



Step by Step Instructions



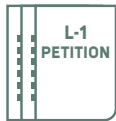
Step 1.
Employer initiates the L-1 process



Step 2.
GLC sends L-1 blanket questionnaire to the transferee and employer



Step 3.
GLC confirms information complete when L-1 blanket questionnaires returned



Step 4.
GLC prepares I-129S petition, obtains employer signature and sends to transferee



Step 5.
Transferee books appointment and submit DS-160 visa application



Step 6.
GLC conducts L-1 prep call with transferee



Step 7.
Transferee attends the visa appointment at U.S. consulate or embassy



Step 8.
Approved L-1 visa sent to transferee



Step 9.
Transferee enters U.S. with approved L-1 blanket visa



Step 10.
Employer verifies work authorization



Step 11.
Transferee sends GLC copy of L-1 approval stamp and form I-94



1) How do I get a Blanket L-1 Visa?

1.1) What is the L-1 blanket eligibility criteria?

L-1 blanket classification is a special kind of L-1 multinational transferee status reserved for relatively large multinational companies, who have obtained "blanket" approval to transfer workers from related companies outside the United States in L-1 multinational transferee status. To qualify, you must have worked at a qualifying entity listed on the United States company's blanket approval notice on file with the USCIS for at least one year in the last three years in a managerial, executive or specialized knowledge capacity, and coming to the United States to serve in a similar managerial, executive or specialized knowledge capacity. Unlike regular L-1s, if you will be coming to the United States as a specialized knowledge worker under your employer's blanket approval, you must be a "professional," which generally means that you hold at least a bachelor's degree.

1.2) What are the steps in the L-1 blanket application process?

Once your employer initiates the process with our office, you will be provided more instructions on the process. Once we have the required materials, we will instruct you to schedule an L-1 blanket visa appointment at the appropriate United States consulate or embassy abroad. We will then send you the application materials signed by your employer, and schedule a call for one of our attorneys to go over the application process with you.

1.3) How long does it take to obtain a blanket L-1 visa?

The L-1 blanket application process generally takes 4-6 weeks. However, processing for specific cases could take significantly longer, depending on the consulate or embassy where the application will be made, and whether your application is referred for administrative processing. Some applications can take several months. You should not make unchangeable plans to relocate to the United States until the L-1 blanket visa is actually issued, and delivered to you by the U.S. consulate or embassy.



2) What are the relevant time limits for L-1 blanket status?

2.1) For how long will my L-1 visa be valid?

Blanket L-1 "visas" are generally granted for a validity period of 5 years. Persons from certain countries, however, may be issued visas for a shorter time-period based on a "reciprocity" between the United States and that country. L-1 visas for Chinese nationals, for example, are only issued for 24 months at a time.

Note that the L-1 visa that is issued to you by the United States consulate or embassy **does not** determine how long you are authorized to stay in the United States. The period you are authorized to stay is determined by the Customs and Border Protection (CBP) officer who inspects your passport each time you enter the country. The expiration date of this period of authorized stay is indicated on your I-94 arrival departure record, which can be accessed through the CBP website at [cbp.gov/i-94](https://www.cbp.gov/i-94) once you have entered the United States.

Although you may be issued an L-1 visa that is valid for up to five years, you will be admitted by the CBP officer for no more than three years each time you enter the country in L-1 status, and you may be issued a shorter time-period depending on various factors, including your passport expiration date, the expiration of sponsoring employer's blanket L-1 approval (if any), the amount of time you have already spent in the United States in H-1 or L-1 status, and the validity dates written by the consular officer on your I-129S L-1 blanket petition form. CBP officers also sometimes issue incorrect I-94 expiration dates. It is therefore critical that you review the I-94 expiration date each time you enter the country.



2.2) What is the maximum time-period that I may work in L-1 status?

The maximum amount of time allowed in Blanket L-1 status is 7 years for individuals holding managerial and executive positions in the U.S., and 5 years for specialized knowledge professional employees. Note that if you have spent time working in the U.S. in H-1 status, this time will be counted against your 5/7 year-maximum. Conversely, time spent in L-1 status is counted against the six-year H-1B maximum time limit.

3) Once I enter in L-1 status, what do I need to do to start work?

3.1) What documents do I need to bring when I start work?



You may commence employment at the sponsor of your L-1 visa once you have been admitted to the United States in Blanket L-1 status. You must present your passport, and L-1 I-94 arrival-departure record to your company's designated HR representative within 3 days of starting work for employment verification purposes.

3.2) Do I need a Social Security Number to start work?

No. You are not required to have a valid Social Security Number to start work in the United States in L-1 blanket status. The Social Security Number does not provide evidence of work authorization, and is used by your employer solely for purposes of withholding taxes.

4) How do I get a Social Security Number, Driver's license and open a bank account?

4.1) How do I apply for a Social Security Number?



You may apply for a Social Security Number upon arrival in the United States using form SS-5. Note that you will need to apply for the card in person at the local Social Security Administration (SSA) office. In most cases the SSN is issued on the same day. You may find the closest SSA office and further instructions on applying through the SSA website at ssa.gov/locator.

4.2) When should I apply for the Social Security Number?

You should apply for your Social Security Number as soon as possible upon entering the country in L-1 status (unless you have been issued a Social Security Number in the past). Although the SSN is not required for you to start work, not having the number as soon as you are ready to start work may result in delays and other complications relating to payroll and tax withholding.

4.3) What if issuance of my Social Security Number is delayed?

Although SSN's are typically issued immediately when you apply, in some cases it could take several weeks for the number to be issued. Please contact your company's designated HR/immigration representative if you are not issued a number right away.



5) What are all these documents, and what do I need to do with them?

5.1) Who do I notify if I change my address?

You must notify the USCIS directly, for you and each of your family members within 10 days of changing address. The change may be reported online, at www.uscis.gov/ar-11. You should also notify your company's HR department and our office.

5.2) Copy of your I-94 arrival-departure record.

This can be obtained online at <https://i94.cbp.dhs.gov/i94> every time you and your dependents enter the United States.

This is an important document that specifies the length of your authorized stay, and occasionally the Customs and Border Protection Agency makes mistakes. Your I-94 record will be reviewed for accuracy, and corrections requested where appropriate.

5.3) Changes to your blanket L-1 employment.

Including any changes in the employing entity, your job title or duties, job location, off-site employment (including remote employment) and salary.

5.4) Extended leave of absence without pay or assignments abroad.

Please advise HR well in advance as it may impact your immigration status.

5.5) If I am terminated for any reason, what will happen to my blanket L-1 status?

Under current regulations, there is no grace period for workers in Blanket L-1 status. Once you are terminated, you must depart from the U.S., or change to another valid status right away.

6) What about my family?

6.1) May my dependent family members accompany me to the United States during my L-1 work assignment?

Yes. Your spouse and children under the age of 21 may accompany you during your L-1 assignment, by applying for L-2 dependent visa status.

6.2) How do my dependents apply for dependent L-2 visas?

Your dependent family members may apply for L-2 visa with you when you apply for your L-1 visa. They may also apply after your L-1 visa is issued. Please refer to our memo on L-1 and L-2 visa process for more details.

6.3) Can my accompanying spouse work?

Upon arrival in the United States in L-2S dependent spouse status, your spouse will be automatically authorized to engage in employment.





6.4) Can my accompanying children work in L-2 status?

No. Your children may not work in the US in L-2Y dependent child status. They would need their own independent work-authorized status to accept employment.



6.5) Can my accompanying spouse and children obtain Social Security Numbers?

The Social Security Administration (SSA) generally only issues social security numbers to persons with work authorization. Because your spouse is eligible for work authorization he/she may apply for a social security number as soon as she enters the United States in L-2 dependent status. Your children are not eligible for work authorization in L-2 status and therefore would not be eligible for a social security number.

6.6) Can my unmarried domestic partner accompany me during my L-1 assignment?

Unless you are married to your domestic partner, he/she will not be eligible for L-2 dependent status. Under limited circumstances, Department of State regulations allow for unmarried domestic partners to enter in B-2 visitor status to accompany their domestic partner working in L-1 status. Generally, you will need to show that you have been living together with your domestic partner for at least a year. Note that consular officers are more reluctant to approve B-2 visas for domestic partners than they are for married partners applying for L-2 visas. Please also note that B-2 status does not provide work authorization, and is subject to many more restrictions than L-2 status. Please refer to our memo on domestic partners for more information on the requirements and restrictions for B-2 domestic partner applications, and contact our office if your domestic partner will be applying as a B-2.

6.7) Can other household members (e.g., adult children, elderly parents) accompany me during my L-1 assignment?

L-2 dependent status is reserved for married spouses, and children under the age of 21. As is the case with unmarried domestic partners, however, it may be possible for other household members to accompany you in B-2 status if you can show evidence that they have been living with you for at least a year. Please contact our office if you plan to have other household members accompany you during your L-1 assignment.