

Application Name: Visa Stamping Application

User: Associate

Last Updated On: 14-09-2015

A. PURPOSE

You can initiate Stamping process for yourself and your dependents using this application. All documents required for you and your dependents to process your Visa Stamping request can be uploaded here.

B. PRE-REQUISITE

You need to ensure that you fall under either of the below mentioned three categories:

- a) You have an H-Visa Work Permit Petition Approved from USCIS
- b) You have an L-Visa Work Permit request in progress or completed by Global Mobility Team
- c) You have a Business Visa request raised in MyVisa and in progress with Global Mobility Team

C. What does this document cover?

- a. Process to Initiate Stamping Request & an overview of all the application screens. (Page 2 onwards)
- b. Frequently Asked Questions (Page 6 onwards)

PROCEDURE TO INITIATE VISA STAMPING

Login to One cognizant portal >> search for “visa stamping” to find the application



Click on the Icon to open the stamping application

(OR)

Click on the below URL to access the stamping app.

<https://onecognizant.cognizant.com/Apps/default.aspx?GlobalAppId=892&Fromsearch=True&Source=3>

You would get the below screen

Select a Visa Type and an Application Type for which you want to initiate visa stamping

Visa Type					Visas Initiated For Stamping		
Visa Type	Petition Status	Valid From (DD/MM/YYYY)	Valid Until (DD/MM/YYYY)	Select	Visa Type	Application Type	Initiated On
H-1B Extension	Application Approved	08/12/2013	14/06/2016	<input type="checkbox"/>	H-1B Extension	Self	17/01/2014

Applicant Name: Ramesh Yallamraju
Application Type: Self
Stamping Status: [Pending with Associate for questionnaire](#)

Use select the appropriate application type)

Self Only ☐ Self & Dependent ☐ Dependent Only ☐

Initiate Cancel

You would be able to initiate the request, only if you have an approved petition status listed in the application

Select the appropriate Application type & Click on the Initiate to create a stamping request

Once the case is initiated, you can find the request with the link towards right handside of the stamping app

Select a Visa Type and an Application Type for which you want to initiate visa stamping

Visa Type					Visas Initiated For Stamping		
Visa Type	Petition Status	Valid From (DD/MM/YYYY)	Valid Until (DD/MM/YYYY)	Select	Visa Type	Application Type	Initiated On
H-1B Extension	Application Approved	08/12/2013	14/06/2016	<input type="checkbox"/>	H-1B Extension	Self	17/01/2014

Applicant Name: Ramesh Yallamraju
Application Type: Self
Stamping Status: [Pending with Associate for questionnaire](#)

Application Type (Please select the appropriate application type)

Self Only ☐

Self & Dependent ☐

Dependent Only ☐

Initiate **Cancel**

Click on this link to access the questionnaire and upload the documents

Project Details Section

Select the Dependents (if any) → Enter the Project & Client Details → Provide PAI Preference and Document for Self/Dependent → View your Download

Enter the project details for which you are going to travel.

Project Details

Travel Project Code: 1000021880
(Cognizant project code for which you are travelling)

Project Name: FDMS-Hagerstown-Boarding

Client Details

Client Name: First Data Merchant Services

Street Address: 540 Western Maryland Pkwy
(Enter Client address where you are going to work)

State: Maryland City: Hagerstown

Country: United States Zip Code: 21740

Cost Bearing Project Code: 1000021880
(Cognizant project code which will bear the Cost of Stamping)

Project Name: FDMS-Hagerstown-Boarding

☒ Same as Travel Project Code

Comments History

Comments (max 300 chars)	Date
Ramesh Yallamraju	20/01/2014 7:33PM
NA	
Ramesh Yallamraju	20/01/2014 7:33PM

Type your doubts here.

Save **Save & Continue**

LEFT SIDE: Proposed Travel Project, i.e. Project for which you are TRAVELLING to US.

RIGHT SIDE: Project Id & Project name which is going to bear your stamping cost

Click on Save & Continue to provide further details

PAI Preference/Date & Documents Page

GLOBAL MOBILITY
International Travel - End to End

Associate Comments Help Home

Select the Dependents for Stamping (if any) Provide Project & Client Details Provide PAI Preferences & Mandatory Documents Fill Questionnaire View PAI Confirmation Details Provide PAI Experience Feedback

Provide PAI Preference & Documents for self/dependents [Sample DS-160 Form](#)

Given Name	Sur Name	PAI Location	PAI Dates	Upload Documents Max(5)
Aravind	Rengaraj	Chennai	Preference 1: 19/01/2015 Preference 2: 20/01/2015	Upload Passport Upload the scanned copy of all the Non-Blank pages of the passport Upload DS-160 Review Page Only Upload the scanned copy of your DS-160 work in progress screenshots

NOTE:- If the Preferred PAI Dates are not available, Consulate, GM team would try to book the nearest dates for same.

Comments History

Comments	Date
Aravind Rengaraj PAI Preference and Document upload initiated	13/01/2015 3:36PM
Aravind Rengaraj Project and Client details updated successfully	13/01/2015 3:35PM

Back Save & Continue Later Proceed to Questionnaire

Click Here to view a Guide for "DS-160 Form". **THIS IS A SAMPLE VERSION ONLY** for Main Associate

Please refer <http://git.cognizant.com/US/QTGI-FILLONLI.pdf> for the DS160 guidelines

Enter your preferred Personal appearance Interview dates (You can enter 3 preferred date in the slot, based on the availability GIT will block an appointment)

Select the Dependents (if any) Enter the Project & Client Details Provide PAI Preference and Document for Self/Dependents View your PAI Schedule & Download Documents Share your Personal Appearance Interview (PAI) Experience

Provide PAI Preference & Documents for self/dependents

Given Name	Sur Name	Personal Appearance Interview (PAI) Location/Date Preferences	Upload Documents Max(2)
Ramesh	Yallamraju	Preferred PAI Location & Date Preference 1: Chennai 09/02/2014 Preference 2: Chennai 10/02/2014 Preference 3: Chennai 11/02/2014	Upload Passport Upload the scanned copy of all the Non-Blank pages of the passport Upload DS-160 Upload the scanned copy of your DS-160 work in progress screenshots Upload Project Manager approval Upload the scanned copy of your PMs approval letter Upload Other Document 1(if any) Not Mandatory

Comments

Comments	Date
Ramesh Yallamraju NA	20/01/2014 7:33PM
Ramesh Yallamraju	20/01/2014 7:33PM

Back Proceed to Questionnaire

UPLOAD all the required documents in the respective option. **(Mandatory Documents:** Passport / DS160 review pages (Screenshots) / Marriage certificate in English (for Spouse) / Birth certificate (for Kids).

Cross icon (X) on document means it is uploaded.

Click on **Proceed to questionnaire** to fill the final questionnaire and **SUBMIT** the request.

Questionnaire Page

Before submitting the request, please review the questionnaire once again. This section and the entire request becomes READ ONLY post submission.

EDIT the “Passport Name” and “Additional Information” (In the bottom)

All initiated request for same Visa Type should be completed together.

Please check/edit the below details for self/dependents

Given Name	Sur Name
Aravind	Rengaraj

Please validate and update (if required) the details provided below

Personal Information

Given Name: Aravind, Sur Name: Rengarajan
 Date of Birth: 07/09/1983 (MM/DD/YYYY)

Current Job Information

Job Title: Manager - Projects, Hire Date: 06/28/2004
 HCM Work Location:

Visa and Petition Details

Petition No: EAC4645456, Current Visa Type: H-1B Extension

☐ I declare that I've checked and verified all these details are correct. Cancel Save Questionnaire

Back Submit All

Submission will be enabled only after questionnaire is saved for all the applicants.

You can “**Save Questionnaire**” and review the whole request prior to submission

To confirm the details and submit the request for Supervisor’s Approval & Case Manager Review click on “**SUBMIT ALL**”

To check your stamping request status post submission, follow the navigations given in next page:

GLOBAL MOBILITY
International Travel - End to End

Associate Comments Help Home

Important Visa Stamping App is facing technical issues. [Click to View Your Stamping Workflow](#)

Select a Visa Type and an Application Type for which you want to initiate visa stamping

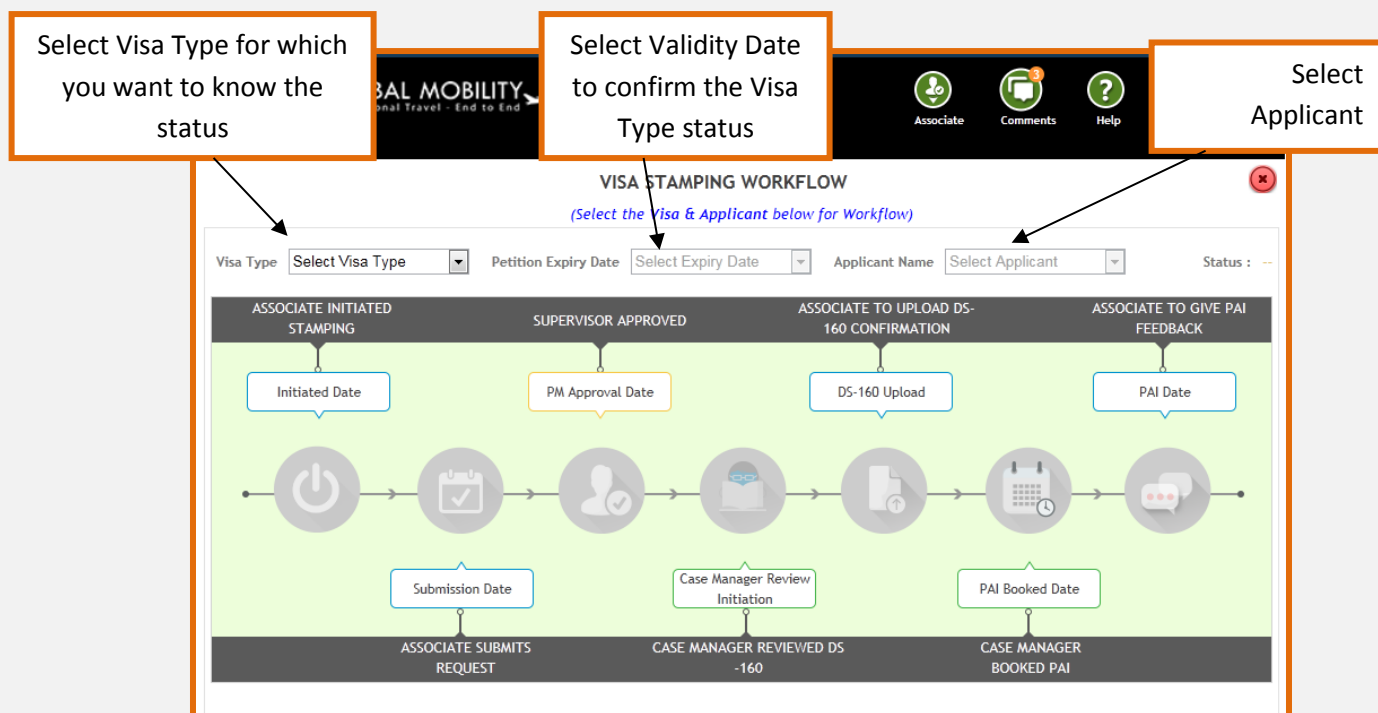
Visa Type					Visas Initiated For Stamping		
Visa Type	Petition Status	Valid From (DD/MM/YYYY)	Valid Until (DD/MM/YYYY)	Select	Visa Type	Application Type	Initiated On
H1B New	APPROVED	01/01/2013	09/09/2016	<input type="checkbox"/>	H1B New	Self & Dependents	06/01/2015

Application Type (Please select the appropriate application type)

☐ Self Only
 ☐ Self & Dependent
 ☐ Dependent Only

Initiate Cancel

Click Here to Open the Workflow for all requests



FREQUENTLY ASKED QUESTIONS

A. The petition status in USCIS portal shows as approved, but I do not have access to initiate stamping request in 1C visa stamping app. How should I initiate the stamping request?

You can initiate stamping request only after GM receives the approval notice and not immediately once the petition is approved in the CIS website.

1. Global mobility will receive the approval notice in 5-7 business days from the approval date.
2. Once when the details are updated in MyVisa, you may proceed with the stamping initiation in 1C Visa stamping app.
3. An email will be triggered from one communicator (Post-processing app) on receipt of the approval notice.
4. Please specify the location to which the approval notice should be shipped and the same will reach in 5 business days.

B. I am unable to initiate the stamping request for my spouse or child.

Please check and ensure that your dependent details are updated in HCM, only then you would be able to view the dependent details in the stamping app and initiate the request on their behalf.

NOTE: We don't process the stamping for the Fiancé and request you to initiate the request post wedding and you have a marriage certificate in place.

C. What is the process involved in the visa stamping and the timelines?

The Stamping process until Visa Appointment Scheduling will take approx. 8 business days. The appointment would be scheduled based on the preference, subject to availability or the earliest available dates in the consulate calendar.

The SLA is calculated from the date complete documentation is uploaded, submitted and approved in 1C.

1. **DS 160 Review** – 2 Business days for Initial review and any subsequent review will be completed within 3 business days from the date revised document is uploaded.

NOTE: We don't review the DS160 for dependents, and you need to submit the DS160 form online and upload the confirmation page directly.

2. **Visa Fee payment & receipt activation** –3 Business days, the DS 160 review and Visa Fee Payment is done in parallel, subject to bank holidays and availability.
3. **Appointment scheduling** – 3 Business days for scheduling the Visa appointment, subject to receipt activation.

Once when the appointment is scheduled, you have to select “Accept PAI Schedule” in the visa stamping app.

After 30 minutes from accepting the PAI schedule, you may login to Visa Concierge App in 1C and schedule for the briefing / document verification session with the respective location PoC prior to the visa interview date.

D. How do I fill the DS160 form?

Please fill the DS 160 form online at <https://ceac.state.gov/genniv/> and upload the pages for review (screenshot / content copied to a word / pdf format) before submitting the form online. Only on confirmation from GM team after review, you should be submitting the form online – applicable only for primary applicant.

We don't review the DS160 for dependents, and you need to submit the DS160 form online and upload the confirmation page directly.

Please refer the guidelines to fill the DS160 form online from process space - <http://git.cognizant.com/US/QTGI-FILLONLI.pdf>

A Separate DS160 form has to be filled in for each applicant.

E. How & When Do I Get My PAI (Personal Appearance Interview) Dates?

Once you have completed all Steps as mentioned in the previous section, your request will be moved to the Global Mobility PoC for a document review and additional document preparation process.

Once PAI has been booked, a confirmation mail would be sent to the associate along with the PAI dates. For more details applicants, can come to the application and view the PAI Confirmation Screen to check PAI details and Document Checklist (On right side of the screen) to be kept ready for further process.

NOTE: The PAI letter would be uploaded in the visa stamping app within 24-48 hours of accepting the PAI schedule.

F. Where Do I View My Stamping Request Status?

Associates can monitor the progress on their request, via “Comments History” section on their application screen, given on bottom left corner. The Global Mobility (GM) PoC Review updates would reflect on this screen for associate to view. If associate has any

query or doubts, they post the same on this section and also view this section for more details of the clarification requested from them.

They would be able to see the request status on the Landing Page, where the request was initiated too.

G. Where do I view the Documents to be kept ready for PAI or Briefing Session?

Applicants, for whom the PAI is booked by the GM Team, can view the document checklist in the PAI Confirmation Screen in the right side. For every applicant (Primary & Dependents (if any) a separate checklist is provided in their request tabs.

The Documents for which a PDF icon is not visible, has to be arranged by the Associate. Their names have only been provided for associate reference to keep these documents ready. If these documents are not available, they can reach out to helpline as mentioned in "Troubleshoot" section for any assistance.

A Document Checklist would also be issued to associates once they accept the PAI Schedule in the stamping application, in form of a trigger mail. This would be specific for Consulates and associate can refer to the concerned Consulate to check the required documents.

H. I hold an L-1B Blanket visa, can I initiate the stamping for self and dependents together?

As per the policy, associates applying for the L-1B Blanket visa should first apply for their visa and only after the stamping is approved, initiate the visa stamping for the dependents.

I. What is the process and the eligibility criteria for the Interview Waiver Drop Box?

Based on the details provided, the case manager will assess the eligibility for interview waiver and notify during the review. If you qualify, we will schedule the appointment under the Interview Waiver drop box.

There will be no specific date of appointment, once when you meet the location immigration PoC and get the documents verified, you may walk in on any working day and submit the documents at the document drop off location.

Eligibility Criteria for all applicants except child below 14 years of age and applicant above 80 years of age or older:

- I have a previous U.S. visa in the same class as the visa for which i wish to apply
- My most recent visa was issued in India
- I received my visa after January 1, 2008
- My most recent visa (in the same class for which I am applying) was issued on or after my 14th birthday
- I have no refusals for a visa in any class after my most recent visa issuance
- If I am applying for an H or L (individual) visa, my prior visa in the same class is still valid or expired within the last 12 months.

OR

- If I am applying for any other class of visa, my prior visa in the same class is still valid or expired within the last 48 months.

Note: Blanket L1 visa applicants do not qualify for the Interview Waiver Program, but Blanket L2 spouses are eligible.

Eligibility Criteria for Child below 14 years of age:

I am applying before my 14th birthday.

Note: Children under 14 must submit a photocopy of each parent's passport biographic information page. If either parent has a visa, you should also submit a photocopy of each parent's visa. If no parent has a visa and no parent is applying for one, then you should provide documentation regarding the purpose of the trip and a photocopy of the visa of the accompanying adult.

Eligibility Criteria for Business Visa applicants:

- I have a previous U.S. visa in the same class as the visa for which I wish to renew
- My most recent visa was issued in India
- I received my visa after August 1, 2004 but before January 2, 2008
- My most recent visa (in the same class for which I am applying) was issued on or after my 14th birthday
- I have no refusals for a visa in any category after my most recent visa issuance
- My prior visa in the same class is still valid or expired within the last 48 months.

NOTE: There will be a biometrics appointment to be scheduled for those applying for the Business Visa during which day, the applicants should go to the biometrics center, provide the fingerprints and then submit the documents.

J. What is PAI Feedback?

Applicants, who have attended the PAI at the consulate, would be sent a mail to provide the feedback and details of questions asked at the consulate.

Applicants are requested to provide the Visa Stamped Copy, OR if visa is not stamped then the final outcome details and slips copy in this screen. This would help GM team perform the required actions from their end and update your details. Once done, they can submit these details.

K. ADDITIONAL INFORMATION ON EACH STEP

a. Dependents Section:

- ✓ Dependents List (for applicants having dependents) would populate from HCM, as per the data given by the applicant. To change the same, applicant should get the dependent details added in HCM first and then come and check for same to reflect here.
- ✓ Please give the Dependent Name, as per Passport First Name and Last Name, as the name given here for reflect in all their interview documentation.

b. Project Information:

- ✓ Please validate the Project ID, Name and Full Address validated by your supervisor before providing in this application. This information would be used to process your interview documentation.

c. PAI Preference & Document Upload

- ✓ PAI Date is the Visa Stamping Interview date. You can provide preference of 3 dates, as per your convenience at the nearest Consulate and Global Mobility team member would try to get one of these dates, if possible.
- ✓ Passport, DS-160, Manager Approval are mandatory for Self Applicants. For dependents, please check the tabs on the left hand side and provide the required documents for them too and submit individually.

d. Questionnaire

- ✓ Personal Information and Job Details section are non-editable and can be changed only by changing the details in HCM. Applicants are requested to ensure these

details are correct and valid and Name given is as per Passport, to ensure proper documentation.

- ✓ Post HCM Update, data will take some-time to reflect here, so please wait till updates happen.
- ✓ Please provide “Proposed Project Information” by clicking on EDIT and SAVE the changes after entering the details.

L. TROUBLESHOOT

For any technical issue related to this application, please raise a GSD under the Global Mobility section: Global Mobility>> Immigration section>> “Stamping App- Technical Issues” Category.

For any stamping process related support or advise you can call Global Mobility Voice Support @56666 and then press option 5.

US Toll Free No: 1-866-822-2024 Option 5

India Toll Free No: 0008001008258 + Access code: 5666 + Option 5

Thank you