**H1 B CAP Check List**

**Docments to be uploaded in VDMS**

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| **Sr. No.** | **Documents** | **Format** | **Responsibility** |
| 1 | General Information |  | Associate to upload on VDMS |
| 2 | First, last, observation and all visa(US) stamped pages of ALL the passports  Don’t upload old passport copy except US visa page if you have ) | **PDF format** | Associate to upload on VDMS |
| 3 | Updated resume in Tech M in .pdf format. The resume should include the previous experience, Employer and project detail |  | Associate to upload on VDMS |
| 4 | Contractual document (PO/SOW/MSA/Client Letter) | **PDF Format** | RM has to upload on Visa Tool |
| **5** | Highest Degree/Degree/Diploma Convocation Certificate | **PDF format** | Associate to upload on VDMS |
| 6 | All the mark sheets for all semesters/years and Consolidated Marksheet (ascending order ) | **PDF format** | Associate to upload on VDMS |
| 7 | Individual Mark sheet (10th and 12th ) | **PDF format** | Associate to upload on VDMS |
| 8 | Tech M Offer Letters and Latest salary revision letters. | **PDF format** | Associate to upload on VDMS |
| 9 | Job Description (as per the sample).  The Job Description (JD) MUST be approved by your manager and in line with the Job title approved in your Visa Request |  | Associate to upload on VDMS |
| 10 | Organization structure |  | Associate to upload on VDMS. Link Provided |
| 11 | Last three months Payslips | **PDF format** | Associate to upload on VDMS |
| 12 | Latest Performance Appraisal  (Only first page is sufficient ) | PDF format | Associate to upload on VDMS |
| 13 | IT Training Certificate (if you have done any: example:- C,C++, Java, Oracle…Etc)(Non-Mandatory doc ) (Mandatorly need to upload those who are from Non-IT Background) | **PDF Format** | Associate to upload on VDMS |
| 14 | Service / experience letters from the all the previous employers along with the offer letters .  Experience letters should contain total years of experience, start date and end date, job description, role and responsibilities along with technologies.(if not avaliable then reliving Letter)  **(**Non-Mandatory doc ) | **PDF Format** | Associate to upload on VDMS |
| 15 | Previous H1 or L1 approvals if any (Non-Mandatory doc) | **PDF Format** | Associate to upload on VDMS |
| 16 | Associate Summary Details (refer the sample Doc) |  | Associate to fill the details as per the format Provided in system |
| 17 | Supplementary information Form (refer the sample Form ) |  | Associate to fill the details as per the format Provided in system |