



Based on Stage 1 pre-approval, you have been granted a 9(a) entry visa. With this visa, you can enter Philippines, where you will be granted an initial stay within which you have to apply for Special Work Permit (SWP) - Stage II approval.

Kindly follow the steps below for us to initiate filing of your SWP.

Two (2) Weeks before Travel to the Philippines

1. To share the duly signed GSL letter with the future travel dates
2. To share the duly signed BIR 1904 form which you will be provided with the prepared document.

Upon reaching the Philippines, you are required to notify Immigration.Philippines@cognizant.com.

Step 1: Please email the following:

1. Latest arrival stamp showing the valid stay in the Philippines
2. Address in the Philippines (Post your arrival in the Philippines)
3. Contact number in the Philippines (landline and mobile)
4. Update Resume

Quick Guidelines to include the information related to your WP application:

1. Name – It must be exactly how it appears on your passport (Given Name, Last Name)
2. Address – To reflect complete address in the Philippines where you are residing at the time of document execution for visa application..
3. Contact Details – To reflect the contact details where you are reachable at the time of application.
4. Designation: It must be exactly what is the approved designation/title as GSL letter and Invite Letter
5. Period of Employment: current Month and Year – Till Date.
6. Company Name: Cognizant Technology Solutions Philippines, Inc.
7. Brief Summary of your Role in your Job Description document to be perform in the Philippines upon receipt of the work permit.

Step 2: You will be notified on the schedule for the signing of SWP with 9A visa extension forms. Request you to carry the below hard copies when you meet the Global Mobility POC in the Philippines:

1. Original Passport
2. 4 copies (2inches x 2inches) Photo (white background, without eyeglasses and wearing collared attire)

Important Compliance Obligation:

- Until SWP is approved you cannot involve in any billable activities.
- SWP applicant need to be physically present in Philippines to qualify for SWP issuance.
- 9(a) visa must be extended timely or remain valid during the SWP period to serve as valid stay in the Philippines.
- Stay and Billable Activities must not exceed as declared in the Secondment Letters.