



United States Visa Stamping Checklist (Petition Based Visas – H1 B/L1 Individual)

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1.0 GENERAL INSTRUCTIONS

1	AMEX Corporate Card	All expenses towards visa stamping and travel should be made through AMEX Corporate Card only.
		Link- https://onecognizant.cognizant.com/?globalappid=883
2	Profile Creation in Concur	Concur profile creation is mandatory for all visa stamping related transaction (Visa process/ Tickets/Hotel) and same must be completed prior document submission to Global Mobility.
		Website- www.concursolutions.com
3	Briefing Process	All associates are required to attend the briefing session in person at respective LSS location.
		The briefing slot can be booked in below Link - https://onecognizant.cognizant.com/?globalAppId=1588
4	Passport Pick Up Process	<p>The associate would receive an auto-triggered email from NOREPLY@USTRAVELDOCS.COM about the passport collection from the embassy/consulate on the email ID mentioned in the DS 160 application form.</p> <p>Post which the associate and their dependents should organize passports pick up on their own from the Offsite Facilitation Center (OFC).</p> <p>The passports have to be picked up from the (OFC) within 14 business days once it becomes ready for collection.</p> <p>The Visa Application Center shall return back the passport to the respective consular post if not collected from the Visa Application Center within the prescribed time.</p>
5	US Visa Page Check	Associate should upload the visa page in the visa stamping application the same day when they pickup the passport for the GM LSS team to validate the visa page for any errors in the visa page.
6	US Consulate & Visa Application Center Locations	<p>Consulate/Embassy - http://www.ustraveldocs.com/in/in-loc-post.asp</p> <p>Offsite Facilitation Centers - http://www.ustraveldocs.com/in/in-loc-ofc.asp (Drop Box Locations & Biometrics Locations)</p>
7	Important Information	The Consulate/Embassy reserves the right to ask for additional documents. Submission of the mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation may result in the rejection of your application..

2.0 DOCUMENT CHECKLIST

2.1 Documents to be provided by Associate

Note: * refers to original document. Rest of the documents can be printed/photocopied

S No	Document	Details	Links
1	Passport*	Current and all previous if any	Nil
		Valid for 6 months	
		Must be issued within last 10 years	
		Must contain two continuous blank pages	
2	Passport First and Last page	Required	Nil
3	Photographs	1 No, 51 mm * 51mm, white background	Nil
		Not older than 6 months	
4	Visa Interview Appointment Letter (PAI Letter)	Available in Stamping App	Nil
5	DS 160 Confirmation page	Retrieve the DS 160 form from consulate website and click on "Print Confirmation"	Nil
6	Petition Documents	Download from Visa Stamping App Only H visas, LCA Copy	Nil
7	10th Mark sheet *	Photocopy required along with original	Nil
8	12th Mark sheet *	Photocopy required along with original	Nil
9	Degree Mark sheets *	Photocopy required along with original	Nil
10	Degree Convocation certificate *	Photocopy required along with original	Nil

11	Prior Experience Letter*	Photocopy required along with original	Nil
12	Previous Petition (I-797) If any *	Photocopy required along with original	Nil
13	W2 Form	2 Years. Applicable for Associates currently in US Payroll	Nil

2.1.1 Documents to be provided by Associate specific to consulate

S No	Document	New Delhi	Mumbai	Chennai	Kolkata	Hyderabad
14	Cognizant Offer Letter	Required	Required	NA	Required	Required
15	Revision Letter	Required	Required	NA	Required	Required
16	Pay Slip	Last 6 months	Last 2 months	Last 2 months	Last 2 months	Last 2 months
17	Income Returns or Form 16	Last 3 years	Last 2 years	NA	Last 3 years	Last 3 years

2.2 Documents to be provided by Global Mobility Team

S No	Document	Details	Specification
25	I-797 Document *	Required	Nil

3.0 SPECIFIC INFORMATION

Shipment of the Petition – H1 New / L1 Individual	Associate are requested to update their respective location in the “Post Processing App” in 1C App Store to receive the Hardcopy of the Petition from US. This will be handed over to Associate during Briefing session.
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Stamping Turn Around Time	Stamping TAT	7 business days
	Consulate processing time	3 - 5 business days
	Courier time	TAT – as per the courier service Provider)
Consulate Approached	Consulate Location	Cognizant Location
	U.S. Embassy, New Delhi	Gurgaon
	U.S. Consulate General, Mumbai	Mumbai and Pune
	U.S. Consulate General, Chennai	Bangalore, Chennai, Kochi and Coimbatore
	U.S. Consulate General, Kolkata	Kolkata
	U.S. Consulate General, Hyderabad	Hyderabad