SOP US Immigration Process
H-1B Cap Work Permit

Effective date   **: 06-April-2020**
Function Name   **: GLOBAL IMMIGRATION MANAGEMENT SERVICES**

Reviewer

Name	Designation	Comments	Date
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Contents

1. Scope

The complete process and procedures involved in processing an H-1B Cap Work Permit. The Work Permit processed under this category is H-1B Cap Non-Premium.

H-1B Cap is a seasonal program to employee foreign workers in Specialty Occupation with highly specialized knowledge including, but not limited to scientists, Engineers or Computer Programmers. There is a quota / cap of 65,000 applications being accepted by USCIS out of which 6,800 Quota /Cap is reserved for Chile and Singapore Nationals which normally does not get filled by these nationals and would be open for the entire year. Remaining 58, 200 Quota / Cap are reserved for other Nationals.
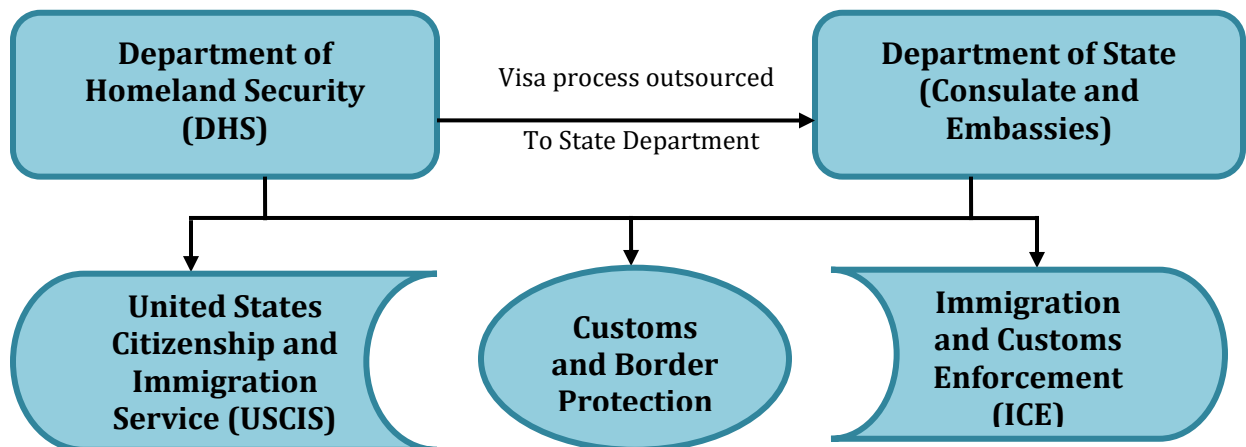
In addition to this annual H-1B Cap, an advanced degree exemption is provided for the first 20,000 petitions filed for a beneficiary who has obtained a U.S. master's degree or higher. Once this limit is reached, any petitions filed for beneficiaries with a U.S. master's degree or higher will count against the regular cap, unless exempt for other reasons. The Work Permit allows foreign professionals to work in USA.

Registrations for H1B cap can be submitted to USCIS through online registration portal within deadline. Any duplicate applications, they will be rejected and will not be considered for lottery. Application selection is based on the random computerized lottery. For selected registrations, employers will have 90 days to submit a complete H-1B petition to USCIS for adjudication. The H-1B petition filing window begins on April 1, 2021 and ends on June 30, 2021.

Nominations for H1B CAP is done in the Work permit planning module of Workforce management group (WMG).

Immigration Department in USA:

United States has one of the most exhaustive codified laws and regulations on Immigration. There are multiple offices handling distinct aspects of the immigration. The chart below will help understand them.

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┌──────────────────────┐   Visa process outsourced   ┌──────────────────────┐
│ Department of        │ ──────────────────────────> │ Department of State  │
│ Homeland Security    │   To State Department       │ (Consulate and       │
│ (DHS)                │                             │ Embassies)           │
└──────────────────────┘                             └──────────────────────┘
     │          │                                              │
     ▼          ▼                                              ▼
┌──────────┐  ┌──────────┐                          ┌──────────────────────┐
│ United   │  │ Customs  │                          │ Immigration          │
│ States   │  │ and      │                          │ and Customs          │
│ Citizen- │  │ Border   │                          │ Enforcement          │
│ ship and │  │ Protection│                         │ (ICE)                │
│ Immigra- │  └──────────┘                          └──────────────────────┘
│ tion     │
│ Service  │
│ (USCIS)  │
└──────────┘
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Visa Categories:

The US visas are broadly classified into immigrant and non-immigrant visa categories. The former is applied seeking permanent residence authorization is US (famously referred to as Green card) while the latter is sought to apply for a temporary stay for a specified purpose and duration in the US.

Authorizations and Immigration Documents:

One important aspect of US immigration is the different set of documents and authorizations dealt with. It is important to understand the documents and their significance in the Immigration process. Each document has its own independent authorization, but with mutual dependency on each other.

1. **I-797**: This is the Work permit approval notice received after an application seeking employment authorization with USCIS. The I-797 document authorizes an Individual to pursue the requested employment for a specified period mentioned on the document. Please refer Annexure-1 for I-797 sample.

2. **Visa**: Visas in the US are the Entry authorizations endorsed on the passport of an individual seeking entry to US on a particular category for a specific purpose and duration. A person can seek entry to the US within the validity stamped on the passport. The visas are granted by US Embassy/Consulate - in India or abroad after a personal interview of the candidate by the consular officers. Please refer Annexure-2 for Visa sample.

3. **I-94:** This is the arrival/departure document granted at the Port of Entry (POE – the first city of arrival in the US) by the CBP/Immigration Officer (CBP – Customs and Border Protection). This document specifies the date of entry / exit and visa classification, H-1B beneficiary name as per Passport and Passport number. The date mentioned on the exit column mandates the alien to exit from the country on or before the specified date. One can extend their stay in US by timely filing extension applications to USCIS. Please refer Annexure-3 for I-94 sample. H-1B beneficiary can continue to stay and work in US based on the validity of I-94.

H-1B WORK PERMIT:

H-1B is a Work Permit category which enables undertaking employment at US to individuals in Specialty Occupation of distinguished merit and ability. Specialty Occupation is an occupation that requires theoretical and practical application of a body of highly specialized knowledge and the attainment of a bachelor's or higher degree in the specific Specialty or its equivalent as a minimum for entry into the Occupation.

Certain occupations have no trouble meeting this definition, since specialty occupations are deemed to include "professions." INA §101(a)(32) states that the term "profession " shall include but not be limited to architects, engineers, lawyers, physicians, surgeons, and teachers in elementary or secondary schools, colleges, academies, or seminaries. These occupations would easily qualify for H-1B status. In order to establish that a proposed position is a specialty occupation, one of the following must be documented:

- The requirement of a degree for the position is common in the industry or the position is so unique or complex that it can only be performed by someone with a degree;
- The nature of the job duties is so specialized and complex that the knowledge required to perform the duties is usually associated with a bachelor or higher degree.

The person must hold a relevant degree in IT field from an accredited college or University and the degree must be required to qualify in the Specialty Occupation and should possess 16 years of Bachelor's degree. If the individual holds a degree

in Non IT field / Diploma degree, then the degree must be determined to be the educational equivalent to a US Bachelor's degree. In some cases, a person may obtain an educational equivalency through a combination of education, specialized training or progressively responsible work experience. The formula in this case would be three years of relevant experience is considered equivalent to one year of college education.

The H-1B visa has an annual numerical limit "cap" of 65,000 quotas each fiscal year. Apart from this an additional 20,000 Cap filed on behalf of beneficiaries with a U.S. master's degree or higher are exempt from the cap. An H-1B non-immigrant can maintain status in US for a continuous period of six years. The H-1B is granted for a period ranging from 6 months to three years depending on the duration of contract agreement / client invite letter submitted while filing H1B with USCIS. This can be extended further up to a maximum period of 6 years stay in the U.S. Spouse and unmarried children under 21 years of age may seek admission in the H-4 nonimmigrant classification. Family members in the H-4 nonimmigrant classification may not engage in employment in the United States.

To obtain an H1B visa, there must be a job offer and a US employer willing to sponsor a person by filing a petition with the USCIS. There must be employer-employee relationship as indicated by the fact that the employer may hire and fire, pay, supervise or otherwise control the work of the employee. There are three major steps to obtain an H-1B Work permit.

- Employer submits Labor Condition Application to Department of Labor for certification.
- Employer submits Completed Form I-129 to USCIS.

- Prospective workers Outside the United States Apply for Visa and/or Admission.

Additional Information

The employee who completes 6 years' tenure in US on H1-B must undergo cool off period of one year from the date of their exit from US to apply for fresh H1-B Cap.

Employee can get waiver/Extension provided
- If his/her perm application pending with USCIS for more than 365 days.
- If his/her I-140 is approved.

Minimum Wage

- The immigration law requires the employer to pay certain minimum wage for a foreign national applying for work permit. The exact amount of minimum wage may differ for various positions and types of work permit.

Retention of Documents

- All immigration records like visa stamp, passport copies, work permit approval letters, registration & deregistration certificates, entry and exit stamps and copies of supporting documents submitted for work permit and visa should be stored and maintained on file. Retention of all immigration records for a foreign national is one of the fundamental and critical component to prove adherence to immigration compliance. GIMS has to maintain such records for a period of minimum of two years for countries where such specific legal requirement does not exist. For countries where the law specifically mandates record retention, then the duration will be in line with the legal requirements.

Exception Approval Matrix

https://wipro365.sharepoint.com/sites/WR-GIMS/_layouts/15/start.aspx#/SitePages/HomePage.aspx

2. Entry Criteria/ Inputs

- Initiation Immigration request.
- Required Documentation.

3. Process Flow

Adobe Acrobat Document

4. Roles and Responsibility

- **R** = *Responsible. (The person who is assigned to do the work. In general, this is needed one per row except when the responsibility is shared.)*
- **A** = *Accountable. (The person who is ultimately answerable for the activity or decision and has the ownership)*
- **S** = *Support. Resources allocated to Responsible. Unlike Consulted, who may provide input to the task, Support will assist in completing the task.*
- **C** = *Consult. (Have information and/or capability necessary to complete the work and hence must be consulted)*
- **I** = *Inform. (Must be notified of the results of the work or a decision or action is taken but need not be consulted)*

Process Roles ▶ Process Steps ▼	Employee / Manager approval	Verification Team.	Processing Team.	Dispatch Team	GIMS Coordinator (US Office)	Immigration Authorities (USCIS)
H-1B Cap Work Permit Process:						

Process Roles ▶ Process Steps ▼	Employee / Manager approval	Verification Team.	Processing Team.	Dispatch Team	GIMS Coordinator (US Office)	Immigration Authorities (USCIS)
RM / DM nominate in workforce planning module of WMG and reviews and approves the requisition.	R, A	I				
GIMS will Register the case with USCIS against passport details as per WMG nomination list			R, A, I			
Application Initiation who are selected in lottery	R, A, I					
Employee uploads required documents.	R, A					
Application Acceptance (Soft copies of documents).	A, I	R				
Verification of Documents & check availability of the LCA; verify whether the LCA has been tagged with the respective application. ➢ In case the LCA is not available the LCA needs to be procured for the respective application. Manager needs to raise a request to procure the LCA.	A	R				
Sent back for clarification on documents.(If Required)	I	R				
Employee provides the required clarification & sends back the application to GIMS.(If Applicable)	R	I				
Update Application acceptance date in the system & an auto mailer sent to employee.	I	R				
Move all the documents & application to Processing team & intimation process application.		R	I			
Documents review & check.		A	R			
Prepare Covering letter & get authorized signature from GIMS signatory.			R			

Process Roles ▶ Process Steps ▼	Employee / Manager approval	Verification Team.	Processing Team.	Dispatch Team	GIMS Coordinator (US Office)	Immigration Authorities (USCIS)
Consolidate & scan all the documents (converts to PDF Format), applications & hand over a copy to Dispatching team.			R	I		
Dispatching team sends all the documents, applications to Wipro Coordinator in US New Jersey office with courier tracking number.				R	I	
System updates with documents sent date & an auto mailer sent to employee.	I		R			
Wipro Coordinator in US New Jersey office verifies all the documents, applications & provides authorized signature.					R	
Wipro Coordinator in US New Jersey office repacks & sends all the documents, applications through FedEx courier to USCIS authorities for filing.					R	S
System updates with documents filed date & auto mailer sent to Employee.	I				R	
USCIS sends receipt of confirmation & acknowledgement for acceptance of the application to Wipro Coordinator in US New Jersey office.					I	S
Wipro Coordinator in US New Jersey office sends intimation to GIMS location regarding the filing acknowledgement & updates the system with receipt details.			I		R	
In case further information is required the USCIS sends RFE documents requirements to Wipro Coordinator in US New Jersey office.					I	S
Wipro Coordinator in US New Jersey office sends (hard copies) RFE documents requirements to GIMS location.			I	I	R	
Dispatching team collects & hands over the RFE documents requirements to GIMS processing agent.			I	R		

Process Roles ▶ Process Steps ▼	Employee / Manager approval	Verification Team.	Processing Team.	Dispatch Team	GIMS Coordinator (US Office)	Immigration Authorities (USCIS)
GIMS processing agent sends the RFE documents (soft copy) requirements to the Employee & updates IMS system with RFE documents requested date.	I		R			
Employee coordinates with GIMS processing agent prepares & submits the required RFE documents.	R		S			
Draft the RFE response email with the required RFE documents & sends it to Wipro Coordinator in US New Jersey office via email.			R		I	
System updates with RFE documents sent date & auto mailer sent to Employee.	I		R			
Wipro Coordinator in US New Jersey office files the RFE response email with the required RFE documents to USCIS.					R	S
USCIS scrutinizes all the documents and approves / denies the application request. **i. Denial:** In case of **Denial**, the USICS authorities will issue denial Notice.			R		S	S
• GIMS agent will update the system with the denial status & close the application & auto mailer sent to Employee.	I		R			
ii. Approval: In case of **Approval** USCIS, authorities issue I-797 (Notice of Action/Work Permit approval) & send it to the Wipro Coordinator in US New Jersey office.					I	S
• The Wipro Coordinator in US New Jersey office sends the I-797 Work Permit approval or denial letter through courier to respective GIMS location.			I	I	R	
Dispatching team collects & hands over the I-797 Work Permit Approval letter to respective GIMS team.			I	R		

Process Roles ► Process Steps ▼	Employee / Manager approval	Verification Team.	Processing Team.	Dispatch Team	GIMS Coordinator (US Office)	Immigration Authorities (USCIS)
GIMS processing agent verifies & updates I-797 Work Permit Approval letter details in IMS system & auto mailer sent to Employee.	**I**		**R**			
The GIMS processing team will send the I-797 Work Permit Approval to stamping team for further processing and employee needs to proceed with initiating stamping request.	**I, A**		**R**			

5. Activity Details

Sub Process 1:

5.1.1 WORK PERMIT PROCESSING:

The types of Work Permits processed under this category is H1-B Cap Non-Premium. The processing time for application under Non-Premium mode would be 4 to 5 months.

5.1.2 Initiation Process:

In order to initiate any request the Supervisor or Manager should ensure that the Immigration Profile of the employee is up-to-date.

a. DM nominates in work permit planning module of CWMG.
b. CWMG Team evaluates the Nomination and approves. Upon approving an email will be triggered to employee to accept/reject the Nomination.
c. Upon acceptance of the Nomination, GIMS will register their name in USCIS portal against the passport number.

d. Applications are created from backend who are selected in lottery.

e. The Employee completes the application with the Questionnaire, uploads all the documents (soft copies) and submits for further processing.

Once the online application is submitted and all the documents are received (soft copies) at GIMS, the allocating manager assigns the application to the concerned GIMS Verification agent.

5.1.3 <u>Verification Process</u>:

The GIMS verification SPOC/agent responsible should validate the information and would have to follow the below mentioned verification process. Please refer Annexure-4 for Work Permit documents Check List.

1. **LCA:** Check and verify whether LCA is filed or available for the Employee and has been tagged to the application. In case the LCA is not available the LCA needs to be procured for the respective application. The respective Manager needs to raise a request to procure the LCA.

   - Please refer Annexure-5 for LCA Procurement Process.
   - Please refer Annexure-5A for LCA filing sample.
   - Please refer Annexure-5B for LCA approval Sample.

<u>Employee Document(s)</u>

	Document Name		Document Description	
	Resume		The resume should be updated from the first project of his / her career till date. Resume should contain the project name, description and the roles and responsibilities of each project. And it should be as per Wipro Format. The latest project designation should match with the invitation letter.	
	Degree Certificates		Convocation certificate is Mandatory, provisional certificate is not accepted. Please upload all the degree certificates taken up after 12th (diploma/Bachelors/masters/PG, etc.)	
	Marks Sheets		Marks sheets for each semester/annual of the course completed from 10th standard are Mandatory.	

	Client Invitation Letter		Kindly use the attached template for Client invitation letter. Kindly consider the following points in the Client invitation letter. 1. It should be individual invitation letter and not group letter. 2. It should be on client letterhead and duly signed by the concerned client manager. Work location address in the invite letter should match with the IMS (Immigration Management System) request. 3. Invitee's name in the invitation should be as per the name in the passport. 4. Roles and responsibilities should be clearly described in a paragraph. 5. Start date of the assignment, onsite Wipro reporting manager name and also client letter should be dated on the same year of filing the petition. 6. Designation should match with the C role (or LCA role) of the request in IMS (Immigration Management System). View Template	
	Passport - Employee		1st page, last page, observation page (Any special endorsement given), visa stamped page is mandatory.	
	Pay slips / Employment Reference Letter		Last 6 month's Wipro pay slips payroll PDF without the password protection. Or else scan and attach the pay slip without the password protection. Employment reference letter which mentions the employee's association with the employer with the current designation.	
	Visa - Employee		Visa stamped pages along with entry and exit seal are mandatory if travelled on H/L visa's in the past	
	Organization Chart		Required proposed onsite project organizational chart with Hierarchical order from Chairmen Level. The organization chart must have the onsite manager details and it should match with the onsite manager name and designation provided in the client invite letter. Employee name and designation mandatory. View Template	
	Experience Certificates		If you have prior work experience other than Wipro, upload all experience certificates mandatorily. Note that the joining and relieving dates should match with the details provided in the resume. View Template	
	I-797 copy for employee		Upload all copies of I-797 including old ones if you have.	
	Training certificate		For any training relevant to employment.	
	Offer Letter		Wipro offer letter/joining letter; duly signed by both employee and employer.	
	Misc.Documents		Miscellaneous Documents (To be uploaded by GIMS if applicable)	
	Valid SOW / MSA		Valid SOW / MSA duly signed by both parties (Wipro and client) needs to be enclosed and it should be valid for the period of the petition	
	Declaration for self (public benefit received in USA if any)		Declaration for self in the respective column or in the others section	
	Offshore residential address		In Immigration diary (ie., employee profile) or in the amendment questionnaire (word doc)	

Any deviation or mismatch of information the application is sent back to the employee asking for further clarification.

Note: The applications must be completed and submitted within 3 working days failing which the system will auto reject the application and the auto-rejected application cannot be reopened.

In case of any issues or delays, the same can be escalated by referring to GIMS Escalation Matrix.

If the application satisfies all the necessary parameters, GIMS verification agent will duly approve the request and will update the formal application acceptance date in the IMS system & send all the documents to the processing team.

5.1.4. <u>Application Processing</u>:

1. The applications will reflect under the section "Under Process Application".
2. GIMS processing agent reviews all the documents and prepares the applications.
3. GIMS processing agent parks the check in the system
4. GIMS Processing agent saves the output package in the US server
5. GIMS processing agent sends the filing list to the US office.
6. GIMS processing agent updates IMS system with documents sent date.
7. The Wipro Coordinator in US, New Jersey office duly signs the applications.
8. Wipro Coordinator in US New Jersey office repacks and send applications through FedEx courier to USCIS.
9. US office will send the filing list post filing of applications
10. GIMS processing agent updates IMS system with documents sent date and an auto mailer is sent to the employee.
11. Please refer <u>Annexure-10</u> for Documents Arrangement format as per the Work Permit applied.

12. Please refer <u>Annexure-11</u> for GIMS Courier Guidelines and <u>Annexure-12</u> for details of Wipro Coordinator in US New Jersey office.

13. The USCIS authority sends receipts of confirmation & acknowledgement for acceptance of the application to Wipro Coordinator in US New Jersey office.

14. On receipt of confirmation the Wipro Coordinator in US New Jersey office; sends intimation to GIMS location regarding the filing acknowledgement and updates the system with receipt details.

15. The USCIS sends RFE (Request for Evidence) requirements to Wipro Coordinator in US New Jersey office (if required). Please refer <u>Annexure-13</u> for RFE documents requirement sample.

16. The Wipro Coordinator in US New Jersey office sends (hard copies) RFE requirements to GIMS location; and an e-mail communication would be sent both to the respective Employee and GIMS team to respond to the document.

17. GIMS processing agent sends the RFE requirements to the Employee & updates IMS system with RFE documents requested date.

18. The employee coordinates with the GIMS team and completes the RFE document.

19. GIMS processing agent drafts the RFE response email with the required RFE documents & send it to Wipro Coordinator in US New Jersey office via email. Please refer <u>Annexure-14</u> for RFE response document sample.

20. GIMS processing agent updates the system with updates with RFE documents sent date & an auto mailer is sent to Employee

21. The Wipro Coordinator in US New Jersey office files the RFE response email with the required RFE documents to USCIS.

22. The USCIS scrutinizes all the documents and approves / denies the application request:

    i.   In case of **Denial**, the USICS authorities issue Denial Notice.

- GIMS agent will update the system with the denial status & close the application & auto mailer is sent to Employee.

ii. In case of **Approval,** USCIS authorities will issue I-797 (Notice of Action) Work Permit Approval & send it to the Wipro Coordinator in US New Jersey office.

23. The Wipro Coordinator in US New Jersey office sends the I-797 Work Permit Approval through courier to respective GIMS location.

24. The Dispatching team collects & hands over the I-797 Work Permit Approval to respective GIMS team.

25. GIMS processing agent verifies & updates I-797 Work Permit Approval details in IMS system & auto mailer is sent to Employee. Please refer Annexure-15 for I-797 Work Permit Approval sample.

26. Then the GIMS team will hold the I-797 Work Permit Approval and it is handed over to stamping team for further processing once employee proceeds with initiation of stamping request.

Important Note:

- The application filed with USCIS authorities takes about 3 to 4 months' time for a decision.
- Further it takes about 2-3 weeks from the date of approval for GIMS to receive original approval notice/denial notice the petitions from USCIS authorities.
- The petitions are not handed over to the Employee if there are no plans of getting a visa stamped.

Sub Process 2:

5.2.1 DEPENDENT PERMIT / FAMILY RE-UNION PROCESSING

Important Note:

There is no separate process followed by GIMS for Dependent Permit / Family Re-union processing; as it is handled along with stamping documents of the Primary Applicant.

6. Exit Criteria/Output

- **Work Permit / Dependent Permit:**

1. The USCIS scrutinizes all the documents and approves / denies the application request:

    i. In case of **Denial**; the USICS authorities will issue Denial Notice.
      - GIMS agent will update the system with the denial status & close the application & auto mailer sent to Employee.

    ii. In case of **Approval** USCIS authorities will issue I-797 (Notice of Action) Work Permit Approval letter & send it to the Wipro Coordinator in US New Jersey office.

    iii. The Wipro Coordinator in US New Jersey office sends the I-797 Work Permit Approval letter through courier to respective GIMS location.

2. The Dispatching team collects & hands over the I-797 Work Permit Approval letter to respective GIMS team.

3. GIMS processing agent verifies & updates I-797 Work Permit Approval letter details in IMS system & auto mailer sent to Employee.

4. The GIMS processing agent verifies and updates I-797 Work Permit Approval letter details in IMS system & auto mailer sent to Employee.

5. Then the GIMS team will send the I-797 Work Permit Approval letter to stamping team for further processing and employee to proceed with initiating stamping request.

7. Process Measures

No	Description	Definition
1		
2		
3		
4		

8. Summary

Tasks	Responsibility	Templates/Checklists	Verification/ Validation Mechanism	Review checklists
Annexure-1 (I-797 Sample)	**N.A.**	Adobe Acrobat Document	**N.A.**	**N.A.**
Annexure-2 (Visa Sample)	**N.A.**	Adobe Acrobat Document	**N.A.**	**N.A.**
Annexure-3 (I-94 Sample)	**N.A.**	Adobe Acrobat Document	**N.A.**	**N.A.**
Annexure-4 (WP-Documents Check Lists)	Verification Team	Adobe Acrobat Document	**N.A.**	**N.A.**
Annexure-5 (LCA Procurement Process)	LCA Team		**N.A.**	**N.A.**
Annexure-5A (LCA Filing Sample)	Verification Team	Adobe Acrobat Document	**N.A.**	**N.A.**
Annexure-5B (LCA Approval Sample)	Verification Team	Adobe Acrobat Document	**N.A.**	**N.A.**
Annexure-6 (Client Invitation Format)	Verification Team	Adobe Acrobat Document	**N.A.**	**N.A.**

Annexure-7 (Resume Format)	Verification Team	PDF Resume.pdf	**Review Check Lists**	
Annexure-8 (Experience Certificate Format)	Verification Team	PDF Adobe Acrobat Document	**N.A.**	**N.A.**
Annexure-9 (Organizational Chart Format)	Verification Team	PDF Adobe Acrobat Document	**N.A.**	**N.A.**
Annexure-10 (Documents Arrangement Format)	Processing Team	PDF Adobe Acrobat Document	**N.A.**	**N.A.**
Annexure-11 (GIMS Courier Guidelines)	Dispatching Team	PDF Adobe Acrobat Document	**N.A.**	**N.A.**
Annexure-12 (Wipro US Coordinator Details)	Processing Team	PDF Wipro US Coordinator details.	**N.A.**	**N.A.**
Annexure-13 (RFE Requirement Sample)	Processing Team	PDF Adobe Acrobat Document	**N.A.**	**N.A.**
Annexure-14 (RFE Response Sample)	Processing Team	PDF Adobe Acrobat Document	**N.A.**	**N.A.**
Annexure-15 (I-797 Approval Sample)	Processing Team	PDF Adobe Acrobat Document	**N.A.**	**N.A.**

9. Glossary

Terms / Acronyms	Detail Description
LCA	Labor Condition Application.
USCIS	United States Citizenship and Immigration Services
GIMS	Global Immigration Management Services
WP	Work Permit
BV	Business Visa

TM	Team Manager
RFE	Request For Evidence
POE	Port of Entry
CBP	Custom and Border Protection
ICE	Immigration and Customs Enforcement
DHS	Department of Homeland Security
I-797	Form issued by USCIS after Work Permit approval.
I-94	This is the stay permit document granted at the Port of Entry.
H-1B	Specialty Occupation work permit.
SP	Service Provider
BU Head	Business Unit Head
SOW	Statement of Work
MSA	Master Service Agreement

10. Revision History

Version (x.yy)	Date of Revision	Description of Change	Reason for Change	Affected Sections	Approved By
1.0	21-Jan-15	New SOP document	New Process defined	Entire SOP	Nagarjuna Sadineni
1.1	04/April/2016	Process review	Change in Exception Approval Matrix	Entire SOP	Nagarjuna Sadineni
1.2	30/Jun/2016	Process review	Rephrasing the content	Entire SOP	Prasanna S K R
1.3	01/Sep/2016	Process review	Change in Exception Approval Matrix	Entire SOP	Anuj Sarin
1.4	02/MAY/2017	Process review	Change in Exception Approval Matrix	Entire SOP	Anuj Sarin
1.8	17/Jan/2018	Process review	Rephrasing the content	Entire SOP	Prasanna S K R
1.9	16/Oct/2018	Process review	Rephrasing the content	Entire SOP	Prasanna S K R
1.10	09/Nov/2019	Process review	Rephrasing the content	Entire SOP	Satish Sundaram
1.10	4 /April/2020	New Process	Registration process, Declaration form on public benefits	Entire SOP	Satish Sundaram
2.1	15/Jan/2021	Process review	No Changes	Entire SOP	Deepa M
2.2	05/April/2021	Process review	No Changes	Entire SOP	Mithun M