



## US Work Permit - Travel Checklist



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**L Visa – Short Term Travel**

S.No	Documents	Action Owner
1	Undamaged Original Passport with minimum 6 months validity (including old booklets).  There should be at least 2 blank pages on the passport for stamping at the POE	Associate
2	Valid Visa Stamping in Passport - (should be valid for minimum 6 weeks from the date of travel)	Associate
3	Original L Blanket petition stamped by the US Consulate + 2 photocopies (Approval notice)	Associate
4	E-tickets - To be downloaded from <a href="https://onecognizant.cognizant.com/?GlobalAppld=748">https://onecognizant.cognizant.com/?GlobalAppld=748</a>	Associate
5	Travel Insurance (for entire duration of stay) - to be applied online through <a href="http://www.icicilombard.com/Content/ilom-en/uploads/Cognizant_travel/userform.asp">http://www.icicilombard.com/Content/ilom-en/uploads/Cognizant_travel/userform.asp</a>	Associate
6	Forex (Foreign Exchange) - contact GIT Forex team for any clarification	Associate
7	Delay in travel letter (If associate is travelling for first time to US more than 6 months from the date of stamping) - – Contact GM Travel support team for any clarifications	Associate



**L1 Blanket Visa (L1A & L1B) – Payroll (Long Term travel):**

S.No	Documents	Action Owner
1	Undamaged Original Passport with minimum 6 months validity (including old booklets).  There should be at least 2 blank pages on the passport for stamping at the POE	Associate
2	Valid Visa Stamping on the Passport - (should be valid for minimum 6 weeks from the date of travel)	Associate
3	Original L Blanket petition stamped by the US Consulate + 2 photocopies (Approval notice)	Associate
4	Deputation letter (Payroll) – To be downloaded from  <a href="https://onecognizant.cognizant.com/?globalAppld=1909">https://onecognizant.cognizant.com/?globalAppld=1909</a>	Associate
5	E-tickets	Associate
6	Travel Insurance (7 days) - to be applied online through <a href="http://www.icicilombard.com/Content/ilomen/uploads/Cognizant_travel/userform.asp">http://www.icicilombard.com/Content/ilomen/uploads/Cognizant_travel/userform.asp</a>	Associate
7	Forex (Foreign Exchange) - contact GIT Forex team for any clarification	Associate
8	Original or Copy of Cognizant Offer Letter (issued at the time of joining at cognizant)	Associate
9	Last 6 months Paystubs	Associate
10	Delay in travel letter (If associate is travelling for first time to US more than 6 months from the date of stamping) - – Contact GM Travel support team for any clarifications	Associate



**L1 Individual & Extension – Payroll (Long Term travel):**

S.No	Documents	Action Owner
1	Undamaged Original Passport with minimum 6 months validity (including old booklets).  There should be at least 2 blank pages on the passport for stamping at the POE	Associate
2	Valid Visa Stamping on the Passport - (should be valid for minimum 6 weeks from the date of travel)	Associate
3	Original I797 (Approval notice)	Associate
4	Deputation letter (Payroll) – To be downloaded from  <a href="https://onecognizant.cognizant.com/?globalAppld=1909">https://onecognizant.cognizant.com/?globalAppld=1909</a>	Associate
5	E-tickets - To be downloaded from <a href="https://onecognizant.cognizant.com/?GlobalAppld=748">https://onecognizant.cognizant.com/?GlobalAppld=748</a>	Associate
6	Travel Insurance (7 days) - to be applied online through <a href="http://www.icicilombard.com/Content/ilom-en/uploads/Cognizant_travel/userform.asp">http://www.icicilombard.com/Content/ilom-en/uploads/Cognizant_travel/userform.asp</a>	Associate
7	Forex (Foreign Exchange) - Contact GIT Forex team for any clarification	Associate
8	Original or Copy of Cognizant Offer Letter (issued at the time of joining at cognizant)	Associate
9	Last 6 months Paystubs	Associate
10	Delay in travel letter (If associate is travelling for first time to US more than 6 months from the date of stamping) – Contact GM Travel support team for any clarifications	Associate



**Dependent Visa (L2):**

S.No	Documents	Action Owner
1	Undamaged Original Passport with minimum 6 months validity (including old booklets).  There should be at least 2 blank pages on the passport for stamping at the POE	Associate
2	Valid Visa Stamping in Passport - (should be valid for minimum 6 weeks from the date of travel)	Associate
3	Photocopy of the primary applicant's petition (Approval Notice)	Associate
4	E-tickets - -- To be downloaded from <a href="https://onecognizant.cognizant.com/?GlobalAppld=748">https://onecognizant.cognizant.com/?GlobalAppld=748</a>	Associate
5	Travel Insurance (7 days) - - to be applied online through <a href="http://www.icicilombard.com/Content/ilom-en/uploads/Cognizant_travel/userform.asp">http://www.icicilombard.com/Content/ilom-en/uploads/Cognizant_travel/userform.asp</a>	Associate

**H-1B Visa**

S.No	Documents
1	I-797 Approval notice - Original Hard copy
2	Amendment Fedex tracking number (Available if Amendment I-129 is filed with USCIS)
3	LCA (Labor Condition Application) - Available in MyVisa portal
4	Travel Insurance – Contact Travel Helpdesk – Offshore Assoc –18002582597, 08067871058 Onshore Assoc – 18668222024 (NOTE – Travel Insurance will be valid only for 7 days)
5	Forex card / Prepaid Card – Contact GIT Forex ( <a href="mailto:GITForex@cognizant.com">GITForex@cognizant.com</a> )
6	Deputation letter - Contact Travel Compensation team ( <a href="mailto:TravelCompensation@cognizant.com">TravelCompensation@cognizant.com</a> )
7	E-Tickets – Contact Travel helpdesk
8	Passport and Visa

**Note:**

If your travel is delayed beyond 6 months from the date of Stamping, You Must get a “DELAY IN TRAVEL LETTER” which is given by GM Travel Support ([GITTravelsupport@cognizant.com](mailto:GITTravelsupport@cognizant.com))

