



UW

Human Resources



Reminder: International Travel Preparation for Summer

Dear Colleagues,

As we approach the summer travel season, we would like to share an important reminder for employees who may be planning international travel.

If you hold a visa or have an immigration status tied to your employment, we strongly encourage you to connect with the appropriate campus office overseeing immigration and international services prior to making travel arrangements. Proactive planning can help avoid potential complications such as visa processing delays, challenges re-entering the United States, or unexpected disruptions that could impact your ability to return to work as scheduled.

These offices can provide guidance on travel signatures, documentation requirements, visa renewal considerations, and any current travel advisories that may affect your plans.

We recommend reaching out well in advance of your intended departure to ensure you have the most up-to-date information and sufficient time to address any requirements, while also following up periodically as your travel date approaches.

ISS will hold travel info sessions and send informational emails to address international students as a group as much as possible. Session dates and info will be sent out to students soon.

If you are unsure which office to contact, please reach out to the department listed for your current status, or to any of the below contacts, and we will be happy to assist:

ISS/Global Engagement
F and J holders
uwglobal@uwyo.edu

Human Resources
H-1B holders
drulf@uwyo.edu

General Counsel
O, TN, E, or other holders
carmitag@uwyo.edu

Thank you for your attention to this important matter, and we wish you safe and smooth travels.