave the United States.

PURPOSE OF THE GUIDE

How do I use this guide?

This guide contains lists of everything you need to apply for advance parole. Each circumstance is different, so the best application is one that has the evidence and support necessary to convince the USCIS officer that you need to be physically present in the other country or countries you are visiting. Samples of documents are here for your reference to look back on when you are working on your own. The narrative elements of these examples should be significantly changed in order to reflect your circumstances.

When beginning to work on your application, take a **look at the I-131 and the List of Items to Compile**. Think about which purpose(s) your application may fall under, and which supporting materials your application may require. It may also help to **work out a list of materials and a rough timeline** of when you need them, and allow for contingencies to file six months before you need to leave (trust me, it will take longer than you think it will).

URGENT TIMELINE: EMERGENCY ADVANCE PAROLE

If you must leave urgently, **emergency advance parole** is a process that can grant you advance parole sooner. For emergency advance parole, you would prepare the same hard copy materials as a normal application.

Instead of mailing the application, you would make an **infopass appointment** with an USCIS officer and **bring the application to your appointment**. You would attend in person, and the officer will give you a decision at the appointment.

- To make an **infopass appointment**, call USCIS at **800-375-5283**
- Sometimes you need to be persistent on the phone to make an appointment
- The closest USCIS office to Ithaca is in Syracuse, NY
- The appointment itself usually takes several hours, most of which is waiting
- The USCIS officer will either grant or deny your advance parole application at the appointment

Emergency advance parole **will be granted only for unplanned, emergency** events or reasons (e.g., a funeral, unexpected and sudden illness). If your purpose for visiting the other country can be planned in advance (e.g., study abroad), you must go through a normal application filing process.

FILING REQUIREMENTS & MAILING ADDRESSES

How do I file the application?

- Filed in hard copy only
- Printed single-sided
- Insert Exhibit tabs between each document (more info p. __)
- All documents and supporting evidence need to be in English, or attach a translation and a separate translation certificate for each document.
 - You can use family or friends
 - Contact Translator Interpreter Program (TIP) at Cornell: translator@cornell.edu.

Mailing addresses:

NOTE: These addresses may have changed. Check the [USCIS website](https://www.uscis.gov/i-131-addresses) for the most updated information. <https://www.uscis.gov/i-131-addresses>

For U.S. Postal Service (USPS):

USCIS Attn: DACA

P.O. Box 20700

Phoenix, AZ 85036-0700

For FedEx, UPS, and DHL deliveries:

USCIS Attn: DACA (Box 20700)
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034-4850

LIST OF ITEMS FOR APPLICATION

What do I need to compile in the application packet?

All Advance Parole Applications

- Form **I-131**, completed – more information on p.
- **Two passport photos** taken within 30 days of mailing (on back, write in pencil A# and full name)
- **Check or money order for \$575** filing fee, made out to “U.S. Department of Homeland Security” (scan in case it gets lost, for evidence that it was attached)
- **Cover letter** – sample on p.
- **Index** – sample on p.
- **Declaration** – sample on p.
- **DACA work permit** (copy of front and back)
- **DACA approval notice** (note: check that your DACA authorization extends past your intended trip dates!)
- Copy (scan) of **passport photo page** (note: check that your passport remains valid for several months past your intended trip dates!)

NOTE: Check all your materials to make sure they align. For example, the total number of days on the I-131 form Part 3 should be the same as the total number of days written in your cover letter and declaration.

Educational/Study abroad

- Unofficial **Transcript**
- **Acceptance letter/ email of enrollment** in study-abroad program
- **Webpages** of university program (save as pdf to more easily print)
- **Supporting letters**, e.g., from a professor in your program and/or in the study abroad program - outlines of letters on p. ____

Humanitarian

- **Birth certificate(s)** to establish connection to person you are visiting (ex. If visiting your grandmother, include mother/father's birth certificate that also lists her name, then your own birth certificate to link relationship to your parent)
- If attending funeral/memorial: **death certificate** (with translation and translation certificates)
- **Medical records** (with translation and translation certificates) if visiting sick relative
- Your **own medical records** if traveling for your own medical reasons
- **Supporting letters**, e.g., from family members who know of the reason for your travel and can explain why you need to be there; from a doctor; etc. - outlines of letters on p. ____

Employment

- **Letter from employer** explaining need for travel
- **Webpage** of conference or program (save as pdf to more easily print)
- **Letter or email of acceptance** to internship, fellowship, or job
- **Supporting letters**, e.g., invitation to conference - outlines of letters on p. ____

FILLING OUT THE I-131 FORM

The **I-131** is the form to apply for advance parole. Access the pdf form here:

<https://www.uscis.gov/i-131>

Most of the form is self-explanatory. Not every box needs to be checked or filled out; **if it's not applicable to you, you can leave it blank**. For example, Part 5 and 6 can be left blank because they do not apply to advance parole. If you are filing for yourself, you can leave Part 9 blank as well (this is only for attorneys filing for you).

- You can **apply one time for multiple trips** to the same country, or a trip to multiple countries. Simply list all the countries on the form.
- **Download the pdf** of the I-131, instead of filling it out on a browser (it will not save on a browser).
- You can also print out the form and fill it in by hand with black ink.

The following are sections that may not be as self-explanatory:

Part 2; 1.d	Check this box. "I am applying for an Advance Parole Document to allow me to return to the United States after temporary foreign travel."
Part 3: 3a	If you have never been in removal proceedings, you can check the "no" box. If you are not sure, you should consult with an attorney.
Part 3: 2	Put total number of days to allow for contingencies on either end – so more days than you may think you need. Make sure this aligns with your cover letter and declaration.

Part 3: 5	Check this box. "To the U.S. address shown in Part 1 (2.a through 2.i.) of this form."
Part 4: 1.a	Write in "For [Humanitarian/Employment/Educational] purposes. Please see my attached declaration and evidence."

SAMPLE COVER LETTER

Month DD, YYYY

Via FedEx Tracking No. ### #### ##### [add in the tracking # or omit this if sending by USPS]

USCIS

Attn: DACA

1820 E. Skyharbor Circle S

Ste. 100

Phoenix, AZ 85034

[DIFFERENT ADDRESS FOR USPS]

Re: Form I-131, Application for Travel Document for DACA Recipient

First Middle LAST NAME, Axxx-xxx-xxx

Dear Sir or Madam:

[First Last Name] is a Deferred Action for Childhood Arrivals (“DACA”) recipient applying for advance parole for DACA recipients. [Name] requests advance parole to visit [country] for [employment/educational/ humanitarian] reasons: to [study subject in program/ visit sick relative/ attend conference for job].

[Short sentences summarizing strongest reasons why you NEED to be in this country for your reason(s).]

Ex. [Name] aims to study subject in program running from date to date, and needs time to travel and accustom themselves before and after the program, therefore requesting advance parole from month DD, YYYY until month DD, YYYY, totaling XX days.

The following documents are enclosed in support of [Name]'s application:

- A signed Form **I-131** for [Name]
- **Supporting documents** for [Name]'s application, including an **Index** listing Exhibits A through [X]

SAMPLE INDEX

Application for Advance Parole

First middle last name

A###-###-####

Index of Supporting Documents

Identity and Proof of DACA Status

- Exhibit A: Copy of [Name]’s DACA Employment Authorization
- Exhibit B: Copy of [Name]’s DACA Approval Notice
- Exhibit C: Copy of [Name]’s Current Passport

Applicant Qualifies for Advance Parole for [Educational] Purposes

- Exhibit D: Declaration of [Name]
- Exhibit E: Unofficial Cornell University Transcript of [Name]
- Exhibit F: Copy of Letter of Recommendation from [Name], [Professor of Department at University]
- Exhibit G: Copy of [Name]’s Acceptance Letter to the [name of program]
- Exhibit H: Webpage of the [program] from the [University program] Website
- Exhibit I: Webpage of the [program] from the [other University’s] Website

How to label your exhibits (exhibit tabs on p. __):

You should insert a page with the words “EXHIBIT A,” “EXHIBIT B,” etc. in your hard-copy packet of materials right before the corresponding supporting document. E.g.:

Exhibit A – full page of paper
DACA employment authorization
Exhibit B – full page of paper
DACA approval notice
Etc.

SAMPLE DECLARATION – EDUCATIONAL

DECLARATION OF [FULL NAME]

IN SUPPORT OF ADVANCE PAROLE APPLICATION

1. My name is [Full Name]. I am a native and citizen of [Country]. My birthdate is [Date]. I am currently X years old. My address is [Client Address].
2. I swear that the information contained within this declaration is true and accurate. If I were called to testify as to the contents of this declaration, I could do so competently.
3. I have never been arrested, detained, or prosecuted for any crime.
4. I entered the United States in [YYYY], at the age of X. I have not left the United States since my entry in [YYYY].
5. I am requesting advance parole to travel to the [Country] for educational purposes in [semester YYYY].

I REQUEST TO TRAVEL TO [COUNTRY] FOR EDUCATIONAL PURPOSES IN [SEMESTER YYYY].

6. I am currently in my X year studying [major] at [University]. My program is housed in [University's department].
7. I will graduate from [University] with a [Bachelor's of Arts/Sciences] in [major] in [year].
8. [Department] offers [University] students opportunities to study abroad via the [Exchange program]. One of the participating institutions in the [Exchange program] is [University Abroad], located in the city of [city] in [Country].

9. I applied to study at [University Abroad] through the [Exchange program] in [Month YYYY], and I was accepted to the [Exchange program] in [Month YYYY].
10. The projects I have participated in so far in my educational career have been highly localized, and increasing my experience and exposure to another country would allow growth personally and professionally. Courses in Country will allow me to grow in my focus area:
11. [Insert information about what you study and how the program will assist you in studying this. Start a new paragraph for different ways the program will support your studies.
12. Studying at [University Abroad] would allow me to explore the use of limestone in restoration architecture. [Country] is well-known for working with local limestone to develop arches in particular. Developing local restoration projects with new peoples and cultures is another way in which I can grow through this program. I look forward to examining the [Country]'s natural limestone in person and working in a more rural setting than the one found near [University]. I have been studying [Country]'s use of local stone while at [University], specifically addressing effects of availability of building materials in the use of stone in sculpture. One of these programs, "[Name of program]," has its biggest architectural restoration project using local limestone only a couple miles from [University Abroad].
13. In [semester YYYY], I participated in an inaugural course at [University] which focused on the use of natural local building materials, including limestone. This was the most ambitious and sensitive course I have been a part of. This kind of opportunity has allowed me to expand upon my architectural thinking and has expanded my sensitivity towards underrepresented and different communities in the architectural world. [University Abroad], aside from offering more experiential time for me to work on projects directly, also has a natural building materials course.
14. The use of local building materials, like limestone, is one of my major interests in the field of restoration architecture and [University Abroad] offers the excellent program in the composition and arrangement of arches using limestone mined locally. [University], unfortunately, does not offer a course on local materials where my work and can be critiqued and on the level that [University Abroad] can offer.

15. The courses taught at [University Abroad] align with University's course requirements and also would enhance my educational experience through unique coursework and on-site study. The course abroad would allow me to work in a restoration architecture site while focusing more closely on how the use of local limestone affects composition. The other course would allow for my concentration in architecture to strengthen. Additionally, I will take a [Country Language] course which would further deepen my connections with the [Country].
16. I hope to bring a unique perspective to [University Abroad]. During my study at [University], I have had many opportunities to expand my views and perspectives. Having opportunity to see human-centered design through a different lens gives me a background many of my classmates will not necessarily have or have grappled with.
17. Going to [University Abroad] would better help prepare me for my future as an architect. Some of the nation's top firms look favorably at studying abroad and taking course of natural building materials; through going to [University Abroad] I would do both. On top of expanding my repertoire in the field, [University Abroad] will also assist in expanding my professional network in the admittedly small industry of restoration architecture.

Pursuant to 28 U.S.C. §1746, I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Client Full Name

Date

SAMPLE DECLARATION – HUMANITARIAN #1

DECLARATION OF [NAME]

IN SUPPORT OF ADVANCE PAROLE APPLICATION

1. My name is [NAME]. I am a native and citizen of [COUNTRY]. My birthdate is [MM/DD/YYYY]. I am currently [YY] years old. My address is [address].
2. I swear that the information contained within this declaration is true and accurate. If I were called to testify as to the contents of this declaration, I could so competently.
3. I have never been arrested, detained, or prosecuted for any crime. I have a clean record and I follow the law.
4. I entered the United States in [YYYY], at the age of [YY]. I have not left the United States since my entry in [YYYY].
5. I am requesting advance parole to travel to [country] for humanitarian purposes in summer [YYYY].

I REQUEST TO TRAVEL TO [COUNTRY] FOR HUMANITARIAN REASONS.

1. I request advance parole to visit my elderly grandmother, [full name], who lives in [city, country]. She was diagnosed with Alzheimer's disease approximately two years ago. Although I have not lived in [country] in [YY] years, I have stayed in touch with my grandma during that time through phone calls and two visits she made to the United States with a tourist visa. She visited us for a period of a month during the summer of [YYYY], and then again for another month during the summer of [YYYY]. My maternal grandmother is very dear to me because I never had the opportunity to meet my grandfather from my mother's side, as he died of cancer one year before I was born. For me, my grandmother has always been independent woman, determined, and loving. I learned to be compassionate because of her. She comes from an unprestigious social background, yet she handled the entire household by herself when my grandfather passed. Her hard work and discipline taught me to be community-oriented but also independent and hard-working.

2. Before it is too late, I want to have the opportunity to visit my dear grandmother. I want to show her my diplomas and I want her to see me in person, so she can perhaps remember me. She remembers me as the grandchild who dances the best, so perhaps if I dance with her, I can spark a memory from the past, and that will allow us to have an embracing moment. After her last visit to this country, in [YYYY], we had stayed in touch with her through phone calls and video messaging. However, because of her diagnosis with Alzheimer's disease, she is not able to interact with us or recognize us, as she once did. Soon she will turn [YY] years old, and I hope to visit her before it is too late. With her Alzheimer's condition she can no longer travel, so my only opportunity to see her again is by visiting her, even if this might be the last time due to her age and her condition.
3. Because of her Alzheimer's disease, my grandma may or may not recognize me. Even on the phone, she sometimes knows that she is speaking to someone in her family, like my mom, but other times she is confused. It is very important for me to visit her soon because it will likely be my last chance to see her before her disease progresses so much that she can no longer recognize me or communicate with me.

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

[MM/DD/YYYY]

[First name Last name]

Date

SAMPLE DECLARATION – HUMANITARIAN #2

DECLARATION OF FULL NAME HERE IN SUPPORT OF ADVANCE PAROLE APPLICATION

1. My name is LIST FULL NAME. I am a native and citizen of COUNTRY. My birthdate is DATE. I am currently AGE years old. My address is ADDRESS.
2. I swear that the information contained within this declaration is true and accurate. If I were called to testify as to the contents of this declaration, I could so competently.
3. I have never been arrested, detained, or prosecuted for any crime. I have a clean record and I follow the law
4. I entered the United States in YEAR, right before I turned 2 years old. I have not left the United States since my entry in YEAR.
5. I am requesting advance parole to travel to COUNTRY because my great grandfather, NAME, is very ill. My great grandfather's health condition has deteriorated in the last years. Now at 87 years old, time has taken a toll on his body. I wish to travel to COUNTRY with my infant daughter to say goodbye to him.
6. DESCRIBE RELATIONSHIP WITH RELATIVE. As a young child in COUNTRY, my mother and I would visit him at his ranch, being his first great granddaughter my mother wanted us to spend as much time as we could with my great grandparents. Although I don't remember these early years, I do remember when my great grandfather traveled from COUNTRY to visit us when I was 10 years old. At just the age of 10 I learned from my great grandfather what true love looks like, watching him and my great grandmother interact beautifully and playfully created a model that I have embraced into my own love life.
7. After his visit, I felt more connected to my great grandfather and I began to communicate with him on a more regular basis. Though the last time I saw my great grandfather in person was at age 10, Skype calls were always present throughout the years. From birthdays to holidays, and graduations, he has been able to follow my life through a web cam. I must admit it has been hard not sharing those moments in person, but I am thankful we have had a way to communicate.

8. I admire my great grandfather, and he is a man well-respected and loved by everyone in my family. To the men he is an example to follow, and to the woman he is a hero. To me, specifically, he is my role model. He is the man who sacrificed everything for his family. A man who worked to provide for his children and wife. A man who everyone should look up to. The stories my mom has shared about him are beautiful and fill me with much pride in my great grandfather, but how I wish I would have been able to hear those stories, from his mouth and in person. That void eats at my heart.
9. At the young age of two, my parents decided to move to the United States in order to provide my sister and me with a better life. Growing up in COUNTRY wasn't easy, nor is it now. My parents knew that once they left, there was no turning back. At that age I didn't understand what it meant to leave COUNTRY. Little by little, as the years went by, I understood better. It meant not being able to go back. It meant not spending my 5th birthday with my uncles, aunts, grandparents, and great grandparents. It meant sacrificing those emotions and desires of being together, as a family, so I could have an education. I am thankful for the life and opportunities I have had but that feeling of missing him and not being able to share my life, in person, still hurts. It's been 11 years since I last saw my great grandfather. You can't imagine how many things have changed within those years. Not only did I graduate from high school, but I was accepted to San Jose State University; the first person in my family to go straight to a four-year university. I obtained my first job, moved to California, and began this thing called life. Things really changed for me when I became pregnant and became a wife. All of these wonderful things began to unfold, without my great grandfather here.
10. I am the only great granddaughter that my great grandfather has had the opportunity to get to know well, beginning when I was just a young girl. He has several daughters and granddaughters, and he especially cherishes his relationships with his female family members. Over the years, he has always given me advice about relationships and has been very protective. He wanted me to choose my partner wisely. Now, I have been married for about six months, and because my great grandfather has been so sick, I have not been able to tell him my happy news. I know he would be proud and happy to know that I have a supportive partner, and I want to share this news with him in person so that he can understand it and celebrate with me.
11. In addition, now I have a daughter, and there is nothing I want more than for my great grandfather to meet her, his first great-great-granddaughter. I know my daughter will not remember that moment, but that moment itself will carry the timeline between the past and the present. One day I will tell her the stories that my mother told me about him. One day she will understand the definition of sacrifice and how it all began with his name. There is a reason for who I am and that traces back to him; my great grandfather.
12. DESCRIBE WHY IMPORTANT TO VISIT. It is really important for me to make my visit as soon as possible because of my great grandfather's delicate health. My family in COUNTRY has

told me that my great grandfather does not have much time left. He is in and out of the hospital as well as resting at home. He suffers from Parkinson's and cirrhosis. My aunt has told me that there are days where he won't want to be bathe or be seen by any doctors. Sometimes I feel like the strong man I once knew is giving up. In addition, he can no longer come to the phone, which is very sad for me because I cannot communicate with him like I once did. This is why I need to visit him as soon as possible.

13. WHY IS THE VISIT URGENT. Home is not only this beautiful country I call home, it's the people who I call family. My great grandfather means a lot to me. He is home to me. It's been 11 years. He is now 87 years old. I want to visit to him to show him the woman I have become before it is too late. I want to introduce him to my baby girl. I want that moment to thank him and to kiss him goodbye.

I declare under penalty of perjury that this declaration is true and correct.

FULL NAME HERE

Date

SAMPLE DECLARATION – EMPLOYMENT

DECLARATION OF [NAME]

IN SUPPORT OF ADVANCE PAROLE APPLICATION

1. My name is [NAME]. I am a native and citizen of [COUNTRY]. My birthdate is [MM/DD/YYYY]. I am currently [YY] years old. My address is [address].
2. I swear that the information contained within this declaration is true and accurate. If I were called to testify as to the contents of this declaration, I could so competently.
3. I have never been arrested, detained, or prosecuted for any crime. I have a clean record and I follow the law.
4. I entered the United States in [YYYY], at the age of [YY]. I have not left the United States since my entry in [YYYY].
5. I am requesting advance parole to travel to [country 1] for employment purposes and to [other country 2] for humanitarian purposes in summer [YYYY].

I REQUEST TO TRAVEL TO [COUNTRY] FOR EMPLOYMENT PURPOSES IN SUMMER [YYYY].

6. I am a professor at [name of University] and was recently selected for the position of travel abroad advisor for the [department]. This year, [YYYY], I completed my PhD in [subject]. Soon after my graduation, I applied to academic positions. And, when [University] did a national academic search for a [subject] expert, I was interviewed and then hired by the department of [subject] there. Soon after that, I was offered a full-time position as a lecturer. Later, during the Fall of [YYYY], after my hard work and good reports from colleagues, students, and university officials, I was offered the title of study abroad program advisor for the six-week exchange program between students from [university] and [institute] in [city, country].
7. As part of my new position, I will be a mentor and advisor for students who wish to study abroad at [institute], and I will accompany them on the six-week summer program. This program was

meant to launch in summer [YYYY], but is currently on pause due to the pandemic. The program will thus begin in the summer of [YYYY]. To enable me to advise students, coordinate logistics of the program, and guide students on-site in [country], I must visit the site of the study abroad location in [country] to ensure the fit and direction of the program.

8. Therefore, to prepare to lead this program, I must travel in the summer of [YYYY] to [city, country]. While I am in [country], I plan to learn more about the university's curricula, professors, and protocols. For example, I must determine how the classes at [institute] correspond to the classes at [University], which I can only do by attending some classes and meeting with the professors. Classes will be in session in [country] in summer [YYYY], in accordance with the typical academic calendar in [country]. To ensure success of the program, I must complete this on-site research prior to the arrival of exchange students from [University] to [Institute].
9. In addition, as part of my duties as an academic study abroad advisor, I will facilitate conversations between faculty and students from both universities. To do this, I will meet with professors in [country] who will be teaching exchange students from [university], so that I can evaluate course equivalencies.
10. Further, as the program advisor, it is my responsibility to manage logistics such as lodging, travel, and budgets for participating students. I must locate potential accommodations opportunities for the exchange students from [University] and prepare the travel budget for students and officials prior to students' departure to [country 1]. As the advisor for this program, it is necessary that I am also well-acquainted with local transportation and dining options for students. Ideally, the budget that I will present after having done my research in [country] will be a package that can be accessible to students. Therefore, I need to make sure that they have the best accommodations possible, and the best way to accomplish that is by making sure they have the best lodging opportunities that are safe and economically convenient for them.
11. As the advisor for the program, I will also offer mentorship to students desiring to complete the exchange travel experience to [country], and I will guide them in their academic journey on-site at [Institute]. To complete these duties and retain my position as travel advisor at [University], I must visit [Institute] and its surroundings.
12. My visit is critical for [University]. To be able to provide students with the best possible study abroad experience, the University must have a travel abroad advisor who can ensure that students are in a safe and well-rounded atmosphere that enhances their learning. I can only fulfill these duties to [University] through travel to [country].

13. This visit is also critical for me professionally and personally. I have completed my doctoral studies in [subject]. I also hold a Masters and a Bachelor's. I have finished all my academic degrees in the United States. And, even now when the job market is steeply declining, I was able to find an academic position that also allows me to grow in additional directions. Working as a travel advisor is the perfect opportunity to expand my career skills. I already know about [country] from teaching and research, but the opportunity to be the travel advisor for the program between [University] and [Institute], (a very prestigious institute), gives me the opportunity to grow as an academic and travel advisor/mentor. I do not want to miss this prospect to foment close ties with [Institute], and truly, I feel deeply honored that I was nominated travel advisor for the exchange program between [University] and [Institute]. I know that in order to be relatable and marketable in the academic market, I need to take this opportunity to enhance my career and my work options. In addition, I must make this trip to retain my current position. My growth, in exchange, will help students successfully navigate the exchange program, and it will also create a richer exchange program for [University] and [Institute].

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

[MM/DD/YYYY]

[First name Last name]

Date

LETTERS OF SUPPORT OUTLINES

Supporting documents: What should be in the letters?

Not all of these letters will be necessary for a strong case. However, the more supporting evidence the better. Here are what the letters generally should contain.

Educational

Letter from professor of program:

- What their position is in the school (professor, TA)
- In what capacity do they know you as a student
- What the program is about
- Why the program is important for your study
- Why you specifically as a student need to go to the country for this program
- To the extent that they can speak about them, your academic interests, or goals and how they align with the program

Letter from student who formerly attended the program:

- How the program benefited their study
- Their experience, especially why being in the country physically is important
- To the extent that they can speak about them, your academic interests, or goals and how they align with the program

Humanitarian

If traveling for a funeral/ memorial: letter from someone who can testify to the death of your relative and/or your connection to them

If traveling to see a sick family member, ask someone who can speak to the illness

- How it affects the person who is sick
- What sickness the person has
- How it has developed over time and why it is urgent to visit soon

Why the trip would be important for the relationship

Employment

Letter from employer:

- What their position is

- What your position is
- If your position changed in requiring you to go abroad, why you are qualified for this position
- What your tasks will be abroad
- Why your work requires physical presence in that country to succeed

NOTE: if the person writing the letter does NOT know you well, they do not need to say this, but they can speak about the reasons you need to go abroad generally. If they DO know you personally well, emphasizing why you individually need to go abroad is helpful.

SAMPLE CERTIFICATE OF TRANSLATION FORM

NOTE: The translator must fill out a separate certificate of translation for each document.

Certificate of Translation

I, _____, certify that I am competent to translate from [LANGUAGE e.g. "Spanish"] into English. I hereby certify that I have translated the following document titled:

(name of document)

I further certify that the attached document in English is/are a complete and accurate translation of the attached documents in [LANGUAGE].

(Signature of Translator)

(Print Name)

(Address of Translator)

(Phone number of Translator)

Date

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TIPS FOR TRAVEL AND REENTRY

If you are granted advance parole:

- **Stay within the dates of approved travel** on your advance parole document
- For **travel to country of origin**, you only need your **passport** from that country of origin that is valid for six months after date of travel.
- For **travel to third country (not country of origin)**, you will need to comply with **visa requirements of that country** as they pertain to your nationality and country of citizenship. Look for visa requirements on the country's **consulate website** for more information.

Get proof of re-entry

- If returning to U.S. over land border, be sure that an **immigration officer at the port of entry inspects and stamps your passport**
- Proof of re-entry is evidence you complied with terms of Advance Parole. This proof may be **helpful if you ever apply for permanent residency** through family member such as U.S. citizen spouse, parent, or child.

Prepare documents for reentry. Make two copies: one to leave in the United States with someone you trust, and one copy to bring with you.

- Passport from country of origin that is valid for at least 6 months after date of travel
- Advance parole document
- Evidence of Reason for Trip Abroad
- Employment Authorization Card
- Copy of DACA approval notice
- State ID or driver's license
- Attorney's business card w/ contact info

Re-entry questioning:

CBP officer will likely place you in 'secondary inspection' and ask questions such as:

- What was the reason for your trip abroad?
- How long were you gone?
- What countries did you visit and where did you stay?
- Where do you reside in the U.S.?
- What do you do in the U.S.?

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EXHIBIT TABS TO INSERT BETWEEN DOCUMENTS

Exhibit A

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Exhibit B

Exhibit C