**H1 B Exempt/transfer Check List**

**NOTE: Requesting you to go through the check list and strictly follow the instructions Documents should be uploaded on the following link once your request is completely approved.**

<https://vdms.techmahindra.com/Login.aspx>

Pre- processing Procedure/Requisite:

* Documents should be in soft copy with clear/ visible format. Should fit maximum A4 size
* Docs should not be in compressed (Zip) file.
* Docs should be scanned in .PDF/.doc/.docx format only, the maximum allowable file should be 15 MB.
* Upload the documents as per the items listed in VDMS, refer below docs checklist for reference.
* Passport should be valid for at least 12 months at the time of filing in a good condition.
* University certificate (convocation) is mandatory to process your case. Without this your case will not be processed.
* The document other than English language needs to be translated and attested in English by the authorized translator/agent.
* Associate those who have all non-Mandatory list of docs need to upload in VDMS
* Application will not be taken ahead if absence of any single document.
* Make sure that all information provided is correct and accurate any false information may result to Petition approval rejection.

**Steps to be followed :**

1.Plz upload all Mandatory and Non Mandatory (Optional) docs

2.Fill Assocaite Summary details

3.Fill Supplementary information Form

Once all three steps completed ,click on save and send button then only your case will be considered and submitted to visa cell (will not be allowed to upload any new doc after clicking send button ).

**Frequently asked Questions:**

Refer attached doc .

**Checklist to Uplaod the docs in VDMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Documents** | **Format** | **Responsibility** |
| 1 | ~~General Information~~ |  | Associate to upload on VDMS |
| 2 | ~~First, last, observation and all visa(US) stamped pages of ALL the passports~~  ~~Don’t upload old passport copy except US visa page if you have )~~ | **PDF format** | Associate to upload on VDMS |
| 3 | ~~Updated resume in Tech M in .doc format. The resume should include the previous experience, Employer and project detail~~ |  | Associate to upload on VDMS |
| 4 | ~~Contractual document (PO/SOW/MSA/Client Letter)~~ | **PDF format** | RM has to upload on Visa Tool |
| **5** | Highest Degree/Degree/Diploma Convocation Certificate | **PDF format** | Associate to upload on VDMS |
| 6 | ~~All the mark sheets for all semesters/years and Consolidated Marksheet (ascending order )~~ | **PDF format** | Associate to upload on VDMS |
| 7 | ~~Individual Mark sheet (10~~~~th~~ ~~and 12~~~~th~~ ~~)~~ | **PDF format** | Associate to upload on VDMS |
| 8 | ~~Tech M Offer Letters and Latest salary revision letters.~~ | **PDF format** | Associate to upload on VDMS |
| 9 | ~~Job Description (as per the sample).~~  ~~The Job Description (JD) MUST be approved by your manager and in line with the Job title approved in your Visa Request~~ |  | Associate to upload on VDMS |
| 10 | ~~Organization structure~~ |  | Associate to upload on VDMS |
| 11 | ~~Last three months Payslips~~ | **PDF format** | Associate to upload on VDMS |
| 12 | ~~Latest Performance Appraisal (From IDEAS portal)~~  ~~(Only first page is sufficient )~~ | **PDF format** | Associate to upload on VDMS |
| 13 | ~~IT Training Certificate (if you have done any: example:- C,C++, Java, Oracle…Etc)(Non-Mandatory doc ) (Mandatorly need to upload those who are from Non-IT Background)~~ | Associate to visit below link and raise a Service Request in order to receive IT Training Certificate.   1. Login to <https://easy.techmahindra.com/EasyLogin.aspx> 2. Go to THE HUB ->The HUB 2.0- The Unified Helpdesk 3. Go to HR HUB -> HR HUB\_HR Letter -> Letter->Request Now 4. Select the Name of Letter-> Individual Training Record Letter. 5. Provide the details in all the fields 6. Click on Submit | Associate to upload on VDMS |
| 14 | ~~Service / experience letters from the all the previous employers along with the offer letters .~~  ~~Experience letters should contain total years of experience, start date and end date, job description, role and responsibilities along with technologies.(if not avaliable then reliving Letter)~~  **~~(~~**~~Non-Mandatory doc )~~ | Associate to visit below link in order to generate Experience Letter/Home Country Letter.   1. Login to <https://pacehr.techmahindra.com> 2. Go to Employee Self Service -> Personal Information -> Roles & Responsibilities 3. Provide your Roles & Responsibilities details, Skills / Technologies details 4. Click on Submit. | Associate to upload on VDMS |
| 15 | Previous H1 or L1 approvals if any(Non-Mandatory doc) | **PDF format** | Associate to upload on VDMS |
| 16 | Associate Summary Details(refer the sample Doc) |  | Associate to fill the details as per the format Provided in system |
| 17 | Supplementary information Form (refer the sample Form ) |  | Associate to fill the details as per the format Provided in system |

**Any Questions:**

Please email us at [H1Bcap@techmahindra.com](mailto:H1Bcap@techmahindra.com) and specify the subject line as H1-B FY 20YY-20YY with Empid & Visa Request id.