

Atos for internal use

**H1b CAP Exempt – Amendment onsite CHECKLIST**

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List of Changes

| version | Date | Description | Author(s) |
| --- | --- | --- | --- |
| 1.0 | 29-Jun-2023 | Updated in the new Atos template | Samson Fernandes |
|  |  |  |  |
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­Target readers, communication method

| Target group | Distribution / publication method |
| --- | --- |
| All Atos Group employees | Published on SharePoint |
| Auditors (Internal / External) | Email |
|  |  |
|  |  |

­Terms and abbreviations

| Terms / Abbreviations | Description |
| --- | --- |
| GDPR | Group Data Protection |
| EDS | Employee Details Sheet |
| USCIS | United States Citizenship and Immigration Services |
|  |  |
|  |  |
|  |  |

**Scope**

This file contains list of documents / information required from the employee for H1B application filing with USCIS.

CHECK-LIST FOR H-1B CAP -EXEMPT Petition ( New Employment -Offshore)

**CHECKLIST FOR H1B AMENDMENT (Onsite)**

This cap-exempt petition is for the below-listed possibilities

**The First Set of documents (For Filing the LCA)**

* EDS Form
* Company Mapping (Eviden/Atos)
* Attached LCA Excel Sheet (Completed)
* Updated Resume as per attached format.
* Master’s degree certificate only if it’s a US degree
* Valid SOW for the client /Client letter

**The second set of documents**

* Duly completed [Requisition](file:///C:\Users\RD5008541\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\S3HIQVKI\USA%20Requsition%20form%20for%20L-1B%20Ext.doc) Form (with Current US Work Location Address).
* All I-797 Approvals notices with atos and previous company if any
* The latest I-94 copy was generated from <https://i94.cbp.dhs.gov/I94/#/home>
* Educational certificates
* Employment letters/Service certificates of all previous employers
* I-140 Receipt/Approval notice and/or I-485 receipt notice if Any
* Last 3 months’ paychecks & Latest W2
* Passport and all stamped pages on the passport (excluding blank pages)- old and new both
* Valid SOW required at the time of filing LCA
* Client letter if any
* Syntel employment letter and deputation letter and your latest appraisal letter

Please do NOT send any document in JPG format.

We require a clear and complete scan copy (the copy should not be cut at any of the edges)

**Refer to the below attachments**

   