

Change of Status:

Post Approval Checklist

Step 1: Complete I-9 - For New Employment

- Complete Form I-9, Employment Eligibility Verification, if you will be starting work with a new employer.
- You will need your valid:
 - Passport
 - I-94 - A new I-94 is issued every time you enter the U.S.

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
 - I-94

Step 3: Complete DS-160 - The Next Time You Travel Abroad

- Fill out the DS-160 Form for you and each Dependent, next time you travel abroad after the “Change of Status” effective date.
- Print the confirmation page.
- Note: Some U.S. Embassies or Consulates are now accepting virtual appointments! You may be asked to send in the requested documentation in lieu of attending your in-person interview.

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.
- Note: Some U.S. Embassies or Consulates are now accepting virtual appointments! What does this mean? You may be asked to send in the requested documentation in lieu of attending your in-person interview. Please contact your U.S. Embassy or Consulate directly for further guidance.

Step 5: Attend Visa Interview

- Attend the Visa Interview at the U.S. Consulate.
- Note: Some U.S. Embassies or Consulates are now accepting virtual appointments! You may be asked to send in the requested documentation in lieu of attending your in-person interview.
- You will need to bring:
 - I-797A Approval Notice

- DS-160 Confirmation Page
- Application Fee Payment Receipt
- Valid Passport
- Two Color, Passport-style Photographs
- Copy of Your Petition
- Your Dependents will need to bring:
 - I-797A Approval Notice
 - DS-160 Confirmation Page
 - Application Fee Payment Receipt
 - Valid Passport
 - Two Color, Passport-style Photographs
 - Marriage Certificate (for Spouse)
 - Birth Certificate (for Child)*

*Children ages 13 and under may not need to appear for visa stamping in person.
Check with your U.S. Embassy or Consulate.

Step 6: **Receive Visa Approval**

- Receive Passport back with Visa Stamp.
- Contact us if you are issued “Administrative Processing.”

Step 7: **Carry Documents For Re-entry Into The U.S.**

- You will need to carry your valid:
 - Passport
 - Visa Stamp
 - I-797A Approval Notice
 - 2-3 Recent Pay Statements from Employer Listed on I-797A Approval Notice
- Your Dependents will need to carry their valid:
 - Passport
 - Visa Stamp
 - I-797A Approval Notice
 - Marriage Certificate (for Spouse)
 - 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.
- Contact U.S. Customs and Border Protection (CBP) promptly if there is an error.

Visit legalpad.io for more information about the visa process.