



Phase	Task	Instructions
PREP	<input type="checkbox"/> <i>Visa Questionnaire</i>	▶ Receive email with log-in information to the Sidley immigration portal , where you complete our visa questionnaire.
	<input type="checkbox"/> <i>Upload Documents</i>	▶ Upload copies of your passport, diplomas, resume and other required documents to our web portal.
	<input type="checkbox"/> <i>Receive L-1 Package</i>	▶ After drafting your application, Sidley will send to you a folder that we call the "L-1 package" containing the documents you need for your visa interview, including form I-129S in triplicate.
PRE-INTERVIEW	<input type="checkbox"/> <i>Review L-1 Package</i>	▶ Read through the L-1 package you receive from Sidley and carefully review all the documents, especially the company letter of support and the Blanket L Travel Advisory .
	<input type="checkbox"/> <i>Complete DS-160</i>	▶ Go to the state.gov website to fill out the DS-160 form, which requires uploading a passport-style photo . Print out confirmation page when complete.
	<input type="checkbox"/> <i>Pay Visa Fees</i>	▶ Follow instructions on the U.S. consular website to pay fees for you and any family members. Most consulates will allow for fee payment on-line or over the phone via debit or credit card. For your reference, the state.gov website has a listing of all U.S. consulates .
	<input type="checkbox"/> <i>Book Appointment</i>	▶ Once DS-160 is complete and visa fees have been paid, you can follow the consular instructions to schedule an appointment. Most U.S. consulates will allow you to book the appointment on-line or over the phone. Some use a 3rd party provider to coordinate interviews. Consult the state.gov website for a listing of visa appointment and wait times .
	<input type="checkbox"/> <i>Sidley Call</i>	▶ Schedule a call with your Sidley attorney prior to the interview to discuss the interview process, timing, and logistics.
INTERVIEW + VISA	<input type="checkbox"/> <i>Visa Interview</i>	▶ Attend interview at U.S. consulate with all required documents.
	<input type="checkbox"/> <i>Additional Fee Payment</i>	▶ At the time of the interview, the U.S. consulate will normally collect an additional \$500 anti-fraud fee and any applicable visa reciprocity fees ; payment can normally be made with cash, a cashiers check or with a credit/debit card.
	<input type="checkbox"/> <i>Visa Approval</i>	▶ Receive passport with visa stamp back from U.S. consulate together with the endorsed I-129S. Passports are returned by certified mail; many U.S. consulates have an express return option that requires an additional fee payment.
	<input type="checkbox"/> <i>Send Approval</i>	▶ Email a copy of L visa stamp (for you and any family members) as well as a copy of the endorsed form I-129S to Sidley for your file.
ENTRY	<input type="checkbox"/> <i>Arrival in U.S.</i>	▶ Show passport with L-1 visa stamp and endorsed form I-129S during entry to U.S. or at the preflight inspection point.
POST-ENTRY	<input type="checkbox"/> <i>Print I-94 Record</i>	▶ Retrieve I-94 admission record from cbp.gov web portal and forward a copy to Sidley by email for tracking. Any errors made by the government on the form need to be corrected immediately.
	<input type="checkbox"/> <i>Complete I-9</i>	▶ Your employer will ask you to complete form I-9 (Employment Eligibility Verification) on your first day of work by showing your passport, visa stamp, and I-94 record.
	<input type="checkbox"/> <i>Social Security Card</i>	▶ Apply for a Social Security number at your local Social Security Administration office. You will need a your passport, visa stamp and a your I-94 record when you apply. You can view the Sidley fact sheet on Social Security cards here .
	<input type="checkbox"/> <i>L-2 EAD for Spouse</i>	▶ A spouse in L-2 status may apply for an employment authorization document (EAD) after entry into the U.S. using form I-765. We can assist with this process. It takes roughly 90 days for the work authorization to arrive from the date of filing.
TRACKING	<input type="checkbox"/> <i>Monitor Expiration Dates</i>	▶ This step is critical. Record and track the expiration dates on your passport, visa stamp, I-129S and I-94 card. Each expiration date may be different. For extension purposes, the dates written on your endorsed form I-129S are the ones we track for extension purposes. Normally the I-129 is granted for a three year period.
	<input type="checkbox"/> <i>L-1 Extension</i>	▶ Initiate the process of extending your L-1 at least six (6) months prior to the expiration date on your form I-129S. There is an option to extend your L-1 visa within the U.S. or at a U.S. consulate abroad. Sidley will work with you on the best strategy for your case.