# This document will help you with instructions on filling a DS 160 Application form for H1 and L1 visa category.

#### Please read the general instructions before you start filling your application.

- In order to fill the application form kindly click on the → link
- You need to fill a separate application form for each applicant.
- Application form has to be filled online and has multiple sections it would be ideal to save the
  application form at the end of each section to avoid refilling the same information or loss of
  information.

# Before you start filling the application form, you need to have few documents handy with you which are listed below:

- Passport- Biographic page that is the first page of the passport with your photograph and personal details.
- Details and dates regarding your previous travel history.
- Educational documents starting from 10<sup>th</sup> until your most recent educational certificates and all transcripts and convocation certificate with you to enter details.
- For those who have prior work experience please have your previous employers experience / relieving letters along with information of your Name, Designation, Date of joining and date of relieving provided in the letter.
- If you have valid / expired approval notices issued for H1 / L1 or dependent visa categories to the US please have copies of them along with the receipt numbers of the current valid petition.

# For L-Blanket kindly refer below table

Petitioner Name	Cognizant Technology Solutions US Corp
Start Date	Associate should refer L -1App for the same
Receipt Number	SRC2412150974
End Date	Associate should refer L -1App for the same

# Getting started to fill the DS 160 application form.

- To get started with the application form please select the location from the dropdown from where you will be applying for the visa.
- Enter the captcha reflected on the screen and click start application.
- If you are retrieving the application of an existing partial application form, then you may click retrieve an application.
- Please create a security question from the drop-down list and answer and click continue. This will be used to retrieve the application form.

Note: It is not mandatory to refill new DS160 application form incase if there is a change in the consulate location. A new DS160 must be filled if there are any other changes to the previously submitted DS160 application form.

• It is not mandatory to update thenew DS160 confirmation number in the appointment confirmation letter/USTRAVELDOCS portal.

### Stepwise screenshots below for your ready reference.



#### Apply For a Nonimmigrant Visa

FAQs

#### Tooltip Language: English [View Tool Tip Help]

Most of this application has been translated. To see the translation point your mouse over any sentence on the page.

Welcome!

Get Started

The first step in applying for a U.S. nonimmigrant visa is to complete your application. It takes approximately 90 minutes to do this. After you submit your application, you can move on to the next steps such as scheduling your interview.

Important: Before You Start

- 1. Learn about Types of Visas.
- Use only Internet Explorer 11 or higher, Firefox, or Google Chrome 58 when completing your application. <u>Safari and</u> <u>Microsoft Edge are not supported</u>.
- 3. Gather your documents.
- 4. Review the instructions and FAQ.

Notes

Other people can assist you with your visa application. Note that under U.S. law (22 C.F.R. 41.103) you must electronically sign and submit

Select a location where you will be applying for this visa

INDIA, CHENNAI
INDIA, HYDERABAD
INDIA, KOLKATA
INDIA, MUMBAI
INDIA, MUMBAI
INDIA, NEW DELHI
INDONESIA, SURABAYA
IRAO, BAGHDAD
IRAO, ERBIL
IRELAND, DUBLIN
ISRAEL, TEL AVIV
ITALY, FLORENCE
ITALY, MILAN
ITALY, NAPLES
ITALY, ROME
JAMAICA, KINGSTON
JAPAN, NAHA
JAPAN, OSAKAFUKUOKA
IJAPAN, TOKYO'SAPPORO
JERUSALEM

Select the consulate from the highlighted options

#### Application Information

#### Please record your Application ID in a safe and secure place.

If there are technical issues with the system, or you want to complete your application some other time, you can save your work and later, start where you left off. In order to access your application later, however, you will need: (1) your Application 10, and (2) the answer to the security question that you will choose on this page.



To choose a security question, pick the one you like the best from the dropdown list, type your answer to that question in the box below, and click "Continue." Remember: In order to access your application later, you will need to know the answer **exactly as** 

and units. Collected: Netherlands; and unit to access your approaches sale, you will need to know the answer exactly as you write it in on this page.

You can also use your Anotication ID and security question to retrieve your Confirmation Page after you have submitted.

You can also use your Application ID and security question to retrieve your Confirmation Page after you have submitted your application, or to use your previously provided application information to complete a new application at a later date.

Note: Electronically submitting your DS-160 online application is the FIRST STEP in the visa application process. The next step is to review the internet page of the <a href="mailto:smbary-or-consulate">smbary-or-consulate</a> where you plan to apply for your visa. Most visa applicants will need to schedule a visa interview, though some applicants may qualify for visa renewal. The <a href="mailto:smbary-or-consulate-information may include specific local instructions about scheduling interviews, submitting your visa application, and other frequently asked questions."

Security Question 0			
WHAT IS THE GIVEN NAME OF YOUR MOTHERS MOTHER?			
nswer			
Continue	Cancel		

Create your security answer and give continue

### **Personal Information 1**

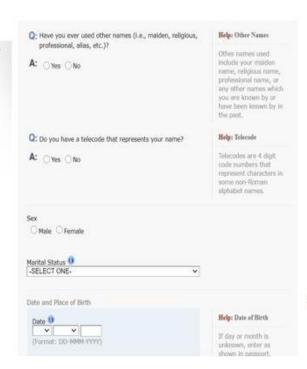
 To fill the personal information please provide surname and given name as per passport. For applicants whose **Surname** field is blank in passport, please mention the **Given Name** under Surname column in the application form and enter the given name field as FNU.

Note: If Surname is mentioned as LNU, applicant may face issues while applying for SSN or driving license.

- For Full Name in Native Alphabet, update as Does Not Apply.
- Do not omit any questions, for the questions that are irrelevant you may choose No as response.
- Please choose your gender and marital status appropriately. Please enter Date of birth as indicated in passport.
- Enter City, state or province as indicated in passport or tick does not apply if it is irrelevant and select country or region.
  - Please read the confidentiality statement and click save before moving to personal screen 2.



# Help: Navigation Buttons Click on the buttons above to access proviously entered data



Provide the DOB as per passport

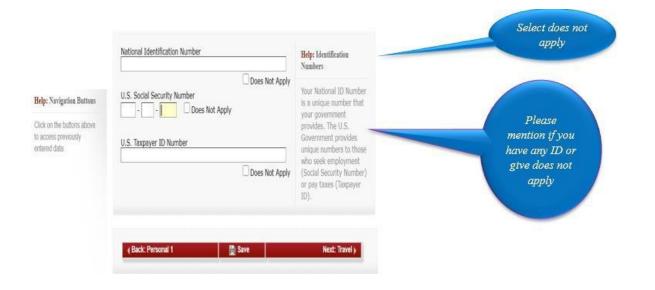
State/Province	
Dr. Co.	
_ Does Not Apply	
Country/Region - SELECT ONE -	Help: Country Region
* SELECT UNE *	
	Select the name that is
	currently in use for the place where you were
	horn.
cumentation, providing the information and/or documents re u do not have to supply this information unless this collection mber. If you have comments on the accuracy of this burden fucing it, please send them to: PRA BurdenComments@si	n displays a currently valid OMB control estimate and/or recommendations for
onfidentiality Statement	
e information asked for on this form is requested pursuant to	
ie information asked for on this form is requested pursuant to stionality Act, INA Section 222(f) provides that the records of	f the Department of State and of
e information asked for on this form is requested pursuant to tionality Act. INA Section 222(f) provides that the records of olomatic and consular offices of the United States pertaining rmits to enter the United States shall be considered confiden	f the Department of State and of to the issuance and refusal of visas or itial and shall be used only for the
ei information asked for on this form is requested pursuant to stionality Act. INA Section 222(f) provides that the records of plomatic and consular offices of the United States pertaining striks to enter the United States shall be considered confident mulation, amendment, administration, or enforcement of the	f the Department of State and of to the issuance and refusal of visas or itial and shall be used only for the e immigration, nationality, and other laws
le information asked for on this form is requested pursuant to stonaity Act. INA Section 22(f) provides that the records of planatic and consular offices of the United States pertaining smits to enter the United States shall be considered confider mulation, amendment, administration, or enforcement of the the United States. Certified copies of such records may be in	f the Department of State and of to the issuance and refusal of visas or ritial and shall be used only for the e immigration, nationality, and other law nade available to a court provided the
he information asked for on this form is requested pursuant to stionality Act. INA Section 222(f) provides that the records of plematic and consular offices of the United States pertaining emits to enter the United States shall be considered confider mulation, amendment, administration, or enforcement of the the United States. Certified copies of such records may be me unt certifies that the information contained in such records is	f the Department of State and of to the issuance and refusal of visas or ritial and shall be used only for the e immigration, nationality, and other law nade available to a court provided the
onfidentiality Statement in information asked for on this form is requested pursuant to stonaitly Act. INA Section 222(f) provides that the records of plomatic and consular offices of the United States pertaining ermits to enter the United States shall be considered confider mulation, amendment, administration, or enforcement of the the United States. Certified copies of such records may be munt certifies that the information contained in such records is surt.	f the Department of State and of to the issuance and refusal of visas or ritial and shall be used only for the e immigration, nationality, and other law nade available to a court provided the

Enter the city and state as per passport

#### **Personal Information 2**

- Please choose the country/ Region of Original (Nationality) as listed in the drop down.
- If you do not hold any other nationality apart from the one indicated above, please choose
   No.
- Are you a permanent resident of a country / region other than your country / region of origin (nationality) indicated above please choose Yes/ No as applicable.
- If you do not hold a National Identification Number, please select does not apply.
- If you have a US Social Security Number and for US taxpayer ID Number, please provide details of the same from the W2 Form or click does not apply if it is not applicable to you and click save before clicking the next section of Travel.





#### **Travel Information**

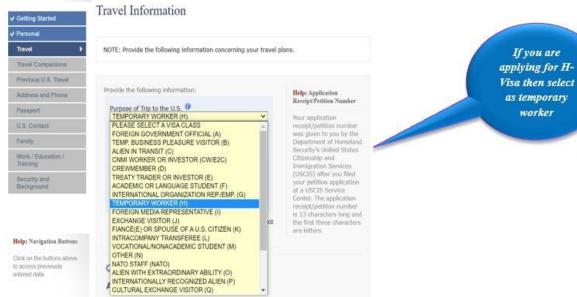
- In travel information under "Purpose of Trip to the US" please select your visa class as applicable from the drop down listed.
- If you have made specific travels to the US, please choose "Yes".
- Person/Entity who will be paying for the trip and save to proceed to the next page.
- In travel information under Purpose of Trip to the US Please choose the options accordingly. Temporary Worker (H) if applying for H1B Visa/Intracompany Transferee (L) if applying for L visa.
- In Application Receipt / Petition Number for H1B, please enter the latest approved petition Number provided in the approval notice (I-797).
- For Application Receipt / Petition Number for L1 please update the receipt number provided in the I 129S form/L1 App, One Cognizant.

Note: for L Individual or L- Extension associates, please mention latest approved petition number provided in approval notice (I-797).

- Please provide details of your travel plan, if you mention "Yes" or "NO" as applicable. You must provide tentative Travel details. For Date of Arrival in the US- Provide the relevant details in DD-MMM-YYYY if any confirmed Travel plans are made in this and the below three Fields.
- For Arrival City- Update the location where you are travelling.
- For Date of Departure from U.S. please provide Tentative return date (Ex. It can be your petition expiry date). Departure Flight (if known) if you have a confirmed flight booking, you can provide details of the same.
- For Departure City, please update the Departure location from where you might board your flight.
- If you're travelling to multiple cities in the US, please provide details of the location you plan to visit.
- Address where you will stay in the US you may provide your place of stay, which could be details
  of a hotel address or serviced apartment. Avoid mentioning details about your work address here.
- Have you made specific travel plans please provide details "Yes" or "No" as applicable. You have to provide the estimate details even if you choose "No" Option.
- Intended Date of Arrival- Please provide approximate date of travel in (DD-MMM-YYYY)
- For Intended Length of Stay in U.S please enter details as applicable, not to exceed 3 years (Specific to H1B visa category). Please Calculate the duration between the intended arrivals in US until the expiry date of the petition and mention accordingly in years / months as Applicable.
- For the question Person/Entity Paying for Your Trip please mention as "SELF" if you are paying.
   In scenarios where the company is paying select other Company and provide the company name.

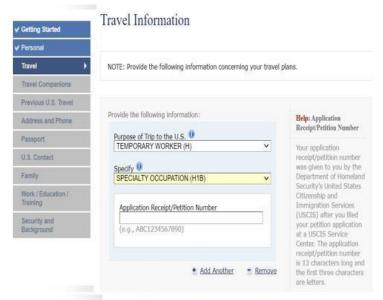
 For Indian based associates-Mention details of your "Present Employer "and For US based associates mention details of the "US Petitioner"



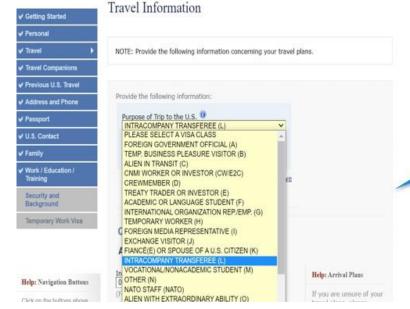




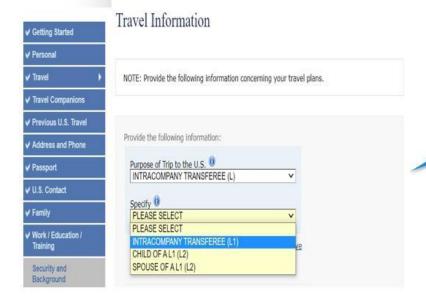
Specify as
Specialty
occupation if
you are applying
for H-Visa



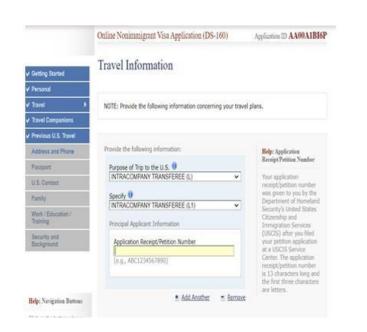
Enter the latest approved petition number provided in approval notice (1-797)

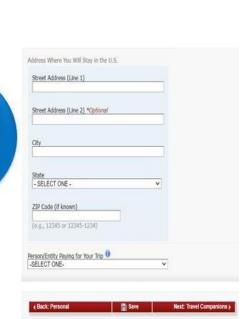


If you are applying for L-Visa then select as Intracompany Transferee (L)



Specify as Intra company transferee (L) if you are applying for L-Visa





Please provide the

travel Plan, if you give "Yes" You have

to provide tentative travel details Please provide

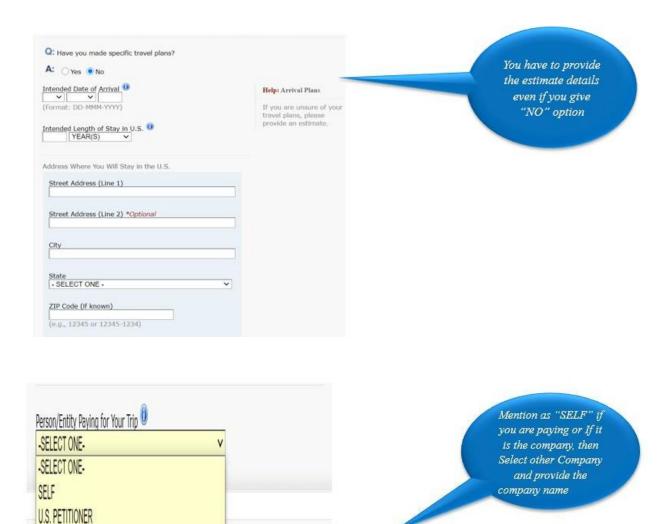
the receipt

number provided

in the I 129-S

form





,,

OTHER PERSON

PRESENT EMPLOYER
EMPLOYER IN THE U.S.

OTHER COMPANY/ORGANIZATION

# **Travel Companions**

• If you have other persons travelling with you, please choose "yes" if your dependents are travelling along with you.

Next: Travel Companions )

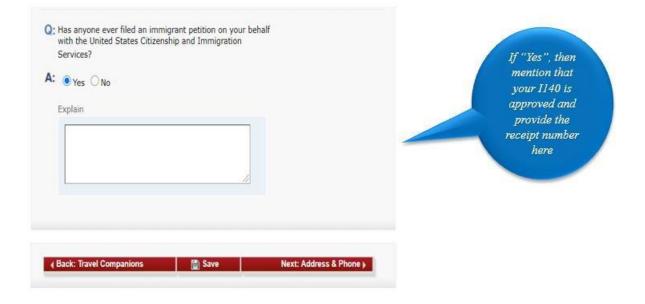
Note: It will not have any impact if your dependents are not traveling along with you, post Visa issuance.

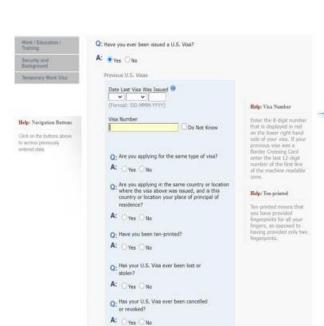


#### **Previous US Travel Information**

- For previous US Travel information Have you ever been in US, please choose "Yes" or "No" as applicable.
- Have you ever been issued a US visa, please choose "Yes" or "No" as applicable.
- Have you ever been refused a U.S. Visa, been refused admission to the United States, or withdrawn your application for admission, please choose "Yes" or "No" as applicable.
- Has anyone ever filed an immigrant petition on your behalf with the United States Citizenship and Immigration Services, please choose "Yes" or "No" as applicable. If "Yes," then mention that your I140 is approved and provide the receipt number.
- Have you ever been issued a U.S. visa? Please choose "Yes" or "No" as applicable. Provide information on your last five U.S. visits Date of last Visa Issued in format (DD-MMM-YYYY) Provide details about Length of Stay as applicable to you.
- Have you been ten printed If you have previous issued U.S. Visa then please select Yes accordingly. (Ten fingerprint started in year 2008)
- Do you or did you ever hold a U.S. Driver's License If applicable then update latest driver license number.
- Visa Number XXXXX Enter the number available in red color at the right corner on the U.S. Visa stamped in your passport.
- Please choose "Yes" or "No" as applicable for other questions.







If "Yes" Provide the information about your last five US visits

Provide Yes/No as applicable for other questions

#### **Address & Phone Information**

- Please provide details of your residential address in India and your mailing address. Is your mailing address same as your home address? Please choose "Yes" or "No" as applicable.
- For Primary contact number, please provide Indian contact Number.
- You may provide any alternative/emergency contact number under Secondary contact number.
- In Mailing address section Please mention U.S. / India workplace contact number. All the three
  contact numbers should be unique. Also, please ensure to provide your Cognizant email or
  personal email address.
- Please give details of all email address used in the last 5 years.
- In Social Media section Please mention usernames for any social media accounts that you hold. If you use any other sites to make/share content, add these into the section which asks about your presence on any other websites or applications.



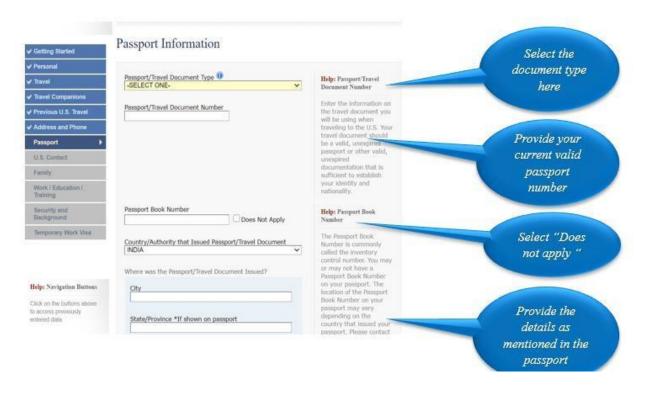


Please mention the Social media name and ID

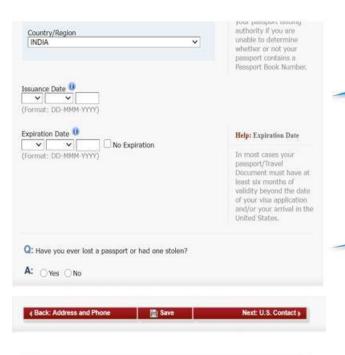
> If you more than one, then add using add another option

# **Passport Information**

- Please select the travel Document type and provide your current valid passport number. For Passport Book Number field, you may tick" Does Not Apply". Please provide your passport details such as country or Authority that Issued Passport, City, State/ Province as provided in passport.
- You may choose the Passport/travel document type as "Regular."
- Please provide details of country or Region, Passport Issue and Expiry Date as indicated in Passport.
- If you have ever lost a passport or had one stolen, you may choose "Yes" or "No" as applicable.
- If you had your passport ever stolen, then provide the additional information as requested in the DS160 form). In case of lost passports, please carry the original Police Complaint (FIR) along with you for the personal appearance interview.







Provide the details as mentioned in the passport

> Please mention as applicable

A: Yes No

Provide the following information:

Passport/Travel Document Number

Document

INDIA

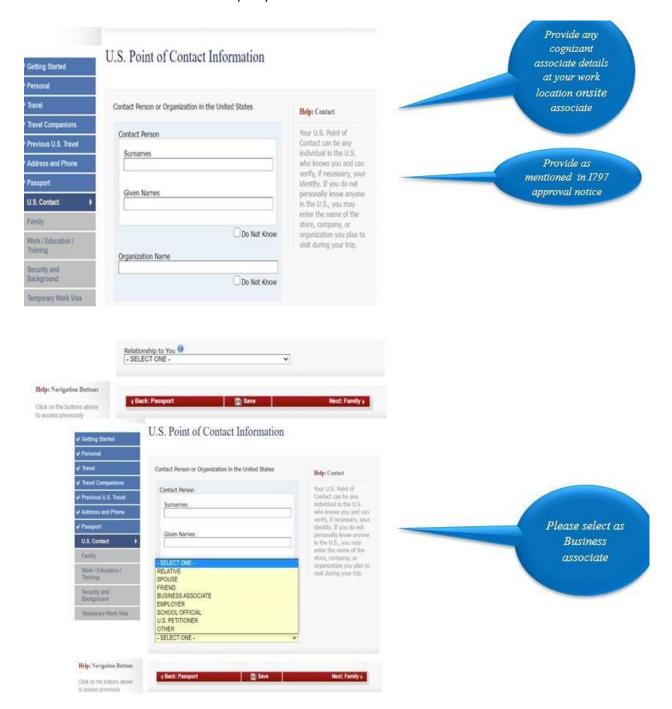
Explain

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If yes, then provide the additional information as requested in the DS160 form). In case of lost passports, please carry the original Police Complaint (FIR) along with you for the visa interview

#### **U.S Point of Contact Information**

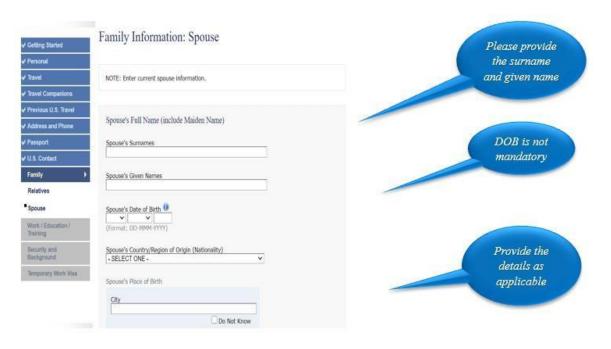
- For U.S. Point of Contact Information, please provide any of your Onsite Cognizant manager details at your work Location. If you are not sure about the details, kindly reach out to your project/ESA manager.
- Please select the relationship to you as "Business Associate"



# **Family Information: Relatives**

- In Family Information Section, you need to provide your Father's Full Name, please provide Surname followed by Given Name. Date of birth of the Father or Parent is not mandatory. Is your father in the US? Please choose "Yes" or "No" as applicable.
- In family Information Section, if married please provide your Spouse Full Name, Surname followed by Given Name.
- Date of Birth of the Spouse is not mandatory, if known then please provide details as applicable.
- Spouse Nationality or Country or Region of Origin, please provide details as applicable.

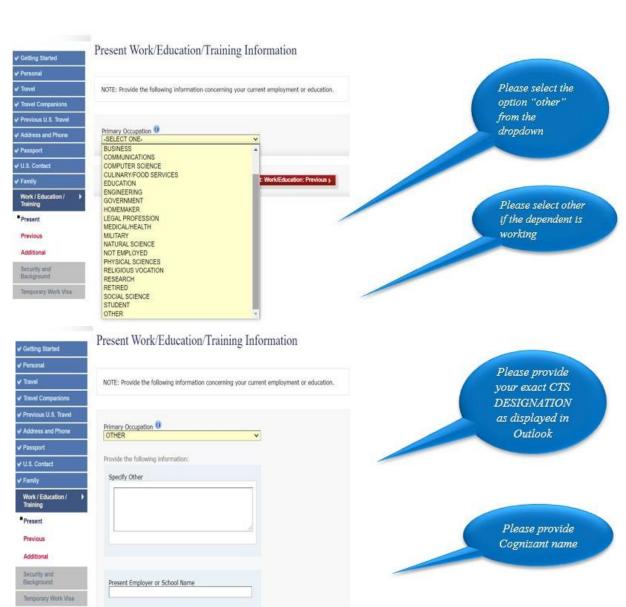




# **Present Work/Education/Training Information**

- For Present Work / Education or Training Information please provide your primary occupation based on the drop down listed in the online application form.
- For Primary Occupation please choose "other" from the drop down listed in the online application form. Please select other if the Dependent is working.
- Please provide your exact Cognizant Designation as displayed in Outlook. Under Present Employer, please enter Cognizant India Entity Name.
- Please provide the current Employer complete address and contact number.
- For Monthly Income in Local Currency please provide details of your gross monthly income and briefly add information about your roles and responsibilities at work
- About Previous Work/ Education or Training Information please choose "Yes" or "No" as applicable. If you have completed education at a secondary level or above, please select "Yes."
- Please mention designation of previous employment along with the tenure of employment and details of previous supervisor. If you are unaware about the whereabouts of the supervisor or if the supervisor is no longer working in that organization, you may tick Do Not Know
- Please provide details of your most recent education until School such as PG, UG, 12 & 10<sup>th</sup>. It is also mandatory to update Academic 10th and Academic 12th, along with your degree and master's degree.
- Please mention class 12 as Academic 12th and class 10 as Academic 10<sup>th</sup>. Also, provide the duration of study for Academic 12th and Academic 10th for 1 year only and not 2 years.
- For Additional Work/ Education or Training Information please choose "Yes" or "No" as applicable. If you are familiar with more than one language, please provide details by choosing add another.





#### Help: Navigation Buttons

Click on the buttons above to access previously enfered data.

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Street Address (Lin	e 2\ *Ontional
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City	
2000	
State/Province	
	Does Not Apply
Postal Zone/ZIP Co	manufacture (miles
	Does Not Apply
ni ni i	
Phone Number	
Phone Number	
Phone Number  Country/Region	

Provide the current employer address and phone number

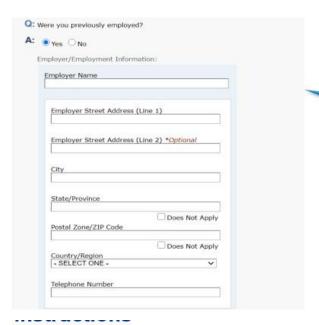




Provide your

Monthly

income and add your responsibilities



If yes, then please provide last 5 years of work experience. (Do not mention "Does not apply or Do not know" in any of the below fields)

Supervisor's Surname

Supervisor's Given Names

Do Not Know

Employment Date From

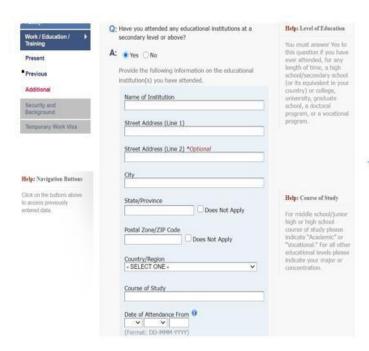
(Format: DD-MMM-YYYY)

Employment Date To (Format: DD-MMM-YYYY)

Briefly describe your dutles:

Please mention Designation of previous employment

Provide previous employment tenure and supervisor details. If your unaware / If the supervisor is no longer working in that organization you may tick Do Not Know

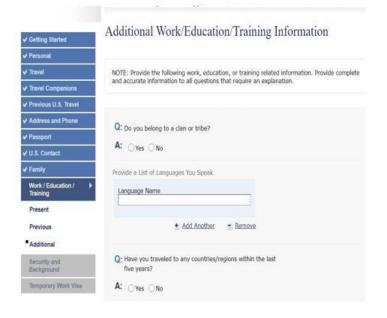


Please provide the details in the order as PG, UG, 12 & 10th

> It is mandatory to update Academic 10<sup>th</sup> and Academic 12<sup>th</sup> along with your Degree and Master's degree

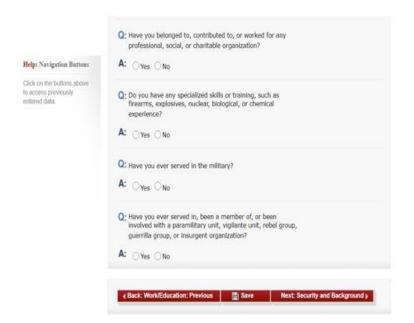
Mention class 12 as Academic 12<sup>th</sup> and class 10 as Academic 10<sup>th</sup>

Provide the duration of study for Academic 12<sup>th</sup> and Academic 10<sup>th</sup> for 1 yr only not 2 yrs



Provide Yes or No as applicable

Mention the list of languages





# **Security and Background Parts 1-5**

Please respond to all Security and Background questions by choosing "Yes" or "No" as applicable.







Provide Yes or No as applicable for all the Security questions

Click on the buttons above to access previously entered data

trafficking of States?	ffense in the United States or outside the United	
A: OYes O	No	
colluded with conspired to	er knowingly aided, abetted, assisted or h an individual who has committed, or commit a severe human trafficking offense in itates or outside the United States?	
A: Oyes O	No	
has committ offense in th and have yo	spouse, son, or daughter of an individual who ed or conspired to commit a human trafficking be United States or outside the United States u within the last five years, knowingly benefited fficking activities?	
A: Oyes O	No	

Provide Yes or No as applicable for all the Security questions

( Back: Security/Background Part 1 📳 Save Next: Security/Background Part 3 )



Provide Yes or No as applicable for all the Security questions

#### Help: Navigation Buttons

Click on the buttons above to access previously entered data.

A: OYes ONo	
Q: Are you the spouse, son, or daughter of an individual who has engaged in terrorist activity, including providing financial assistance or other support to terrorists or terrorist organizations, in the last five years?	
A: OYes ONo	
Q: Have you ever ordered, incited, committed, assisted, or otherwise participated in genocide?	
A: OYes ONO	
Q: Have you ever committed, ordered, incited, assisted, or otherwise participated in torture?	
A: OYes ONo	

Provide Yes or No as applicable for all the Security questions



Provide Yes or No as applicable for all the Security questions



#### Security and Background: Part 4

NOTE: Provide the following security and background information. Provide complete and accurate information to all questions that require an explanation. A visa may not be issued to persons who are within specific categories defined by law as inadmissible to the United States (except when a waiver is obtained in advance). Are any of the following applicable to you? While a YES answer does not automatically signify ineligibility for a visa, if you answer YES you may be required to personally appear before a consular officer.

Q: Have you ever sought to obtain or assist others to obtain a visa, entry into the United States, or any other United States immigration benefit by fraud or willful misrepresentation or other unlawful means?

A: OYes ONo

Q: Have you ever been removed or deported from any country?

A: OYes ONo

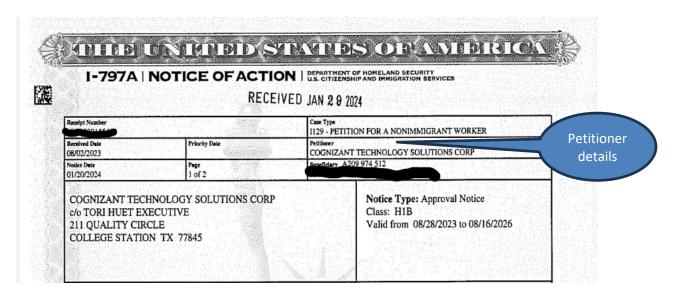
← Back: Security/Background Part 3 Save Next: Security/Background Part 5 ト

Provide Yes or No as applicable for all the Security questions



# **Temporary Work Visa Information**

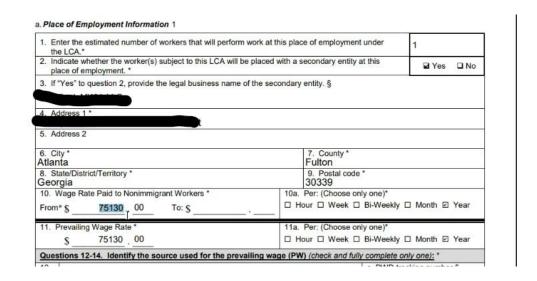
- Application receipt/Petition number:
   For H1B/L Individual cases refer your I-797 approval notice and for L Blanket refer L-1App.
- Name of Person/Company who filed Petition:
   Please mention the name available under "Petitioner" in I-797 approval notice.



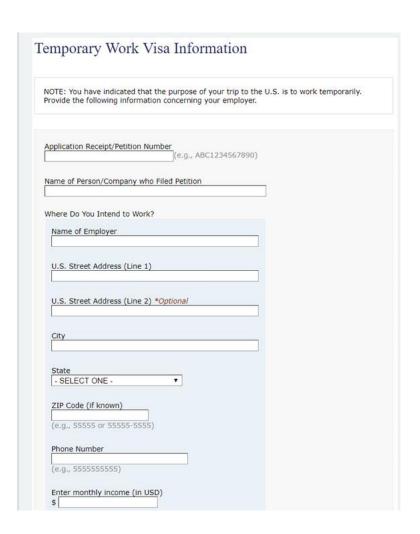
Intended to work: For H1B cases - please refer LCA for place of employment address and ensure to provide complete address Cognizant/Client as applicable.

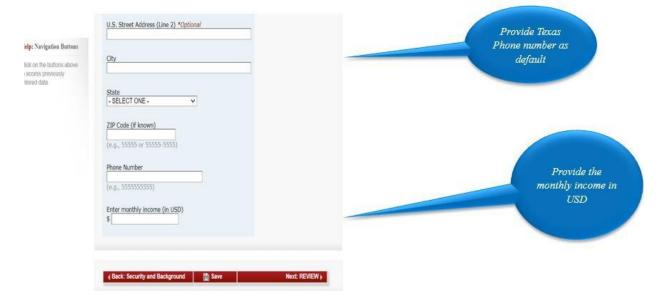
For L Blanket – Ensure to provide complete address Cognizant/Client as applicable.

- US contact Number:
   Please provide Cognizant Texas contact number (979) 691-7700
- Provide details of the monthly income in USD:
   For H1B cases -Please refer LCA document and take the details from "Prevailing wage rate" under Place of Employment.



For L Blanket/Individual refer your compensation details received in an email from CInfoCommunication@cognizant.com.

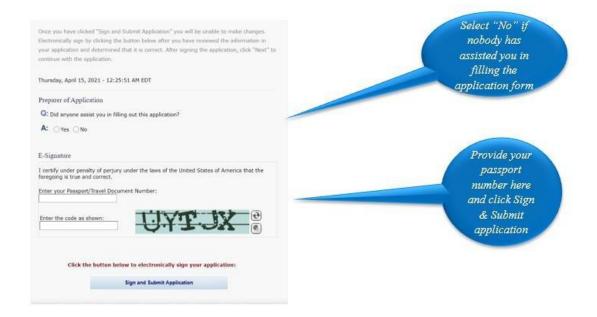




Sign & Submit

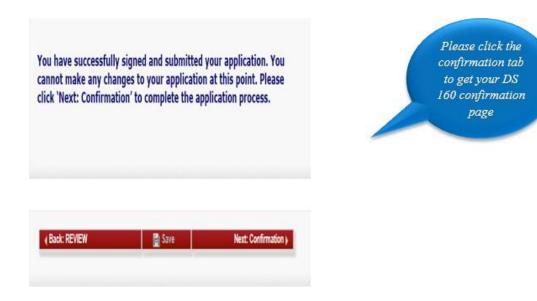
- Once you have filled and reviewed the application form, please click sign and submit as indicated in the slide.
- Please choose "Yes" or "No" as applicable for the question has anyone assisted you in filling out this application.
- In E-Signature, please provide your passport number, click sign, and submit application.





# DS 160 confirmation page

- Please click the confirmation tab to get your DS 160 confirmation page.
- Your DS 160 confirmation page with barcode is generated.
- Please click on email confirmation to receive a copy of the DS 160 confirmation page to your email Address.
- Please provide additional email address to receive a soft copy of the DS 160 confirmation in PDF format.





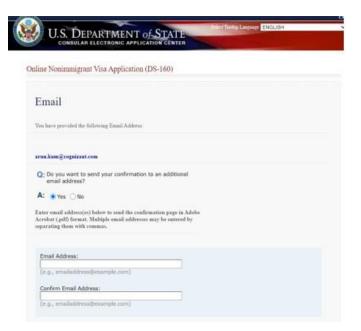
This is final DS 160 confirmation Page



#### Online Nonimmigrant Visa Application (DS-160)









Hope this document was useful in assisting you in guiding you to fill a DS 160 application. If you have any suggestions or feedback on this document, you may write to <a href="mailto:GMVisaStamping@cognizant.com">GMVisaStamping@cognizant.com</a>