H1B VISA PETITION & STAMPING CHECKLIST

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| **Oracle Emp. #** | **NAME AS PER PASSPORT** | **PROJECT** |

**Please review to find a list of documents appropriate for each process**

**Contact the home ATC L&I for further clarification**

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| **Seq.#** | Documents | Employee (Y/N) | **L&I**  **(Y/N)** |
| **PART A: Documents Required from Employee to file Petition (Soft copies needed)** | | | |
| 1. | Complete H-1B Questionnaire    \*\*\* Don’t forget dependent’s details (if applicable) |  |  |
| 2. | Complete visa details |  |  |
| 3. | Detailed Resume in Word Doc format. Sample is below |  |  |
| 4. | Work with US onsite manager to obtain the following details:   1. Who is the client? Provide several paragraphs 2. Work location address **with zip code** 3. On what project(s) is employee working for the client? Provide several paragraphs; 4. Why is employee’s presence at the client site needed? Several paragraphs; 5. What are the job duties? Please provide percentage on each job duty 6. Client’s letter is required. Manager to confirm whether client will provide one. Detailed letter will be provided by US L&I once the above is confirmed.   Here is the sample: |  |  |
| 5. | Prepare for additional documents to be provided later:   * Copies of all academic certificates academics * Copy of passport (pages with information) * Copy of visa * Copy of prior visa approvals applied * Prior work experience letter * Marriage certificate (if applicable) * Birth certificate for child/children (if applicable) * Copy of SS card (Social Security) (if applicable) |  |  |
| **PART B: Documents required for visa processing** | | | |
| 1. | Personal Particulars Form duly filled in all details and signed. |  |  |
| 2. | Procedure to fill visa application form **(DS-160)** duly filled in and signed |  |  |
| 3. | Photographs – Colour Digital Photograph (Soft copy of the photo is required to upload in the DS 160) |  |  |
| 4. | Visa application form **(DS-160)** duly filled in and signed  <http://ceac.state.gov/genniv/> |  |  |
| 5. | Copy of the passport (all pages except the blank pages) |  |  |
| **PART C: Documents required for visa interview at Consulate** | | | |
| 1 | Original Passport - with minimum validity of 6 months + Old Passports |  |  |
| 2 | Photographs -Colour– 2 (1 attached to the form + 1 extra) No Polaroid or Digital Photograph. Name to be written on the back of the photographs  * 50mm x 50 mm with the head centered in the frame. The head (measured from the top of the hair to the bottom of the chin) should measure between 28 mm and 35 mm from the bottom of the photo. * Taken in the last 6 months – Do not use an old Negative to print new photo. * No Profiles – full face with both ears visible  White Background only with dark clothesPhotograph should not be the same from the previous visa. |  |  |
| 3 | Latest Pay slip & Revision Letter |  |  |
| 3 | Copy and original of Degree Bachelors and Masters (If Any) and Marks Sheets – front and back of the degree certificate /mark sheets. If in regional language – then to be translated into English, notarized and to be submitted with a copy of the original. **(Duplicates not acceptable)** | Pay structure |  |
| 4 | Copy and original of Service Certificate/s of Previous Employment’s – Certificates should show the date of joining, date of relieving, designation and nature of duties performed |  |  |
| 5 | US Tax Documents (If Any)  W2 Forms ( For Onsite Consultants )  US Bank Statements – 6 Months ( For Onsite Consultants ) |  |  |
| **PART D: Documents provided by Logistics for visa interview** | | | |
| 1 | Completed Visa Application forms to be signed |  |  |
| 2 | Appointment Letter and HDFC Receipts |  |  |
| 3 | I – 797 – Copy of the Petition |  |  |
| 4 | I – 129 S / LCA |  |  |
| 5 | Virtusa Petition |  |  |
| 6 | BEP Cover Sheet |  |  |
|  | **Signature** |  |  |
|  | **Name** |  |  |
|  | **Date** |  |  |

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| **Stage** | **Lead Time** | **SLA** | **Owner** |
| **Initial Process** |  |  |  |
| Documents Review | 12- 16 Weeks | 3 working days from the date all required documents are submitted to Immigration team | L&I |
| Attorney Review | 10 working days  (SLA is subject to accurate completion and submission of documents. SLA will extend should there be any request for modification or additional documents by attorney) | Attorney |
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| **After Petition Filing** |  |  |
| Premium processing | 2-3 weeks | USCIS |
| Non premium processing | 3-4 months | USCIS |
| RFE (if any) | 1-2 months | USCIS |
| **Visa Interview** |  |  |
| Documents Review | 3 working days from the date all required documents are submitted to Immigration team | L&I |
| Obtaining visa fee receipt | 2-3 working days | L&I |
| Appointment confirmation | 1-2 working days (availability of dates are subject to the US Consulate’s open slots) | L&I |
| Appointment Wait time | Approximately 2 weeks (subject to US Consulate timelines) | US Consulate |
| Receiving the passport | 4-5 working days (India) & 1-2 working days (Sri Lanka) | US Consulate |
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| All SLA's/timelines above are subject to change without prior notification - with specific mention to USCIS and the US Consulate | | |  |