memorandum

Date: May 15, 2022– via federal express

To: **«Name»**

From: **monty & Ramirez, llp**

re: **h1b approval notice**

Enclosed are the original Notices of Action approving your H1B petition filed by «Corporation\_Name» on your behalf.  We were pleased that the U.S. Citizenship and Immigration Services (“USCIS”) has approved the petitions. Accordingly, we are enclosing the original Approval Notice valid for the period of «Approved\_Date» to «Expiration\_Date»

Please maintain a complete copy of the H-1B approval notice with you of which the bottom portion serves as your replacement I-94.  You should also staple the original replacement I-94 to the existing I-94 card in your passport.

Additionally, there are several items that you should keep in mind relating to travel, changes in address, and possession of required documentation.

* **Valid visa required for international travel**:  When you travel internationally, you will need the valid visa stamped in your passport/s, allowing you to return to the United States.  You can apply for a travel visa at a U.S. consulate abroad.  You should verify what information the consular post requires for visa applications by contacting the consulate or visiting the consulate’s website (for a list of consular websites, visit [*http://travel.state.gov/links.html*](http://travel.state.gov/links.html)).  Please let us know if we can assist with this matter.
* **Validity date on I-94 upon re-entry**:  Upon return from an overseas trip, you should note the validity date that the USCIS indicates on your Form I-94, Arrival and Departure Records, because that date determines the duration of your legal status.
* **Recommended documents to carry during any travel**:  In addition to traveling based on valid H1B or H4 Approval Notice, we also recommend that you carry a copy of your I-797 approval notice, a recent letter from «Corporation\_Name». verifying your employment, your most recent paycheck stub, and any company identification.

**Notification of address changes**

**Notification of address changes:**  Federal law requires all non-U.S. citizens to notify the USCIS about a change of their U.S. address within 10 days of any such change by filing Form AR-11.  Failure to comply with this requirement may result in misdemeanor charges, fines, imprisonment for not more than 30 days, or even deportation.  If you have moved, you need to notify your immigration attorney and you will need to follow two **different** steps:

* **Step 1**: File a Form AR-11 (This changes your address in our master database.) A fillable version of the form is available on the USCIS website (https://egov.uscis.gov/crisgwi/go?action=coa)
* **Step 2**: If you have a pending case, you must also file a Change of Address online or call our National Customer Service Center at (800) 375-5283. (This changes your address for the specific application you have submitted.) **Please note that upon notification of your change of address, our office will call the U.S. Citizenship and Immigration Services to complete this step.**

You will need to have the following information available before you begin:

* Receipt notice or other notice we sent you showing the receipt number (if you have a pending case with USCIS).
* New address
* Old address
* If you have filed a petition for a family member, you should have the names and biographical information for that person.
* When they last entered the United States (if you cannot remember this information, you should fill in an approximate date)
* Where you last entered the United States (through what port of entry you entered - whether by land, sea or air)

Should you need any assistance on your change of address notification, please do not hesitate to contact our office.

Please note that if you are a non-U.S. citizen and if you have a pending case, you must complete both steps mentioned above to make sure that you comply with the regulations and so the USCIS can reach you at your correct address.  However, as mentioned above, we complete the second step for you provided notification of your change of address so as to confirm your change of address with the U.S. Citizenship and Immigration Services.

Further, should you have any questions, please do not hesitate to contact our office. Thank you.