

Change of Status:

Post Approval Instructions

Step 1: Complete I-9 - For New Employment

- **Complete** Form I-9, Employment Eligibility Verification on your first day of work, if you will be starting work with a new employer.
- **Present** your valid Passport and I-94 showing valid status. A new I-94 is issued every time you enter the U.S.
- **Find** your most recent I-94 at the bottom of the I-797A Approval Notice. If you've traveled abroad after the approval, you can find your latest I-94 on the I-94 - Official Website.

Step 2: Request Social Security Number (SSN) - If No SSN

- **Apply** for a Social Security Number and Card, if you do not already have one.
- **You will need** your valid Passport and I-94 showing valid status to apply.

The Next Time You Travel Abroad!

Step 3: Complete DS-160

- **Fill out** the DS-160 Form for you and each Dependent, next time you travel abroad after the "Change of Status" effective date.
- **Find** tips to complete the DS-160 Form on the DS-160: Frequently Asked Questions website.
- **Dependents** applying for a visa stamp will need the DS-160 Form.
- **Print** the confirmation page once complete.

Step 4: Schedule Visa Appointment and Pay Visa Fees

- **Visit** the U.S. Embassy or Consulate website where you will be interviewed for country-specific instructions on how to schedule your appointment and pay the required fees.
- **Schedule** one visa appointment for the entire family!

Step 5: Attend Visa Interview

- **Visit** the U.S. Embassy or Consulate website where you will be interviewed for country-specific directions on how to get there.
- **Attend** the Visa Interview at the U.S. Consulate with all required documents.

- **You will need** to bring your Interview Appointment Letter, I-797A Approval Notice, DS-160 Confirmation Page, Application Fee Payment Receipt, Valid Passport, Two-Color, Passport-style Photographs, and a Copy of Your Petition.
- **Your Dependents** will need to bring their I-797A Approval Notice, DS-160 Confirmation Page, Application Fee Payment Receipt, Valid Passport, Two Color, Passport-style Photographs, Marriage Certificate (for Spouse), and Birth Certificate (for Child)*.
- ***Children** ages 13 and under may not need to appear for visa stamping in person, check directly with your U.S. Embassy or Consulate for details.

Step 6: **Receive Visa Approval**

- **Receive** your Passport back with a visa stamp inside, about 3-5 days after your Interview.
- **Your Dependents** will have their own visa stamp.
- **Contact us** if you are issued “Administrative Processing”. This means that the Consulate needs additional time to review your application before visa issuance.

Step 7: **Carry Documents for Re-entry into the U.S.**

- **You will need** to carry your valid Passport, Visa Stamp, and I-797A Approval Notice, and 2-3 Recent Pay Statements from Employer Listed on I-797A Approval Notice.
- **Your Dependents** will need to carry valid a Passport, Visa Stamp, I-797A Approval Notice, Marriage Certificate (for Spouse), and Birth Certificate (for Child).

Step 8: **Review I-94**

- **View** your new I-94 online, once you enter the U.S. **and** each time you travel internationally and re-enter the U.S.
- **Dependents** will have a separate I-94 record.
- **The I-94** is the controlling document regarding your status.
- **Contact** U.S. Customs and Border Protection (CBP) immediately if there is an error on your I-94 to request a correction.