

# WHEN TO CONTACT U.S. IMMIGRATION COUNSEL

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## **BEFORE CHANGING RESIDENCES OR WORKSITES**

CERTAIN TYPES OF FOREIGN WORKERS NEED AN AMENDMENT PETITION FILED **BEFORE** A CHANGE IN WORKSITE OCCURS. IF YOUR WORKSITE RELOCATION WILL BE MORE THAN 50 MILES FROM THE WORKSITE(S) LISTED ON THE LABOR CONDITION APPLICATION (LCA), WE MUST FILE AN AMENDMENT PETITION **BEFORE** THE CHANGE TAKES PLACE. IF YOU ARE WORKING FROM HOME, YOUR RESIDENTIAL ADDRESS IS CONSIDERED TO BE YOUR PRIMARY WORKSITE.

ALL NONCITIZENS ARE OBLIGATED TO REPORT A CHANGE IN RESIDENTIAL ADDRESS TO THE USCIS WITHIN 10 DAYS OF MOVING ON FORM AR-11.

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## **BEFORE AN EMPLOYEE IS PROMOTED OR CHANGE ROLES**

IF THE NEW POSITION INVOLVES DUTIES THAT ARE SIGNIFICANTLY DIFFERENT (I.E., PROMOTION FROM AN INDIVIDUAL CONTRIBUTOR TO A MANAGERIAL ROLE), PLEASE CONTACT US. THIS IS ESPECIALLY IMPORTANT IF YOUR AOS IS PENDING.

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## **CHANGE IN FAMILY STATUS OR IMMIGRATION STATUS**

IF YOU MARRY, DIVORCE, OR HAVE CHILDREN, PLEASE NOTIFY OUR OFFICE, ESPECIALLY IF YOU HAVE A DEPENDENT THAT WILL NEED IMMIGRATION SUPPORT. PLEASE ALSO NOTIFY OUR OFFICE IF YOU SUBMIT AN IMMIGRATION FILING THAT WE SHOULD BE AWARE OF.