

Immigration Decision Tree for Business Travelers

Is the length of your business trip 2 weeks or less?

No →

Yes ↓

Have you visited this country fewer than 3 times this year?

No →

Yes ↓

Will your business activities only involve one or more of the following activities?

No →

- Attend meetings at our offices
- Attend conferences, seminars or trade fairs
- Attend meetings with current or prospective clients
- Arrange deals, sales or negotiate contracts

Yes →

You need a Global Immigration Assessment!

You may need a work permit and should consult with our immigration team prior to travel. We need to ensure the authorities in the destination country won't deem your time there to be "productive" employment or a "profit-generating" activity. Complete the Inquiry Form on next page.

You Qualify as a Business Visitor

(and you may or may not need a visa)

Please refer to Requirements for Business Visitors and International Travel, and follow these instructions:

1. Contact the Global Mobility/HR team for the visa requirements.
2. Obtain an Employment Verification Letter and/or an Invitation Letter and obtain signatures from your home or host HR/Global Mobility Team.

**Note: it is highly recommended that travelers carry an Employment Verification Letter, regardless of whether a visa is required.*