

Kindly follow below Instructions and make sure your submitting the request within 5 business days of this email.

1. If you're nominated for H1B New visa, please click on the <https://onecognizant.cognizant.com/?globalappid=660> and then select the Associate Request tab. If you're nominated for Conversion to H1B visa, please click on the <https://onecognizant.cognizant.com/?globalappid=660> and then select the Associate Eligibility tab.
2. Review and update correct details (some of the details may be prepopulated).
3. Save the details interim.
4. After you complete the update, select 'Submit' to have the details submitted for GM review.
5. Upload the pdf files, which is not protected / secured! The system would not accept protected/secured files.
6. Request you to ensure your personal and professional (Education/Experience) information is updated accurately on HCM / Associate 360.

### **Document upload - Passport, Resume, Education & Experience**

**Passport** : Ensure to upload a clear scanned copy of your passport with minimum validity until December 2024, blank pages are not required. If you had travelled to the US in the past on any visa, please include the relevant visa pages and the entry / exit seal pages (even if available in old passport). **Copies related to other country travels wouldn't be required.**

**Resume** is mandatory for all applicants. Please ensure that you include detailed job duties that you performed throughout your tenure. If served for more than 6 years with Cognizant, include only the detailed job duties performed while in Cognizant.

**Education** : Ensure you upload a clear copy of Degree Certificates and either semester wise of consolidated mark sheets. If you have pursued a Diploma, please include the mark sheets and the Diploma certificate.

**Experience** : The experience letter is not required during initial submission, GM team would assess and reach out to you if an experience letter is required.