**For ODC Use Only**

**For Applicants Use Only**

# **REQUISITION FORM FOR H-1B**

**Incomplete forms will not be processed. All the details are Mandatory**

Employee ID: Atos ID: Date of Joining Atos Syntel (mm/dd/yyyy):

Email Address: GCM Level:

Tel. #Work (Nortel): Home: Mobile:

Vertical: Current Client Name: Project ID:

**As per Passport:**

Given Name (First Name):

Family Name (Last Name):

Middle Name:

Date of birth (mm/dd/yyyy):

Country of Birth:

Place of Birth:

Passport Number:

Date Passport Issued (mm/dd/yyyy):

Date Passport Expires (mm/dd/yyyy):

Passport Country of Issuance:

**Additional Information:**

U.S. Social Security Number (if any):

Alien Registration Number (A-Number) (if any):

Have you filed your I-140/I-485 (yes/no): If yes, Receipt Number:

**If the beneficiary (Employee) is in the United States, complete the following:**

Date of First Arrival (mm/dd/yyyy):

Date of Latest Arrival (mm/dd/yyyy):

Current Non-immigrant Status:

Current I-797 Approval #:

Current I-94 #:

Current I-94 expiry date:

Current USA Residential Address:

Is your spouse applying with you?

How many children applying with you?

Annual Salary: $00,000/-

Student and Exchange Visitor Information System (SEVIS) Number (if any):

Employment Authorization Document (EAD)Number (if any):

## **All Entry/Exit dates in/from US (in H1/L1/F1 classifications**)

|  |  |  |  |
| --- | --- | --- | --- |
| Visa Type | Entry in USA (mm/dd/yyyy) | Exit from USA (mm/dd/yyyy) | Employer Name |
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**Consular processing information**

Consulate where visa will be stamped:

### Current Residential Address:

Permanent Address:

#### **Have you filed H1 before, if yes give the below details:**

Petitioner/ Sponsor Company name:

Approved/Denied:

Receipt Number:

**Proposed Employment details at onsite - USA**

Client Name:

Complete USA Work location address with Zip Code:

Onsite Job Title:

Project Name:

Project Tenure:

Project ID:

Total IT Experience (In years or months):

Total Non-IT Experience (In years or months):

**Educational Qualifications**

## Degree/Diploma:

## Year of Passing:

## University/Institution:

## **Beneficiary’s proposed job duties in % age at the onsite location once the H1 is approved (Description should be detailed and relevant to the project, avoid generic activities like attending meetings, gathering information etc. Focus more on Technical activities.)**

|  |  |  |
| --- | --- | --- |
| # | Job duties | % of total time spent |
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## 

## **Please do not write generic Job duties like below which are NOT so specialized and complex in nature, so just provide only technical duties in detail:**

## 1. Participate in Business meetings with client

## 2. Work with Business team and understand the legacy application and user requirement

## 3. Conduct sessions with business users to give transition on the new application

## 4. Gathering business requirement

## 5. Analyze the client requirement

## 6. Implement the design

## 7. Overseeing the installation of necessary software

## 8. Analyze the systems that were designed, developed and implemented

## 9. Maintenance of design

## 10. Involved in creating dash boards and reports

## **Details of the Beneficiary’s Atos Syntel Manager at the Onsite Location:**

## Onsite Manager’s Name :

## Job Title :

## Contact Details : +1-

## Email Id : (Atos-Syntel email ID)

## 

**Onsite manager duties at the onsite location in detail:**

1) At least 6-8 duties

2)

3)

4)

5)

6)

7)

8)

9)

10)

**Detailed onsite Client & Project description:**

**Client Name:**

**Description:**

At least 8-10 lines add website if they have

**Project Name:**

**Description:**

At least 10-15 lines

**Why bachelor’s level of education is required for above position:**

At least 10-15 lines

**Please explain Complexity and Uniqueness of the Proffered Position: (10-15 lines), it should also talk of how different is your role to a similar employee in the same position, Example: if your Job Title is Software Engineer then how is your role in the project unique to a similar employee in the same/similar role.**

At least 10-15 lines

**Names of specific courses taken in the degree program that provided knowledge/skills needed to perform these duties:**

**Key Technologies required for this Project Execution:**

Tools:

Programming Languages:

Design Patterns:

Technology Framework:

Methodology:

# **REQUISITION FORM FOR H-4 (I-539)**

**Please fill this form if your dependent is in the US along with you & if there are two or more dependents please fill their details to in the following block below**

All dates to be mentioned in mm/dd/yyyy form. Incomplete forms will not be processed.

First Name:

Middle Name

Last Name

### Current Residential Address:

Permanent Address in India/ Home Country:

Tel. #Work (Nortel):

Home:

Mobile: Mandatory

## Email Address:

Consulate where visa will be stamped:

Passport#:

#### Passport issued on: MM/DD/YYYY

#### Passport expires on: MM/DD/YYYY

Social Security #: If Any

Birth Date: MM/DD/YYYY

Country of Birth:

Place of birth:

Important Changes to I-539 Application Process: Effective March 22, 2019, USCIS requires all H-4 applicants to complete biometrics at a local Application Support Center (ASC). We expect to receive the biometrics appointment notice within approximately 2 - 4 weeks. We will contact you when we receive the notice.  You may also receive the notice at your residence.   
  
Please notify our office if you receive the biometrics appointment and confirm that each family member will be able to appear on the appointment date. If a family member cannot appear on the appointment date, we can ask the USCIS to reschedule the appointment.   
  
Each family member will need to take the original appointment notice and their passport or other government issued photo identification.  No other documentation is required.  They should appear for the appointment approximately 15-20 minutes before the appointment, but how quickly the biometrics process is completed will depend on the number of people scheduled at the same time.  
  
When your family completes the biometrics, they should ask the officer to stamp each appointment notice as evidence that the biometrics have been completed.  Please provide a copy of the stamped notices to our office for our records.  
  
In light of the new biometrics’ requirement, USCIS may take several months longer to process the H-4 & L2 application.  Therefore, USCIS may not process the H-4 & L2 application together with the H-1B petition.

Please add another form below if more than 1 child

# **REQUISITION FORM FOR H-4 (I-539-A)**

All dates to be mentioned in mm/dd/yyyy form. Incomplete forms will not be processed.

First Name:

Middle Name

Last Name

### Current Residential Address:

Permanent Address in India/ Home Country:

Tel. #Work (Nortel):

Home:

Mobile: Mandatory

## Email Address:

Consulate where visa will be stamped:

Passport#:

#### Passport issued on: MM/DD/YYYY

#### Passport expires on: MM/DD/YYYY

Social Security #: If Any

Birth Date: MM/DD/YYYY

Country of Birth:

Place of Birth:

Important Changes to I-539 Application Process: Effective March 22, 2019, USCIS requires all H-4 applicants to complete biometrics at a local Application Support Center (ASC). We expect to receive the biometrics appointment notice within approximately 2 - 4 weeks. We will contact you when we receive the notice.  You may also receive the notice at your residence.   
  
Please notify our office if you receive the biometrics appointment and confirm that each family member will be able to appear on the appointment date. If a family member cannot appear on the appointment date, we can ask the USCIS to reschedule the appointment.   
  
Each family member will need to take the original appointment notice and their passport or other government issued photo identification.  No other documentation is required.  They should appear for the appointment approximately 15-20 minutes before the appointment, but how quickly the biometrics process is completed will depend on the number of people scheduled at the same time.  
  
When your family completes the biometrics, they should ask the officer to stamp each appointment notice as evidence that the biometrics have been completed.  Please provide a copy of the stamped notices to our office for our records.  
  
In light of the new biometrics’ requirement, USCIS may take several months longer to process the H-4 & L2 application.  Therefore, USCIS may not process the H-4 & L2 application together with the H-1B petition.