



## **IMMIGRATION MEMORANDUM**

### **INSTRUCTIONS FOR OBTAINING VISA REISSUANCE**

#### **Visa Reissuance: Form DS-156**

If you need a new H, L, or O visa and if you do not have any international travel planned for the next 10 weeks, you may apply for a new visa through the **Visa Reissuance Program** of the U.S. Department of State (DOS).

**Visa Reissuance** is a relatively simple process which takes approximately ten (10) weeks. The DOS is responsible for the adjudication of visa reissuance applications. In order to obtain a visa reissuance, you must send to the DOS the following:

- A passport valid for at least six (6) months into the future. The passport *must contain a previous visa bearing the same classification as that which is now being sought.* A visa may be reissued if it has a remaining validity of **not more** than sixty (60) days, or has not been expired for more than 1 (one) year. Each applicant will receive an individual visa, and each Machine Readable Visa (MRV) covers a full page; therefore, passports must contain at least one blank, unmarked visa page for each U.S. visa to be placed in the passport;
- The **original** Form I-94 annotated by the U.S. Immigration and Naturalization Service. You would have received this form when you were last admitted to the United States. **The original I-94 should remain stapled in your passport at all times.** If your Form I-94 has expired, you should submit a valid Form I-797 Notice of Approval from the INS for each visa applicant;
- A valid Form I-797 issued by the INS. The form will indicate the applicant's current employer and the approved extension of temporary stay;
- A comprehensive letter from the employer. This letter should identify and describe in detail the nature and function of the job position, the type of business, and the need for the visa. This letter must be on company letterhead and signed by a Manager or Human Resources professional;
- A typed Form DS-156 (Non-Immigrant Visa Application Form), along with a completed Form DS-157, if applicable. The new DS-157 form is required of the following categories of people:

- (1) All **male** visa applicants, regardless of nationality, **between the ages of 16 and 45**; and,
  - (2) All **male and female** applicants, regardless of age, with passports or travel documents from **China (PRC), Cuba, Iran, Iraq, Libya, Russia, Somalia, Sudan or Vietnam**
- One passport-size photograph for each applicant. The background of the photograph must be white or light. ***Incomplete or improperly filled out applications will be returned without visas;***
  - If your spouse and/or children are applying for visas separately from you, a certified copy of your visa and valid I94 (front and back) must be submitted in addition to all other requirements;
  - A required \$100.00 non-refundable fee for each Machine Readable Visa. Payment may be made by **certified check, money order, or corporate check** made payable to “U.S. Department of State.” **Cash and personal checks are not acceptable;**
  - In addition, citizens of certain countries must also pay a “reciprocity fee.” The amount of these fees vary from country to country. In the case of multiple applicants, payment of all MRVs may be consolidated in one check and all reciprocity fees in another. However, you may not combine payments for both fees in one check. To find out if you must pay a reciprocity fee and to determine the exact amount, visit <http://travel.state.gov/reciprocity/index.htm>;
  - Finally, we strongly recommend that you include a prepaid express mail return mailer so that your passport may be returned to you safely and efficiently.

**Applications must be mailed to one of the following addresses:**

*(Please read the following carefully.)*

**For Postal Service**

**US Department of State/Visa  
P. O. Box 952099  
St. Louis, MO 63195-2099  
Fax: 202-663-1608**

**For Courier Service**

*(We highly recommend that you send all documents via courier service.)*

**US Department of State/Visa (Box 2099)  
1005 Convention Plaza  
St. Louis, MO 63101-1200  
Fax: 202-663-1608**

Incomplete cases (prior refusals) being returned to the Visa Office with additional documentation necessary to continue processing should be sent to:

**Department of State  
CA/VO/P/D  
2401 E Street, N.W.  
Room L-701  
Washington, D.C. 20522-1016**

Such cases will be treated by the Visa Office as new applications and will start at the beginning of the reissuance process.