

# Immigration Program Overview - US

Internal & Confidential\*

## Purpose

VMware seeks to attract and retain top talent; and business immigration is essential to accomplishing this objective. Our programs provide immigration assistance for employees to obtain and maintain work permits, employment visas and other applicable documentation required over the lifespan of the process alongside gainful employment at VMware.

VMware assesses each visa sponsorship based on critical needs to help assure the success to the business objectives and employee.

## Temporary Work Visas: Scope & Costs

- U.S. non-immigrant visa petitions (H-1Bs, H-4s, L-1s, L-2, TNs, E-3s, etc.) for employees and dependent spouse and children. *VMware covers the costs.*
- Non-U.S. work permits, visas, residency permits and any other required documentation necessary for entry to the destination country for employees and dependent spouse and children. *VMware covers the costs.*

## U.S. Permanent Resident Process

- We will start the green card process after 3 months of employment per a H-1B, L-1, or O-1 work visa (not F-1 student; J-1 exchange visitor; etc.). An employee must not be on a performance improvement plan.
- As required for the process: PERM, I-140, and I-485 applications for employees and dependent spouse and children. *VMware covers the costs, except for premium processing of the I-140 without manager(s) approval.*
- What's not covered: EAD and AP renewals, if the employee has an underlying non-immigrant Visa Status, such as an H-1B.
- Instructions are provided on how to file EAD and AP renewal applications, with templates, on the [VMware Immigration Source page](#).

## Key Resources & Contacts

- VMware's U.S. Immigration Attorneys: [VMwareUS@fragomen.com](mailto:VMwareUS@fragomen.com) & more information at [www.fragomen.com](http://www.fragomen.com)
- Immigration Resources: [USCIS Case Status](#), [Government Processing Reports](#), [Visa Bulletin](#)
- VMware's Internal Immigration Team: [Immigration-US@vmware.com](mailto:Immigration-US@vmware.com)
- VMware's HR Immigration page: [HR Immigration](#) located on the VMware Source.

## Roles & Responsibilities

### Managing this Process

Roles	Responsibilities
Candidates/ Employees	<ul style="list-style-type: none"> <li>• Maintaining lawful immigration status is always and in all circumstances the responsibility of the employee. VMware's decision to sponsor an employee for U.S. immigration benefits is not a guarantee of continued employment, nor a guarantee of any fixed terms or conditions of employment, nor a guarantee that permanent residence will be granted.</li> <li>• Follow communication protocols to ensure efficient and fair response time for all our candidates and employees <ul style="list-style-type: none"> <li>◦ Confirm information first with the immigration attorneys through their web portal, or directly with the responsible paralegal overseeing your case. Please <b>do not</b> follow-up on your request before the 2-business day SLA has passed.</li> <li>◦ Only reach out to the VMware immigration team through the email alias as an <b>escalation</b> if your inquiry with the Immigration Attorney was beyond the SLA timeline of 2-business days. <ul style="list-style-type: none"> <li>▪ <b>Do not</b> send multiple requests to VMware's immigration team as it will slow the response time turn-around for you and other candidates (this includes reaching out by email, IM, HelpNow, in-person, phone voicemail or other means).</li> </ul> </li> </ul> </li> </ul>
VMware's Immigration Attorneys (Fragomen)	<ul style="list-style-type: none"> <li>• VMware has contracted with Fragomen to manage all our US immigration cases and relies on their professional expertise and commitment to customer service to ensure our programs are managed seamlessly.</li> <li>• Fragomen is the first point of contact for candidates and employees for all questions relating to their case, including status updates. Upon initiation, they will provide a personal point of contact for each candidate/employee.</li> <li>• They provide a portal (Fragomen Connect) to our candidates and employees to access information 24/7 and to also communicate with their point of contact.</li> <li>• Fragomen will escalate any concerns relating to a case (delays or denials) to the recruiter, hiring manager and/or the VMware internal immigration team depending on case type and escalation matter.</li> </ul>
VMware's Internal Immigration Team	<ul style="list-style-type: none"> <li>• Oversees the immigration firm for the delivery of professional guidance and responsiveness to our candidates and employees.</li> <li>• Provides reporting updates to our recruiting teams and HR services teams if any delays are expected to impact a start date.</li> <li>• Responds to any escalations from candidates, employees or recruiters within 2 business days.</li> </ul>
VMware's Recruiting Team	<ul style="list-style-type: none"> <li>• Collaborates with the internal immigration team to ensure: <ul style="list-style-type: none"> <li>◦ sponsorship is applied to approved roles; and</li> <li>◦ any candidate cases facing delays or denials are quickly addressed and communicated appropriately.</li> </ul> </li> </ul>