



US Visa Stamping Document Checklist for Interview & Drop Box H1B & H4 Category

Modified on 10 May 24





Documents to be carried for Biometrics (all applicants)

1. Original Passport: Carry both old & new passports.
2. Visa Appointment Confirmation page: Carry latest one if you have rescheduled the appointment.
3. DS 160 Confirmation page: To be carried for each applicant separately.
4. Capgemini Employee ID card (if available)
5. 2 - Photos (2 x 2 inches (51 x 51 mm)) – as per the following [US Visa Stamping Photo Specification link](#)

NOTE: All documents are to be carried only in transparent folder / file

Please follow video link given on visa briefing guide - [US Visa Stamping briefing guide](#)

- Please ensure that you also carry at least 2 photocopies of all documents as listed



Documents to be carried for H1B visa interview / Drop box

Documents Set 1 (should be in transparent folder)

1. Original Passport: Carry both old & new passports.
2. Visa Appointment Confirmation page: Carry latest one if you have rescheduled the appointment.
3. DS 160 Confirmation page: To be carried for each applicant separately.
4. 2 - Photos (2 x 2 inches (51 x 51 mm)) – as per the following [US Visa Stamping Photo Specification link](#)
5. Supervisor letter on Capgemini US letter head – (Please check your H1B case papers for supervisor letter. Note this letter should not be dated older than 12 months, in case of revised letters if needed please work with your Onsite US manager – Stamping team will not provide the supervisor letter)
6. Original I797 Approval Notice (most recent & valid)
7. Copy of signed H1B petition case papers package (Download the same from Work Abroad uploaded under your WP request in Document section under 'Case kits')

Package includes: I129 forms, Support Letter, Labour Condition Application (LCA) – Please ensure that the LCA is certified for the same client & location that you are travelling, Client letter, Client contractual documents etc. that was submitted to USCIS while filing your H1B application.

Note: US consulate may also request for additional documents as per their discretion related to your US project/client. In that case, you may be issued with 221(g) & provided with sufficient time to submit the additional documents.

Documents Set 2 (should be in transparent folder)

1. Capgemini offer / appointment letter issued at the time of joining – in case if you were part of IGATE / Patni / Altran / others, you may carry the offer-letter given by one of these companies.
2. Original and copy of Degree Certificates and Mark sheets for all semesters.
3. Original and copy of Previous Experience Certificates for all previous employments.
4. Employees currently in US on H1B assignment - please carry your US offer letter (LOA), most recent salary increment letter & last 6 months pay slips.
5. Main Applicant's Position confirmation / Employment verification letter – applicable only for applicants appearing for Drop box (H1B & H4)

Note: Please ensure to collect all Original certificates, letters from US consulate after the interview & before leaving the counter.

Please ensure that you also carry at least 2 photocopies of all documents as listed in the slide



Documents to be carried for H4 Spouse visa stamping.

Documents Set 1 (should be in transparent folder)

1. Original Passport: Carry both old & new passports.
2. Visa Appointment Confirmation page: Carry latest one if you have rescheduled the appointment.
3. DS 160 Confirmation page: To be carried for each applicant separately.
4. Original Marriage certificate (must be in English)
5. Wedding photos - please carry at least 10-15 wedding ceremony photographs.
6. Copy of Primary applicant's valid I797 Approval notice, H1B visa & Passport bio pages
7. Copy if I797 approval notice of H4 applicant (if any issued by USCIS for applications filed from US)
8. Copy of all previous H4 visa if applicable
9. Main Applicant's Position confirmation / Employment verification letter – applicable only for applicants appearing for Drop box
10. 2 - Photos (2 x 2 inches (51 x 51 mm)) – as per the following [US Visa Stamping Photo Specification link](#)

Note: Please ensure to collect all original certificates from US consulate after the interview & before leaving the counter.

Please ensure that you also carry at least 2 photocopies of all documents as listed in the slide



Documents to be carried for H4 Kids visa stamping.

Documents Set 1 (should be in transparent folder)

1. Original Passport: Carry both old & new passports.
2. Visa Appointment Confirmation page: Carry latest one if you have rescheduled the appointment.
3. DS 160 Confirmation page: To be carried for each applicant separately.
4. Original Birth certificate (all children) (must be in English)
5. Copy of Primary applicant's valid I797 Approval notice
6. Copy of Passport bio pages & valid visa of both parents
7. Copy of all previous H4 visa if applicable
8. Main Applicant's Position confirmation / Employment verification letter – applicable only for applicants appearing for Drop box.
9. 2 - Photos (2 x 2 inches (51 x 51 mm)) – as per the following [US Visa Stamping Photo Specification link](#)

Note: Please ensure to collect all original certificates from US consulate after the interview & before leaving the counter.

Please ensure that you also carry at least 2 photocopies of all documents as listed in the slide

Drop box Eligibility Criteria for Child below 14 years of age. (Note Children above 14 years are not eligible for drop box)

In the event if you are applying visa stamping only for the Child/Children who are below 14yrs then both Parents (Employee and spouse) should have a valid USA Visa to process Dependent (child/Children) visa. Children passport will not be accepted for drop box without parent's visa copy.



References

I797 Approval notice

For most recent I797 approval notice original copy contact: Malakondaiah, K k.malakondaiah@capgemini.com

Contact him only if you do not have the original recent valid approval notice, note we will need at least 7 day's notice to dispatch the approval notice.

H1B Case papers

Signed H1B petition case papers package can be downloaded from Work Abroad under WP request in Document section under the tile

" Case kits " Contact below POC If you do not find the case papers on Work Abroad

Non-FS employees please write to - naimmigration.nar@capgemini.com

FS employees please write to - neha.pinjarkar@capgemini.com

Travel & Accommodation

In case of new travels & Accommodation booking please contact Egencia: <https://www.egencia.com/pub/agent.dll?qscr=grph>

Phone no: 1800 419 9927 or +91-124-6672318 / E-mail Id: customer_service@egencia.co.in

NOTE : Employees who are travelling to India on personal reason & need visa stamping to be done in India are not entitled for domestic India travel & accommodation claims

Employment Verification letter (EVL)

- India resources to apply on - <https://indiaapps.in.capgemini.com/Aspxpages/Applications.aspx>
- Non-FS Employees hired locally in the US/Canada can connect the HRSS team.
- Non-FS - India Employee on assignment in US can write to NAR, GX Program Operations gxprogramoperations.nar@capgemini.com
- FS – India Employees on assignment in US to contact your BU HR's in US
- FS – Employees hired locally in US/Canada can follow the below

1. Please navigate to [iConnect > https://iconnect.fs.capgemini.com](https://iconnect.fs.capgemini.com)

2. Select **HR Service Letters** (top left)
3. Choose your desired letter type & submit.
4. All letters are auto generated & issued in 15 minutes.

IMPORTANT – Visa Copy update



Applicants to also refer your Visa appointment copy for any additional documents to be carried for stamping.

DO NOT FORGET to update the visa status and upload the visa copy in Work Abroad tool under your stamping requests.

Self-verification of Visa post stamping



VISA

UNITED STATES OF AMERICA

Issuing Post Name
KOLKATA

Surname

Given Name

Passport Number

Entries
M

Annotation

Please check your Surname, given name ,
passport number, visa type , Date of birth , visa
end date before your travel

Sex
M

Birth Date
24AUG1989

Visa Type /Class
R H1B

Nationality
IND

Issue Date
19FEB2021

Expiration Date
13FEB2022

0100

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EXCEPTED FROM OR NOT SUBJECT TO PP 100520371

PN-CAPGEMINI AMERICA INC

P#-

PED-13FEB2022

Please check if the visa expiration date is as per your Petition , Petition number & the annotation has the
company name as " Capgemini America Inc ". In case of any error/correction on visa please contact -
capgemini IAS visa stamping team

Note: for dependents petitioner name can be Capgemini Americas Inc or Primary applicant name