

GUYTON LAW OFFICE

970 RAYMOND AVENUE, SUITE G-60, ST. PAUL, MINNESOTA 55114

ATTORNEYS

LESLEY M. GUYTON
lguyton@GuytonLaw.com

Phone: (651) 641-8664

Fax: (651) 641-8580

<http://www.GuytonLaw.com>

PARALEGAL

CHARISSA K. UEMURA
cuemura@GuytonLaw.com

CAREY G. THUENTE

cthuent@GuytonLaw.com

OFFICE MANAGER

PATRISHA L. DEUTSCH
tldeutsch@GuytonLaw.com

JUSTIN M. RHODES

jrhodes@GuytonLaw.com

PLEASE CAREFULLY REVIEW AND SAVE THIS LETTER, AS IT HAS INSTRUCTIONS ABOUT OBTAINING AN H-1B VISA.

Your new I-94 card should be detached from the original notice and kept with your passport. Please be sure to carry your new I-94 card with you should you leave the country.

If you do not have a current visa valid through your return date to the U.S., you will need to make an appointment with a U.S. Embassy or Consulate to obtain a new visa in your passport before you return. When you leave the country you should take the following documents with you for your visa interview. The Consular Officer may want to see these documents before agreeing to issue your new visa:

1. Your valid passport;
2. Your new I-94 card (This would be the I-94 card that is attached to your original H-1B Approval Notice.) ;
3. The original H-1B approval notice;
4. An entire copy of the filed H-1B petition, which was sent to you via e-mail at the time of filing the petition. If you need us to re-send this, please feel free to ask;
5. A current letter from your employer, verifying that you continue to work for the company, the company is aware you are traveling, and expects you to return to work when you come back to the U.S. You can request this letter from your employer's HR;
6. 2 recent pay statements.

You should also visit the website for the Consulate/Embassy where you will apply for the visa to see if they have specific instructions.

To obtain an H-1B visa abroad, you will need to complete the new DS-160 form online. You can obtain this form at your embassy's website, or on the Department of State website at: http://travel.state.gov/visa/forms/forms_4401.html

If you have a visa in your passport that will be valid beyond the date you will return, even if it is from another company, you do not need to obtain a new visa but should bring the following in case you are asked for these when you re-enter:

1. The original H-1B approval notice;
2. A current letter from your employer, verifying that you continue to work for the company, the company is aware you are traveling, and expects you to return to work when you come back to the U.S. You can request this letter from your employer's HR;
3. 2 recent pay statements.