
Getting Started at Visa Sessions – North America

You are required to attend a session on your start date. If you are unable to attend on your start date, please notify Human Resources immediately in order for the appropriate arrangements to be made for you.

Office Locations:

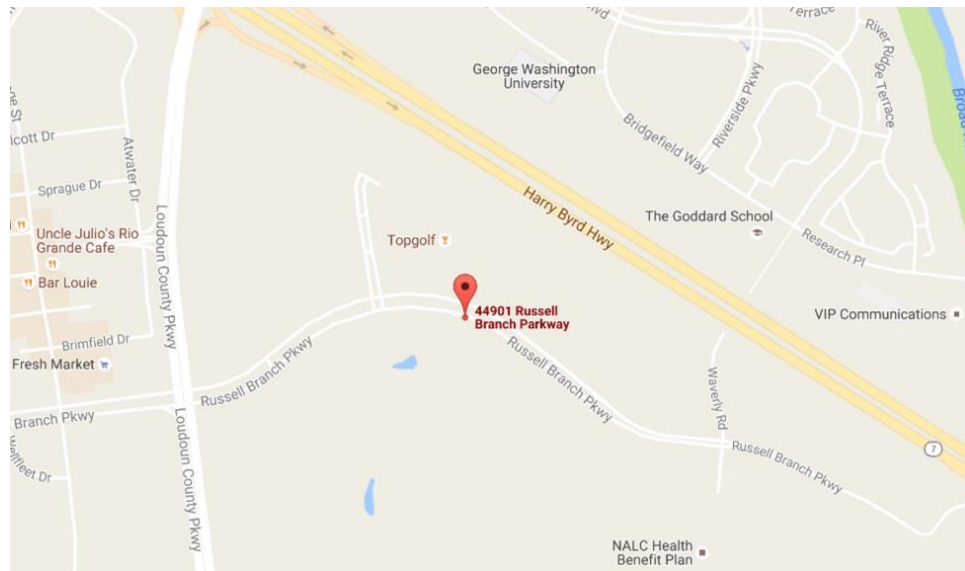
- **Ashburn Location**
 - Ashburn Interns
- **Austin Location**
 - Austin Interns
- **Bellevue Location**
 - Bellevue Interns
- **Brookfield Location**
- **Charlotte Location**
 - Charlotte Interns
- **Denver Location**
 - Denver Interns
- **Foster City/Bay Area Location**
 - Foster City/Bay Area Interns
- **Lehi Location**
 - Lehi Interns
- **Miami Location**
 - Miami Interns
- **New York Location**
 - New York Interns
- **Toronto Location**
- **Washington, DC Location**
 - Washington, DC Interns
- **Wilmington Location**
 - Wilmington Interns

Ashburn Location

The Getting Started at Visa Session is held every Monday morning from 11:15 a.m. — 3:00 p.m. EST. If Monday is a holiday, the session will be held the next day on Tuesday.

Address: 44901 Russell Branch Parkway
Ashburn, VA, United States 20147

Map:



Parking Information:

Please make sure to bring photo identification with you to present at the guard gate upon arriving to the building. You may park in any unmarked open space you find in the parking lot in front of the building.

During the Getting Started at Visa session, you will:

- Meet team members in your work area
- Receive your laptop
- Receive an overview of Benefits information
- Receive an overview of our internal systems: Insite, Ask HR and Kronos
- Receive a tour of the building
- Complete the I-9 verification process with a Human Resources representative

<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>
3, 11, 17, 24, 31	7, 14, 21, 28	5, 12, 19, 27	2, 9, 17, 23, 30	6, 13, 21, 27	6, 13, 20, 27	3, 10, 17, 24	1, 8, 22, 30	5, 12, 19, 26	3, 10, 17, 24, 31	7, 14, 21, 28	5, 11, 18, 25

For Interns Only – Ashburn Office Location:

The Getting Started at Visa – Intern Orientation session will be held on May 31st and June 13th from 10:00 a.m. — 4:15 p.m. EST in the Commons West Conference Room. All interns are required to attend the session on their start date. Please review the location address and map above.

Note: If your start date is **not** on May 31st or June 13th, please confirm with your University Recruiter the accurate details for your first day.

<i>May</i>	<i>June</i>
31	13

Parking Information:

Please make sure to bring photo identification with you to present at the guard gate upon arriving to the building. You may park in any open space you find in the parking lot in front of the building.

What to Expect:

Please ask the representative at the front desk for your manager upon arrival at 10:00 a.m. Your manager will give you a brief tour of the office, show you your workspace and take you to an early lunch before attending the Intern Orientation session at 12:00 p.m. EST.

Hiring Managers:

Note: If the start date listed for your intern is **not** on May 31st or June 13th, your intern is starting off-cycle. Please contact your University Recruiter for alternative instructions.

10:00 a.m.: Plan to pick up your intern from the lobby upon their arrival and ensure he/she receives a badge and laptop.

Then, provide your intern with a brief tour, show them their workspace and take them to an early lunch.

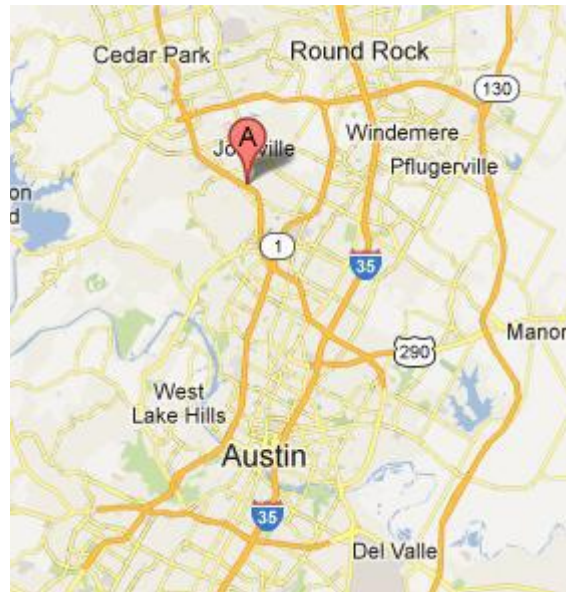
Be sure to escort your intern to the Commons West Conference Room for the Intern Orientation session starting at 12:00 p.m. EST.

Austin Location

The Getting Started at Visa Session is held every Monday morning from 10:00 a.m. — 2:00 p.m. CST. If Monday is a holiday, the session will be held the next day on Tuesday.

Address: 12301 Research Blvd, Building III
Austin, TX, United States 78759

Map:



Parking Information:

You can park in the Visitor's parking spots directly in front of the main entrance to Building III or in the parking garage behind the building.

During the Getting Started at Visa session, you will:

- Meet team members in your work area
- Receive your laptop
- Receive an overview of Benefits information
- Receive an overview of our internal systems: Insite, Ask HR and Kronos
- Complete the I-9 verification process with a Human Resources representative
- Connect virtually with our global headquarters in Foster City, California
- Enjoy lunch with the other new hires

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
3, 11, 17, 24, 31	7, 14, 21, 28	5, 12, 19, 27	2, 9, 17, 23, 30	6, 13, 21, 27	6, 13, 20, 27	3, 10, 17, 24	1, 8, 22, 30	5, 12, 19, 26	3, 10, 17, 24, 31	7, 14, 21, 28	5, 11, 18, 25

For Interns Only – Austin Office Location:

The Getting Started at Visa – Intern Orientation session will be held on May 31st and June 13th from 8:00 a.m. — 2:00 p.m. CST in the Alamo A & B Conference Rooms (4-4001 & 4-4002). All interns are required to attend the session on their start date. Please review the location address and map above.

Note: If your start date is **not** on May 31st or June 13th, please confirm with your University Recruiter the accurate details for your first day.

May	June
31	13

Parking Information:

You can park in the Visitor's parking spots directly in front of the main entrance to Building III or in the parking garage behind the building.

What to Expect:

Breakfast – Upon arrival at 8:00 a.m., check-in with the representative at the front desk, inform him or her that you are an intern and follow the signs for the Intern Orientation to the Alamo A & B Conference Rooms (4-4001 & 4-4002) on the fourth floor. There you will meet your manager for breakfast and all other Intern Orientation activities.

Lunch – In the afternoon, you'll have lunch with your fellow incoming interns. Then return to the Intern Orientation following lunch to wrap up the session.

Hiring Managers:

Note: If the start date listed for your intern is **not** on May 31st or June 13th, your intern is starting off-cycle. Please contact your University Recruiter for alternative instructions.

8:40 a.m.: Plan to meet your intern for breakfast in the Alamo A & B Conference Rooms (4-4001 & 4-4002).

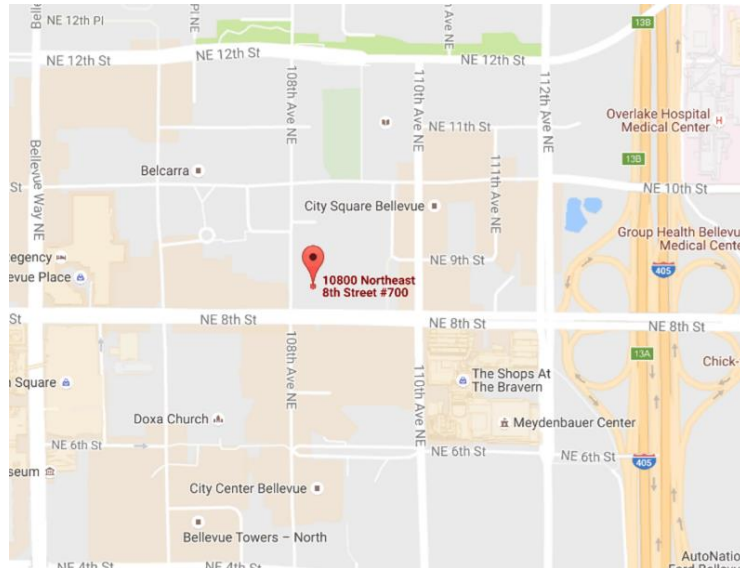
2:00 p.m.: Pick up your intern at the conclusion of Intern Orientation (or send a delegate) from Alamo A & B Conference Rooms (4-4001 & 4-4002).

Bellevue Location

The Getting Started at Visa Session is held every Monday morning from 8:30 a.m. — 12:30 p.m. PST. If Monday is a holiday, the session will be held the next day on Tuesday.

Address: 10800 NE 8th Street, Suite 700
Bellevue, WA, United States 98004

Map:



Parking Information:

You may park in the Plaza Center garage between the 10800 and 10900 NE 8th Street buildings. Parking will be validated for your first week of employment; take a parking ticket upon entering the garage and present it to the guard at the front desk to receive validation.

If you choose to bike to the office, there are bike racks in the Plaza Center garage. Speak with the front desk personnel to get the access code to the bike racks.

During the Getting Started at Visa session, you will:

- Have breakfast
- Receive your laptop
- Receive information on parking and transit information
- Sign documents for badging
- Connect virtually with our other sites conducting the sessions
- Learn about Visa's history, business and strategy
- Receive an overview of Benefits information

- Receive an overview of our internal systems: InSite, Ask HR and Workday
- Complete the I-9 verification process with a Human Resources representative
- Receive a tour of the building
- Meet your manager and team members in your work area

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
3, 11, 17, 24, 31	7, 14, 21, 28	5, 12, 19, 27	2, 9, 17, 23, 30	6, 13, 21, 27	6, 13, 20, 27	3, 10, 17, 24	1, 8, 22, 30	5, 12, 19, 26	3, 10, 17, 24, 31	7, 14, 21, 28	5, 11, 18, 25

For Interns Only – Bellevue Office Location:

The Getting Started at Visa – Intern Orientation session will be held on May 31st and June 13th from 8:00 a.m. — 1:15 p.m. PST in the Rainier Conference Room (7N-100). All interns are required to attend the session on their start date. Please review the location address and map above.

Note: If your start date is **not** on May 31st or June 13th, please confirm with your University Recruiter the accurate details for your first day.

May	June
31	13

Parking Information:

The office is located on the corner of 8th and 108th Street in the US Bank Building on the 7th floor.

Park in the Plaza Center garage across from the entry doors to the building. Your first week of parking is compensated.

If you choose to bike to the office, there are bike racks in the Plaza Center garage. Speak with the front desk personnel to get a key to access the bike racks.

What to Expect:

Upon arrival at 8:00 a.m., please ask the representative at the front desk for your manager. Your manager will give you a brief tour of the office, show you your workspace and take you to the Intern Orientation room for video orientation starting at 9:00 a.m.

Lunch – In the afternoon, you'll have lunch with your fellow incoming interns. Then return to the Intern Orientation following lunch to wrap up the session.

Hiring Managers:

Note: *If the start date listed for your intern is **not** on May 31st or June 13th, your intern is starting off-cycle. Please contact your University Recruiter for alternative instructions.*

8:00 a.m.: Plan to pick up your intern from the lobby upon their arrival and ensure he/she receives a badge and laptop.

9:00 a.m.: Escort your intern to the Rainier Conference Room (7N-100) to start the video Intern Orientation.

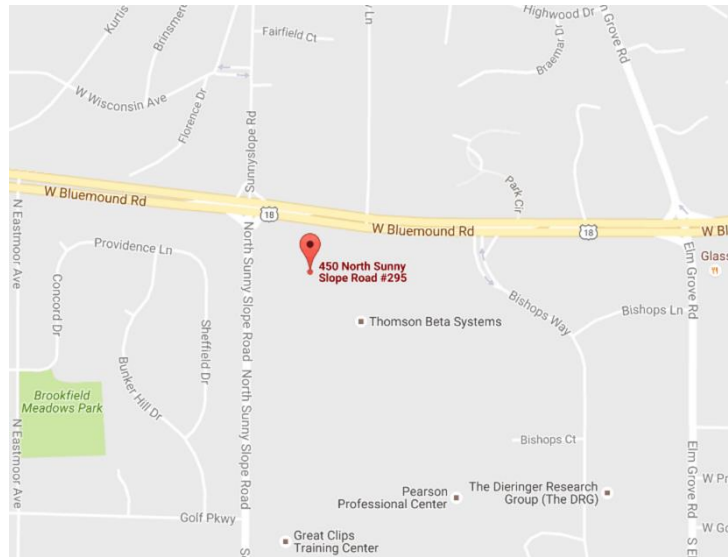
1:15 p.m.: Pick up your intern at the conclusion of the video Intern Orientation (or send a delegate) from the Rainier Conference Room (7N-100).

Brookfield Location

The Getting Started at Visa sessions are held as needed. New employees will receive an email with instructions and details for the session prior to their start date. If you have any questions, you can contact your recruiter and/or hiring manager.

Address: 450 North Sunnyslope Road, Suite 295
Brookfield, WI, United States 53005

Map:



During the Getting Started at Visa session, you will:

- Meet team members in your work area
- Receive your laptop
- Receive an overview of Benefits information
- Receive an overview of our internal systems: Insite, Ask HR and Kronos
- Receive a tour of the building
- Complete the I-9 verification process with a Human Resources representative

Charlotte Location

The Getting Started at Visa sessions are held as needed. New employees will receive an email with instructions and details for the session prior to their start date. If you have any questions, you can contact your recruiter and/or hiring manager.

Address: 201 South Tryon Street, Suite 1100
Charlotte, NC, United States 28202

Our office is located at the intersection of 4th Street at South Tryon (Dean & DeLuca is located in our building). We are within walking distance from all hotels in the Uptown area. If you are taking a taxi, have the driver take you to Dean & DeLuca Uptown.

Upon arrival to the building, please enter through the revolving doors and walk to the Security Desk to check in. Security will call our office in order for a Visa Representative to escort you to our suite.

Map:



Parking information: Parking is managed by each individual. Utilizing Visa's Commuter Assistance program, you can search for parking, transit or other transportation options. If your choice is to driving into uptown Charlotte, the parking lot closest to the Visa Office is managed by Preferred Parking, at the corner of 3rd and South Tryon Street. Using the link provided, you can enroll in Visa Commuter Assistance program: <http://benefitsource.visa.com/commuter.jsp>.

During the Getting Started at Visa session, you will:

- Meet team members in your work area

- Receive your laptop
- Receive an overview of Benefits information
- Receive an overview of our internal systems: Insite, Ask HR and Kronos
- Receive a tour of the building
- Complete the I-9 verification process with a Human Resources representative
- The Day 1 activities will also include the following:
 - Introduction to local staff and office Location
 - Building and Office Orientation
 - Welcome Lunch
 - Online New Employee Orientation
 - 1 on 1 session with the Office Manager

For Interns Only – Charlotte Office Location:

Please confirm with your University Recruiter the accurate details for your first day.

Denver Location

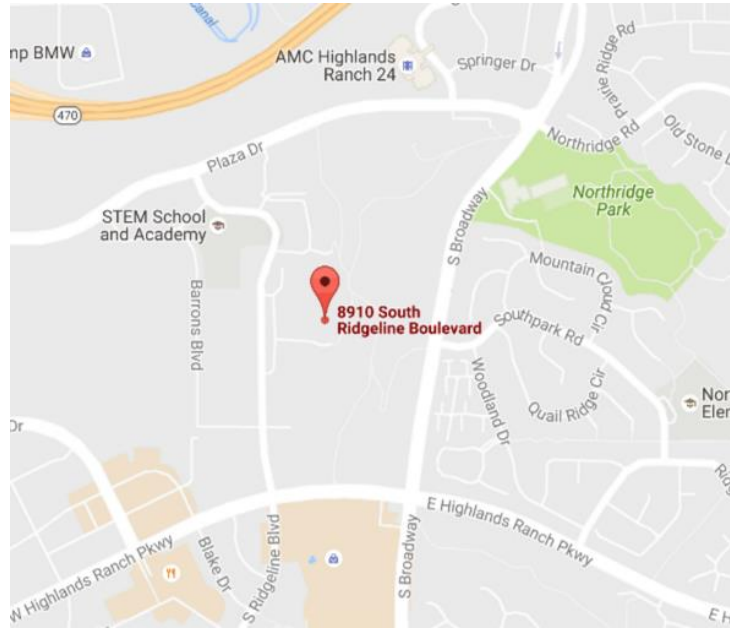
(for the Ridgeline & Lucent Office Locations in Highlands Ranch)

The Getting Started at Visa Session is held every Monday morning from 8:30 a.m. — 1:00 p.m. MST. If Monday is a holiday, the session will be held the next day on Tuesday.

Address: 8910 Ridgeline Blvd.

Highlands Ranch, CO, United States 80129

Map:



Parking Information:

You may park in any open spaces in the front of the building.

During the Getting Started at Visa session, you will:

- Meet team members in your work area
- Receive your laptop
- Receive an overview of Benefits information
- Receive an overview of our internal systems: Insite, Ask HR and Kronos
- Receive a tour of the building
- Complete the I-9 verification process with a Human Resources representative
- Connect virtually with our global headquarters in Foster City, California

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
3, 11, 17, 24, 31	7, 14, 21, 28	5, 12, 19, 27	2, 9, 17, 23, 30	6, 13, 21, 27	6, 13, 20, 27	3, 10, 17, 24	1, 8, 22, 30	5, 12, 19, 26	3, 10, 17, 24, 31	7, 14, 21, 28	5, 11, 18, 25

For Interns Only – Denver Office Location:

The Getting Started at Visa – Intern Orientation session will be held on May 31st and June 13th from 8:00 a.m. — 2:00 p.m. MST in the Winter Park Conference Room (D1-2S-209). All interns are required to attend the session on their start date. Please review the location address and map above.

Note: If your start date is **not** on May 31st or June 13th, please confirm with your University Recruiter the accurate details for your first day.

May	June
31	13

Parking Information:

You may park in any open spaces in the front of the building.

If you choose to bike to the office, there are bike racks at the building entrance.

What to Expect:

Breakfast – Upon arrival at 8:00 a.m., check-in with the representative at the front desk, inform him or her that you are an intern and follow the signs for the Intern Orientation to the Winter Park Conference Room (D1-2S-209). There you will meet your manager for breakfast and all other Intern Orientation activities.

Lunch – In the afternoon, you'll have lunch with your fellow incoming interns. Then return to the Intern Orientation following lunch to wrap up the session.

Hiring Managers:

Note: If the start date listed for your intern is **not** on May 31st or June 13th, your intern is starting off-cycle. Please contact your University Recruiter for alternative instructions.

8:40 a.m.: Plan to meet your intern for breakfast in the Winter Park Conference Room (D1-2S-209).

2:00 p.m.: Pick up your intern at the conclusion of the Intern Orientation session (or send a delegate) from the Winter Park Conference Room (D1-2S-209).

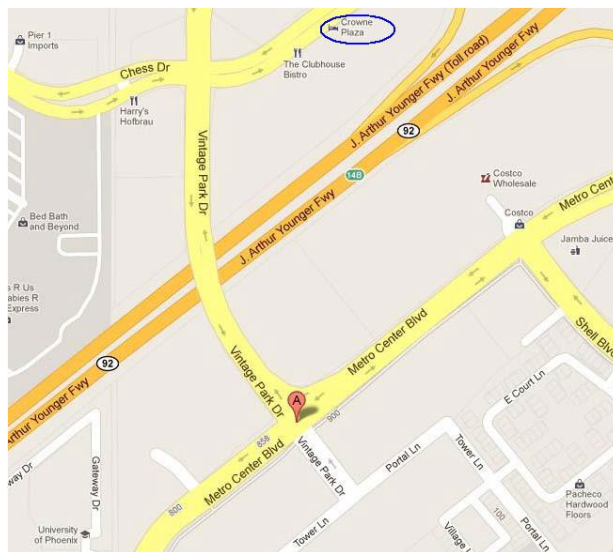
Foster City/Bay Area Location

(for office locations in Foster City, San Francisco, Oakland, Mountain View & Palo Alto)

The Getting Started at Visa Session is held every Monday morning from 8:00 a.m. — 12:30 p.m. PST. If Monday is a holiday, the session will be held the next day on Tuesday.

Address: 900 Metro Center Blvd.
Foster City, CA, United States 94404

Map:



Parking Information:

You may park in the employee garage at 900 Metro Center Boulevard. Simply turn into the garage entrance and lift the phone receiver to speak to Security. Your name will be on the new hire list and Security will open the gate for you.

Shuttle: There is a shuttle to the Foster City office from all over the Bay Area. You can take the shuttle on your first day, as long as you bring a copy of your Visa offer letter to show the driver (cross out your compensation information). Please contact your recruiter and/or hiring manager for the most up to date shuttle schedule.

Note: M1 and M4 are the Foster City Visa buildings directly across the street from one another. One Market is Visa's office in San Francisco.

During the Getting Started at Visa session, you will:

- Enjoy a light breakfast, coffee or tea
- Meet other new hires

- Receive your laptop
- Receive an overview of Benefits information
- Receive an overview of our internal systems: Insite and Ask HR
- Connect virtually with other new hires around North America
- Complete the I-9 verification process with a Human Resources representative

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
3, 11, 17, 24, 31	7, 14, 21, 28	5, 12, 19, 27	2, 9, 17, 23, 30	6, 13, 21, 27	6, 13, 20, 27	3, 10, 17, 24	1, 8, 22, 30	5, 12, 19, 26	3, 10, 17, 24, 31	7, 14, 21, 28	5, 11, 18, 25

For Interns Only – Foster City/Bay Area Office Location:

The Getting Started at Visa – Intern Orientation session will be held on May 31st, June 6th and June 13th from 8:00 a.m. — 2:00 p.m. PST in Visa University Classroom 2 at our Foster City campus in the M1 building. All interns are required to attend the session on their start date. Please review the location address and map above.

Note: If your start date is **not** on May 31st, June 6th or June 13th, please confirm with your University Recruiter the accurate details for your first day.

May	June
31	6, 13

Parking & Shuttle Information:

Shuttle: There is a shuttle to the Foster City office from all over the Bay Area. You can take the shuttle on your first day, as long as you bring a copy of your Visa offer letter to show the driver (cross out your compensation information). Please contact your University Recruiter and/or hiring manager for the most up to date shuttle schedule.

Note: M1 and M4 are the Foster City Visa buildings directly across the street from one another. One Market is Visa's office in San Francisco.

Parking: Park in the employee garage at 900 Metro Center Blvd. Simply turn into the garage entrance and lift the phone receiver to speak to Security. Your name will be on the new hire list and Security will open the gate for you.

What to Expect:

Badging – Upon arrival at 8:00 a.m., check-in with the representative at the front desk, inform him or her that you are an intern and take the elevator to the 6th floor to room 6681 to receive your permanent badge. Make sure you're photo ready!

Breakfast – Next, follow the signs for Intern Orientation. There you will meet your manager for breakfast and all other Intern Orientation activities.

Lunch – In the afternoon, you'll have lunch with your fellow incoming interns. Then return to the Intern Orientation following lunch to wrap up the session.

Hiring Managers:

Note: *If the start date listed for your intern is **not** on May 31st, June 6th or June 13th, your intern is starting off-cycle. Please contact your University Recruiter for alternative instructions.*

8:40 a.m.: Plan to meet your intern for breakfast in Visa University, M1 12th floor (Classroom 2).

2:00 p.m.: Pick up your intern at the conclusion of the Intern Orientation session (or send a delegate) from Visa University, M1 12th floor (Classroom 2).

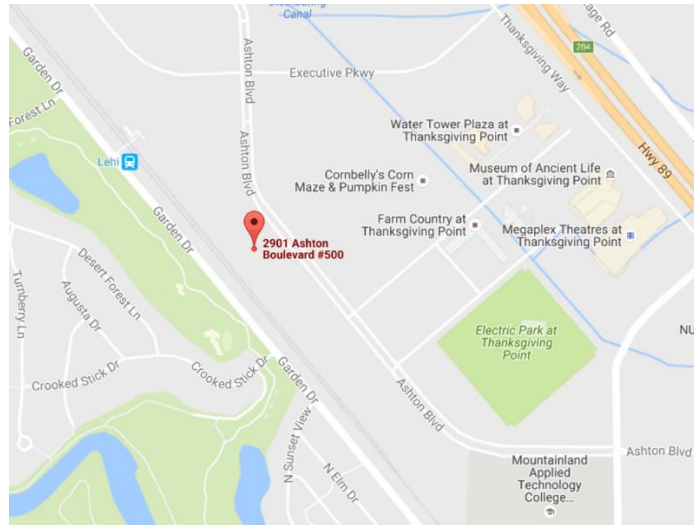
Note: *If your intern is based in any of the other California office locations outside of Foster City, he/she will be traveling to the Foster City office for orientation. Your intern will be dismissed at 2:00 p.m. and instructed to report to his/her office location the following morning for work. Please arrange to greet your intern that morning and show them to their new workstation.*

Lehi Location

The Getting Started at Visa Session is held every Monday morning from 9:00 a.m. — 2:00 p.m. MST. If Monday is a holiday, the session will be held the next day on Tuesday.

Address: 2901 N Ashton Blvd, Suite 500
Lehi, UT, United States 84043

Map:



Parking Information:

You can park in any unmarked parking spot within the Visa building parking lot. Upon entering the building, proceed to the elevators and report to the 5th Floor Lobby Desk.

During the Getting Started at Visa session, you will:

- Meet team members in your work area
- Receive your laptop
- Receive an overview of Benefits information
- Receive an overview of our internal systems: Insite, Ask HR and Kronos
- Receive a tour of the building
- Complete the I-9 verification process with a Human Resources representative
- Connect virtually with our global headquarters in Foster City, California

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
3, 11, 17, 24, 31	7, 14, 21, 28	5, 12, 19, 27	2, 9, 17, 23, 30	6, 13, 21, 27	6, 13, 20, 27	3, 10, 17, 24	1, 8, 22, 30	5, 12, 19, 26	3, 10, 17, 24, 31	7, 14, 21, 28	5, 11, 18, 25

For Interns Only – Lehi Office Location:

The Getting Started at Visa – Intern Orientation session will be held on May 31st and June 13th from 9:00 a.m. — 2:15 p.m. MST in the 5W-352-Video 5 Conference Room. All interns are required to attend the session on their start date. Please review the location address and map above.

Note: If your start date is **not** on May 31st or June 13th, please confirm with your University Recruiter the accurate details for your first day.

May	June
31	13

Parking & Shuttle Information:

You can park in any unmarked parking spot within the Visa building parking lot. Upon entering the building, proceed to the elevators and report to the 5th Floor Lobby Desk.

What to Expect:

Upon arrival at 9:00 a.m., please ask the representative at the front desk for your manager. Your manager will give you a brief tour of the office, show you your workspace and take you to the Intern Orientation room for the beginning of video orientation at 10:00 a.m.

Lunch – In the afternoon, you'll have lunch with your fellow incoming interns. Then return to the Intern Orientation following lunch to wrap up the session.

Hiring Managers:

Note: *If the start date listed for your intern is **not** on May 31st or June 13th, your intern is starting off-cycle. Please contact your University Recruiter for alternative instructions.*

9:00 a.m.: Plan to pick up your intern from the lobby upon their arrival and ensure he/she receives a badge and laptop.

10:00 a.m.: Escort your intern to the 5W-352-Video 5 Conference Room to start the video Intern Orientation session.

1:15 p.m.: Pick up your intern at the conclusion of the video Intern Orientation (or send a delegate) from the 5W-352-Video 5 Conference Room.

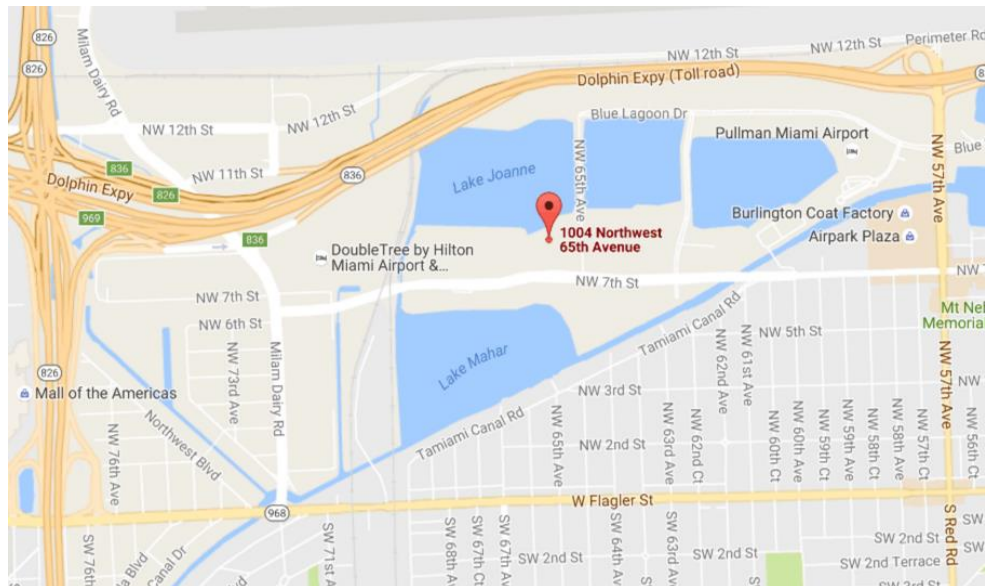
Miami Location

The Getting Started at Visa session is held every Monday morning from 10:00 a.m. — 3:30 p.m. EST. If Monday is a holiday, the session will be held the next day on Tuesday.

Upon entering the building, please inform Security in the lobby that it is your first day as a new employee. They will issue you a security badge. Once you have your badge, your hiring manager or a member of the team will welcome you in the lobby. All new employees are required to attend the first available session within the first month of joining.

Address: 1004 N.W. 65th Ave
Miami, FL, United States 33126

Map:



Parking Information:

Upon your arrival to the building, please stay in the left-hand lane of the entrance. You will find the intercom, please press the white button for Security. Inform them you are a new employee or intern joining Visa and today is your first day. Please go around the circle and park in any available parking space, except visitors or specially marked space.

If you choose to bike to the office, there are bike racks on the south side of the building close to the main entrance.

During the Getting Started at Visa session, you will:

- Have breakfast with your manager, team members and/or HR

Representative

- Meet team members in your work area
- Receive your laptop and log in credentials
- Receive an overview of Benefits information
- Receive an overview of our internal systems: Insite, Ask HR and Kronos
- Receive a tour of the building
- Complete the I-9 verification process with a Human Resources representative
- Connect virtually with our global headquarters in Foster City, California

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
3, 11, 17, 24, 31	7, 14, 21, 28	5, 12, 19, 27	2, 9, 17, 23, 30	6, 13, 21, 27	6, 13, 20, 27	3, 10, 17, 24	1, 8, 22, 30	5, 12, 19, 26	3, 10, 17, 24, 31	7, 14, 21, 28	5, 11, 18, 25

For Interns Only – Miami Office Location:

The Getting Started at Visa – Intern Orientation session will be held on May 31st and June 13th from 10:00 a.m. — 4:15 p.m. EST in the Corporate Projector/ Video Conference Room (4-12). All interns are required to attend the session on their start date. Please review the location address and map above.

Note: If your start date is **not** on May 31st or June 13th, please confirm with your University Recruiter the accurate details for your first day.

May	June
31	13

Parking Information:

Please see the parking information listed above.

What to Expect:

Lunch – Upon arrival at 10:00 a.m., please ask the representative at the front desk for your manager. Your manager will give you a brief tour of the office, show you your workspace and take you to an early lunch before attending the Intern Orientation session at 12:00 p.m. EST.

Hiring Managers:

Note: If the start date listed for your intern is **not** on May 31st or June 13th, your intern is starting off-cycle. Please contact your University Recruiter for alternative instructions.

10:00 a.m.: Plan to pick up your intern from the lobby upon their arrival and ensure he/she receives a badge and laptop. Then, provide your intern with a brief tour, show them their workspace and take them to an early lunch.

Be sure to escort your intern to the Corporate Projector/Video Conference Room (4-12) for the video Intern Orientation session starting at 12:00 p.m. EST.

New York Location

The Getting Started at Visa sessions are held as needed. New employees will receive an email with instructions and details for the session prior to their start date. If you have any questions, you can contact your recruiter and/or hiring manager.

Address: 277 Park Avenue 50th Floor
New York, NY, United States 10172

Map:



Parking Information:

Public transportation is encouraged. The office does not have a designated parking area.

During the Getting Started at Visa session, you will:

- Meet team members in your work area
- Receive your laptop
- Receive an overview of Benefits information
- Receive an overview of our internal systems: Insite, Ask HR and Kronos
- Receive a tour of the building
- Complete the I-9 verification process with a Human Resources representative
- Receive a demonstration of the Hoteling software in order for you to know how to book your own space each week
- You will take photos required for your security badges:
 - This takes place on Mondays between 3:00 p.m. – 4:00 p.m. EST.

- Your photo for the Visa access badge will be taken in the office on your first day and emailed to the Badging Office in Foster City, CA, where a badge is issued and sent back overnight to New York for you.

For Interns Only – New York Office Location:

The Getting Started at Visa – Intern Orientation session will be held on May 31st and June 13th from 10:00 a.m. — 4:15 p.m. EST in the NY Huddle Room. All interns are required to attend the session on their start date. Please review the location address and map above.

Note: If your start date is **not** on May 31st or June 13th, please confirm with your University Recruiter the accurate details for your first day.

May	June
31	13

Parking Information:

Public transportation is encouraged. The office does not have a designated parking area.

What to Expect:

Lunch – Please ask the representative at the front desk for your manager upon arrival at 10:00 a.m. Your manager will give you a brief tour of the office, show you your workspace and take you to an early lunch before attending the Intern Orientation session at 12:00 p.m. EST.

Hiring Managers:

Note: If the start date listed for your intern is **not** on May 31st or June 13th, your intern is starting off-cycle. Please contact your University Recruiter for alternative instructions.

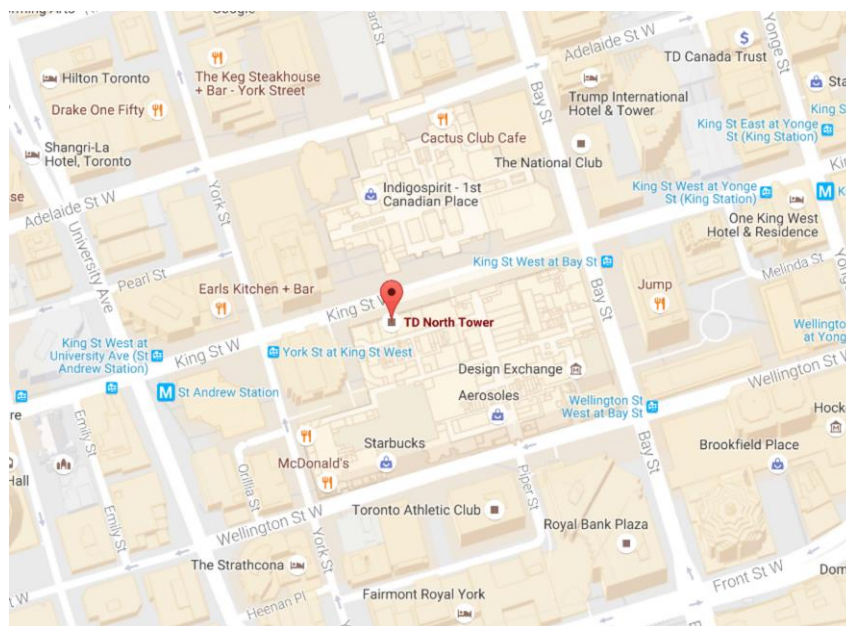
10:00 a.m.: Plan to pick up your intern from the lobby upon their arrival and ensure he/she receives a badge and laptop. Then, provide your intern with a brief tour, show them their workspace and take them to an early lunch. Be sure to escort your intern to the NY Huddle Room for the video Intern Orientation session starting at 12:00 p.m. EST.

Toronto Location

The Getting Started at Visa sessions are held as needed. The session will be scheduled by your Human Resources Business Partner. New employees will receive an email with instructions and details for the session prior to their start date. The session will be held during your first week. If you have any questions, you can contact your recruiter and/or hiring manager.

Address: 77 King Street West, Suite 4400 – North Tower
Toronto, Ontario, Canada M5K 1J5

Map:



During the Getting Started at Visa session, you will:

- Meet team members in your work area
- Receive your laptop and office badge
- Receive an overview of Benefits information
- Receive an overview of Payroll information
- Receive an overview of Office Administration information
- Receive an overview of our internal systems: InSite, Ask HR and Workday
- Receive a tour of the office

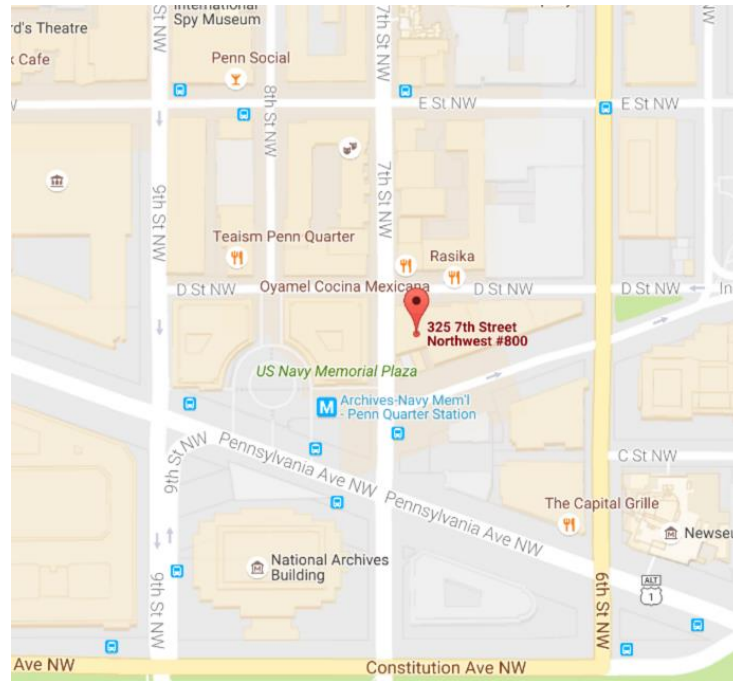
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
3, 11, 17, 24, 31	7, 14, 21, 28	5, 12, 19, 27	2, 9, 17, 23, 30	6, 13, 21, 27	6, 13, 20, 27	3, 10, 17, 24	1, 8, 22, 30	5, 12, 19, 26	3, 10, 17, 24, 31	7, 14, 21, 28	5, 11, 18, 25

Washington, DC Location

The Getting Started at Visa sessions are held as needed. New employees will receive an email with instructions and details for the session prior to their start date. If you have any questions, you can contact your recruiter and/or hiring manager.

Address: 325 7th Street, N.W., Suite 800
Washington, DC, United States 20004

Map:



During the Getting Started at Visa session, you will:

- Meet team members in your work area
- Receive your laptop
- Receive an overview of Benefits information
- Receive an overview of our internal systems: Insite, Ask HR and Kronos
- Receive a tour of the building
- Complete the I-9 verification process with a Human Resources representative

For Interns Only – Washington, DC Office Location:

The Getting Started at Visa – Intern Orientation session will be held on May 31st and June 13th from 10:00 a.m. — 5:00 p.m. EST in the Wash Video Room. All interns are required to attend the session on their start date. Please review the location address and map above.

Note: If your start date is **not** on May 31st or June 13th, please confirm with your University Recruiter the accurate details for your first day.

May	June
31	13

Parking Information:

Public transportation is encouraged. The office does not have a designated parking area.

What to Expect:

Lunch – Please ask the representative at the front desk for your manager upon arrival at 10:00 a.m. Your manager will give you a brief tour of the office, show you your workspace and take you to an early lunch before attending the Intern Orientation session at 12:00 p.m. EST.

Hiring Managers:

Note: If the start date listed for your intern is **not** on May 31st or June 13th, your intern is starting off-cycle. Please contact your University Recruiter for alternative instructions.

10:00 a.m.: Plan to pick up your intern from the lobby upon their arrival and ensure he/she receives a badge and laptop. Then, provide your intern with a brief tour, show them their workspace and take them to an early lunch. Be sure to escort your intern to the NY Huddle Room for the video Intern Orientation session starting at 12:00 p.m. EST.

Wilmington Location

The Getting Started at Visa sessions are held as needed. New employees will receive an email with instructions and details for the session prior to their start date. If you have any questions, you can contact your recruiter and/or hiring manager.

Address: 500 Delaware Avenue, Suite 610
Wilmington, DE, United States 19801

Map:



Parking Information:

Enter and exit on Washington Street between Delaware Ave & 10th Street on the left side of 500 Delaware Ave.

During the Getting Started at Visa session, you will:

- Meet team members in your work area
- Receive your laptop
- Receive an overview of Benefits information
- Receive an overview of our internal systems: Insite, Ask HR and Kronos
- Receive a tour of the building and your workspace
- Complete the I-9 verification process with a Human Resources representative

For Interns Only – Wilmington Office Location:

Please confirm with your University Recruiter the accurate details for your first day.