

**United States**

**H-1B Nomination Guidelines**

**(Associates)**

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# Introduction

H-1B is a Non-Immigrant work permit visa which allows U.S. employers to temporarily employ foreign workers in "Specialty Occupation". A specialty occupation is one in which the job duties involve a body of highly specialized knowledge in a specific field of education/ study that is directly related to the job duties. The H-1B petition will get selected / approved only through the USCIS random lottery system every fiscal year.

The validity of H-1B is 6 years. Post H-1B registration the petition must be prepared and filed before June 30, 2023, for the selected associates.

# Purpose

The purpose of this document is to provide a quick guide for associates nominated for the H-1B CAP FY2024. (Associate User Manual)

# Acronyms

|  |  |
| --- | --- |
| **Acronym** | **Description** |
| GM | Global Mobility |
| LCA | Labor Condition Application |
| USCIS | United States Citizenship and Immigration Services |
| DOL | Department of Labor |

# Quick References and Links

|  |  |  |
| --- | --- | --- |
| **S. No** | **Task** | **Link** |
| 1 | H-1B Nomination App | [Click here](https://onecognizant.cognizant.com/?globalappid=660) |
| 2 | Associate 360 | [Click here](https://onecognizant.cognizant.com/?globalappid=2736) |
| 3 | If you need any queries regarding documents upload in Nomination app, please raise a GSD | [Click here](https://onecognizantchat.cognizant.com/2425/?t=globalmobility) |

# Key points prior to submitting documents

### Resume Details

* Prepare and upload your resume in the Cognizant prescribed format 
* Associates need to maintain consistent format. Font should be Arial – Size 11 and type of document should be PDF.
* Resume should have detailed job description of all projects along with start date and end date.
* Should have details of all education and employments as applicable with exact dates.
* If there is a gap in education or experience, please add the details as a note below in the resume.

### Passport Details

* Passport copy used for the registration should be included in addition to the current passport (if it is renewed post registration)
* Passport should be valid beyond December 2023
* Passport copy should be clear and undamaged (preferably upload color scan copy).
* Associates must renew the passport if it is handwritten, damaged or passport with lesser validity
* Upload ONLY non-blank pages along with the biographic page
* If the associate does not have a first name or surname in the passport, the entire name will be printed on the surname field of the visa. First name will be printed as "FNU". By having "FNU" listed as given name on the visa, the associate will have difficulty in obtaining a driver’s license and social security card in the United States. Therefore, we would request the associates to initiate passport correction as applicable
* If travelled before in L1 or H1 visa (from any employer / Cognizant), associate should upload clear scanned copies of visa stamped pages and entry & exit stamping pages along with all the approval notices.
* If any changes to (Name, Gender, Birth Details and Citizenship Information) please update in HCM (Associate 360).
  + PeopleSoft>HCM>Personal Information>Name Change
  + PeopleSoft>HCM>Personal Information>Gender
  + PeopleSoft>HCM>Personal Information>Birth Details
  + PeopleSoft>HCM>Personal Information>Citizenship Information

### Education Details

* Should upload Secondary, Higher Secondary, Diploma, UG, PG, Degree certificates with all mark sheets.
* Semester wise Mark sheets and Degree certificates should be scanned front and back.
* Provisional certificates are NOT accepted for petition processing.
* Mark sheets and Degree certificates should not be in two halves (should be in one single page).
* Consolidated mark sheets should have all individual subjects mentioned.
* All the certificates must be in ENGLISH ONLY. Certificates in any other language must be translated and both translation and original mark sheet should be uploaded.
* For any missing information on education, please update in HCM (Associate 360) as below

PeopleSoft>HCM>Personal Information>Education Details

### Work Experience Details

* Experience letter may not be required for all, associate with less than 16 years of formal education will need to provide.
* Associate falling short of above educational requirement can use relevant work experience to compensate.
* Every 1 year short of the 16 years should be compensated with 3 years of relevant progressive work experience.
* Cognizant detailed experience letter request can be raised from e-Letters through [Eletters app](https://onecognizant.cognizant.com/?GlobalAppId=1909).
* Experience letter should be in employer’s letterhead and signed.
* Should have start date, end date of employment along with designation.
* If relieving letter doesn’t have start date, then offer letter should be attached.
* If relieving letter is not available then associate should upload offer letter, last drawn pay slip and relieving acceptance mail from the employer.

### Cognizant Experience letter

* Associates based out of India and NA, may raise a request in [Eletters app](https://onecognizant.cognizant.com/?GlobalAppId=1909) in 1C.
* Associates based out of APAC region, may reach out to the [HRSSAPAC@cognizant.com](mailto:HRSSAPAC@cognizant.com).
* Associates based out of Europe may reach out to your respective Talent Managers for the Cognizant experience letter.

### Supervisor Affidavit

* This document would be required only for associates who do not have 16 years of formal education and should substantiate with relevant experience and do not have sufficient Cognizant experience.
* If you are not able to get a detailed experience letter from previous employer, then you have to obtain the Supervisor Affidavit from your previous employer’s supervisor.

Note: This affidavit should be on Rs.20 stamp paper, with elaborate details on your job duties, notarized by a Notary public and Supervisor signed. Please find the template for your use.



### Onsite Manager Letter

* The manager letter is vital and it establishes the **specialty occupation** and is mandatory for all associates. The manager letter should describe the detailed job duties that you would be performing while in the US using the specialized knowledge on the various software, tools, applications or framework and should establish the complexity of the job to qualify for a specialty occupation.

Note: This letter should be signed only by the Onsite manager (Manager & above) in the US and the letter needs to be uploaded in the nomination app - Experience tab only by the onsite manager.

### Travel Details

* Associate should gather details on all U.S travels (H-1B, L Visa, J1 & F1 Visa)
* Business Visa (BV) details needs to be updated only if you had already travelled on H-1B / L1 Visa
* In general, associates should not engage in BV travel if an H-1B petition is filed and in progress at USCIS.
* BV travel may potentially be permitted provided proposed travel meets with Cognizant’s BV Zero-Tolerance Policy and such BV travel does not involve 1) BV travel to same location on H-1B filing, and (2) BV travel after July 1, 2023.

### Document Upload

* We do recommend uploading scanned PDF documents.
* We do not recommend uploading just a photo image of the documents, as the image may be blacked out while printing, thus making the document poor to read.
* For onsite manager letter, the letter should be physically signed and scanned. If the manager doesn’t have the printer / scanner facility, they can use authorized digital signatures in the manager letter.

# Step by Step Navigation to submit details

|  |  |
| --- | --- |
| GM will nominate you for the first level - you will receive the mail from One Communicator, once the Nomination is done  Please find below the navigation steps. | |
| Step 1 | Use the below given URL to access the 1C H-1B Nomination App. Use the below given URL to access the 1C H1B Nomination App  **URL:** <https://onecognizant.cognizant.com/?globalappid=660> |
| Step 2 | Once you login, you will be viewing the “Application status” tab with the nomination Id and the status bar where you can find the progress on your H1B application.  Select on the “Associate Request Tab” |
| Step 3  Step 2  Note | The details from HCM would be auto populated and you may have to fill in the rest of the details and upload the requested documents. |
| **Tabs - Associate Request Screen tabs are as below:**   1. Identity 2. Education 3. Work Experience 4. Travel 5. Project Details 6. Review |
| Step 4  Step 18 | **Identity – Personal Details**  Validate the personal details in the Identity tab. If any changes, update the details in My Profile App and upload documents as requested.  Upload the Resume (Detailed Roles & Responsibilities on each project you have worked in). |
| Step 5 | Identity – Passport  Validate the Passport details in Identity tab. If any changes are required, update the details in Associate 360 App and upload documents as requested (Passport should be valid beyond December 2022).    Click on the “Add Title” to update the document title –e.g., “Passport All pages” and then click on the “+ Add Doc” tab and upload the appropriate document for team review.  Once all the details updated and documents uploaded in Identity tab, click on “Save” button at left bottom screen of identity tab and then move to the next tab Education for updating the details and documents. |
| Step 6 | Education:   * Education Detail1 – Upload 10th, 12th Certificates (Mandatory) * Education Detail 2&3 – Upload all the Degree certificates, Mark sheets (Consolidated / Individual Mark sheets) * Click on Save & move to the next tab   Note: Upload Bachelor’s & Master’s details accordingly |
| Step 7 | Work Experience:   * Upload all the relevant Experience letters (Detailed / Offer / Relieving Letters) accordingly * Click on Save on Move to the next tab |
| Step 8 | Travel:  Please ensure that you update accurate travel information to avoid any issues in the petition processing  QS: Have you ever travelled to U.S? (Provide details on H Visa, L Visa, J Visa, F1 Visa – Please mention Business visa only you had travelled to US in L / H-Visa Previously)  No – Please proceed further  Yes- Please provide the details   * No of Times you travelled to Us * Journey Start & end dates * Petition No |
| Step 9 | QS: Have you ever got an L Visa or H-1B denied in the past 7 Years?  No - Please proceed further  Yes- Please provide the details |
| QS: Have you ever got L Visa or H1B APPROVED in the past 7 years?  No - Please proceed further  Yes- Please provide the details   * No of petitions approved * Company Name / Petition number/ Valid from and to Date / Visa Type |
| Step 10 | Review Tab:  Review PDF: This will help you to review all the uploaded documents at one stretch.    Declaration:  After entering all the required details and uploading the documents, complete the declaration and submit.  **Note:** GM will receive the nomination only if the Associate & Supervisor complete the nomination process from both end! |