



USA IMMIGRATION

Global Mobility Group (GMG)



Agenda

- ✦ Important points
- ✦ Important immigration information
- ✦ Important travel documents
- ✦ Readiness for audits
- ✦ Awareness of frauds & scams
- ✦ GMG contacts





Important points

- Respect and adhere to all local laws and regulations of the United States of America.
- Refer to Immigration policies and regulations by visiting The Dot > GMG > Immigration policy.
- Keep mandatory travel documents such as your visa, work permit, I-94, and I-9, safe and secure. Always ensure that you have a copy of your personal and immigration documents handy during your travel.
- The US has specific rules and regulations for work permit holders. The work location, client, role on assignment, and duration of the work permit are crucial for maintaining a legal employment status in the host country. If there are any changes in the employment status, it is necessary to take the required amendment actions and go through the proper processes.





Important points

- Employment Eligibility Verification: Form I-9 must be duly completed upon arrival in the USA and no later than the first day of employment.
- For stay permit authorization, the I-94 document is provided at the US port of entry by immigration officers. The dates of arrival and departure specified in the I-94 are essential in determining your legal status in the US.
- Beware of frauds and scams via calls and emails on the pretext of immigration and taxation non-compliance. Do not make any payments, and immediately contact your local HR department, if needed.
- For any queries, reach out to the GMG team.





Immigration information



NOTE: NOTE: To travel and reside in the US, it is important to understand the documents to be carried and the compliance procedures that must be followed. GMG team will consistently share all the related notes and updates throughout the visa process.

✦ Passport

✦ General US visa information

✦ Business visa

✦ Work permit

✦ Work permit extension

✦ Work permit amendment/transfer

✦ Labor Condition Agreement (LCA)





Immigration information



Passport

- Ensure that your passport is well-maintained.
- Renew your passport before it expires and ensure a validity of at least 6 months. This must be done in your home country or local embassy.
- Ensure there are at least 2-3 blank pages to accommodate travel date annotations.
- Visas to some countries are linked to passport types. Any change in your passport will require appropriate action to transfer or endorse the visa to the new passport.





Immigration information



General information on US visa

- Ensure legibility on all immigration-related documents.
- Adhere to valid from (start date), valid to (end date), and expiry dates specified on the document during your travel, stay, and exit from the USA.
- If you'd like to return to the USA after traveling outside, ensure that you have a valid visa/re-entry document or other necessary documents at arrival.
- Avoid applying for an official travel visa on your own; always reach out to the GMG team for assistance.
- The US visa stamped on an expired passport is still valid. In such a case, carry the old and new passports during your travel.





Immigration information



Business visa

- A business visa must be utilized only for business activities listed in the GMG portal.
- The client or Wipro office in the US must issue a business travel invitation, with dates aligned to the actual travel dates.
- Business travel to the US on a visa is allowed for a maximum of 45 days, depending on the purpose of the trip.
- Accepting or deviating from any visa classification compliance will have a long-term detrimental impact on your immigration history.
- If you believe your activities may not comply with the visa purpose, contact the GMG team for support.
- Travel on a business visa to the host country is not permissible while your work permit is under process.





Immigration information



Work permit

- Adhere to your work permit, which allows you to work on a specific project, for a client, at a work-site, and for a specific duration.
- Ensure valid work and stay permit documents — I-797, I-129, and I-94 respectively — authorized by US immigration authorities to be legally employed in the US.
- Upon receiving a denial update on your work permit from the authorities, you are required to exit the country.
- Working without a valid work permit will have serious legal consequences. Your future opportunities may be impacted if immigration authorities initiate deportation proceedings.
- Comply with visa conditions as listed by the US. Violation of this is against Wipro's Code of Business Conduct, and can result in termination of your employment.



US visa type	Description
H1B	<ul style="list-style-type: none"> • A non-immigrant specialty occupation work visa allows a maximum stay of 6 years. • Spouses and unmarried children under 21 of H-1B visa holders can apply for H4 visas as dependents and accompany H1-B visa holders as long as it's valid. • H4 spouses can only work in the US after obtaining an Employment Authorization Document (EAD) through a pending Green Card (GC) process.
L1	<ul style="list-style-type: none"> • A non-immigrant intra-company transfer work visa, obtained through Blanket L-1 consulate stamping or individual L-1 filing with USCIS. • It is for managerial applicants overseeing a team or department & the L-1B is for applicants with specialized knowledge related to Wipro-specific skills, processes, or methodologies. • Maximum stay for L-1A is 7 years and for L-1B is 5 years. • L-1 visa holders' spouses and children (unmarried and under 21) can apply for L-2 dependent visas and stay as long as the L-1 visa is valid. • L-2 spouses can obtain Employment Authorization Document (EAD) to work in the US but remain as dependents.



US visa type	Description
TN Work Visa	<ul style="list-style-type: none"> Created by the North American Free Trade Agreement (NAFTA) Treaty, sanctioning Canadian and Mexican citizens for employment in the US. Generally, it's issued for 3 years and can be extended as justified and authorized.
E3 Work Visa	<ul style="list-style-type: none"> This is a temporary work authorization granted to Australian citizens. E-3 visa holders' spouses and children (unmarried and under 21) can apply for an E-3 dependent visa.
H1B1 Work Visa	<ul style="list-style-type: none"> This is a temporary work authorization granted to Singapore and Chile citizens for employment in the US.





Immigration information



Work permit extension

- Your stay and work in the USA depend on the validity of your work permit and I-94.
- Ensure that you file for an extension at least 6 months before the expiration date of your work permit or I-94 validity, whichever comes earlier.
- Check the validity of your work authorization (I-797 for H1B and regular L-1; I-129s for blanket L-1) and I-94 (for you and your family members).
- To apply for an extension for yourself or your dependents, visit The Dot > GMG > Apply for visa > Work Permit > Visa Initiation > E/A/T.
- Ensure that you track the validity of expiry dates for yourself and your dependents.





Immigration information



Work permit extension

- It is advisable to remain in the US until your pending extension or amendment application is adjusted with the competent authorities.
- Working in the US after the denial of your extension application is non-compliant and can have serious consequences, including deportation proceedings by the US government.
- Failure to comply with legal requirements and Wipro's COBC will result in termination of employment.





Immigration information



Work permit amendment / transfer

- Any changes in your employment conditions like your work address, customer/client, project, or role would require a work permit amendment or transfer hence reach out to the GMG team and update the GMG portal.
- Failure to comply could invalidate your employment status.
- Relocation to a new floor, building, worksite, or client project must not be done without GMG authorization.
- For any change in the work site, an amendment/transfer request must be initiated on the GMG portal. Visit The Dot > GMG > Apply for visa > Work permit/ Visa initiation > E/A/T.
- The GMG team will issue a transfer or work authorization letter with an LCA document.





Immigration information



Work permit amendment / transfer

- These documents must be carried to the new worksite mandatorily.
- Working at a non-petitioned worksite without proper authorization is non-compliant.
- In case of application denial for location change, you must stop working at the worksite immediately and contact your HR for further course of action.





Immigration information



Form I-94

- The Form I-94 keeps track of arrival and departure records. Upon arrival, ensure you download the form for yourself and your dependents. Follow the link [here](#).
- Check the validity of your work permit authorization and apply for an extension at least 6 months before the expiration date or I-94 validity, whichever comes first. (I797 in case of H-1B and regular L-1; I-129s in case of Blanket L-1, and I-94 for you and for your family members).
- Visit the nearest CBP office with your relevant documents to rectify any discrepancy in the I-94 visa, such as errors in visa type, entry date, name, etc. The link for the CBP office is [here](#).
- Upload a copy of your valid I-94 by visiting The Dot > GMG > Pending Task > After Travel > I-94.





Immigration information



Form I-9

- This form is for Employment Eligibility Verification.
- Upon arrival, mandatorily complete Form I-9, Section 1, on or before the first day of employment to enable payroll compliance.
- Ensure that Form I-9, Section 2, is completed by the authorized signatory within 3 business days after submitting the relevant documents for validation. (manager, peer, or HR).
- You will receive the I-9 link from the HRSS team based on your FTR approval. US-hired employees will receive it based on the joining report shared by the US HR/TA teams.
- US work visa holders must [report a change of address](#) within 10 days of moving within the United States. To complete the AR-11, click [here](#).





Immigration information



Labor condition agreement (LCA)

- The LCA is a mandatory document that Wipro needs to file with the US Department of Labor as the sponsor before an H1B petition can be filed with USCIS.
- The document is specific to the role and location of the H1B work authorization.
- H1B work permit holders must always carry a copy of the appropriate LCA, aligned with the work location and role in the US.
- Download a copy of the LCA for your H1B application by visiting The Dot > Request for Evidence.
- Request for Evidence (RFE) is a USCIS inquiry on a work permit application. It requests additional evidence and details to make a decision about the work permit.





Immigration information



Labor condition agreement (LCA)

- Request for Evidence (RFE) does not mean approval or denial. It is an opportunity to provide additional evidence and details to re-establish a work authorization application submitted to USCIS.
- Ensure that you provide details and documents sought by the GMG SPOC when responding to RFE in time. Delays may result in the denial of a work permit application.



Other visa-related details



Visa exempt	People may be exempt from the requirement of a visa based on their country of citizenship.
ESTA	Citizens of Visa Waiver Program (VWP) countries need to obtain authorization through the Electronic System for Travel Authorization (ESTA) before going to the US for business or pleasure trips.
Green card	An immigrant residing and working permanently in the US is authorized a resident card, known as Green Card, by the USCIS.
240 day rule - Extension process	Employees can continue working for 240 days after their H-1B visa expires whilst USCIS makes a decision. It applies only to those H1B holders who receive a copy from USCIS.
Petition denial	Upon denial of the petition, employees must leave the US immediately, especially if their I-94 has expired, as they are not authorized to work. Payroll will be stopped and employment will be terminated.





Important travel documents



- Ensure that original copies of the listed documents are kept handy on your short/long-term stay.
- Ensure that clear photocopies of the same are maintained in the host country's office/residence.
- Ensure that access to soft copies of the same are easily available.

Documents required

Check by visiting: The Dot > GMG > Knowledge Base (Country, Request Type & Sub-Type) > Pre-Travel > Documents To Carry

- Original passport(s) – Valid and expired
- Proof of legal presence in the country – 1-94, H1B/L1 petition papers or other documents authorizing employment and stay in the host country.



Please ensure you carry the following documents

For business travel

For work permit travel

Original passport + valid business visa / ESTA authorization (as applicable)	Original passport + valid visa
Invitation letter with valid dates and purpose	Original work authorization approval, petition papers including I797, I-129/I129s, LCA (for H-1B only)
Return air tickets	Deputation / Contract letter
Insurance document (best practice)	Original marriage and birth certificate (for children)- if accompanied by dependents
Name and contact details of the people you are meeting in the host country	Details of host country companions, notarized and legal documents for dependants (marriage and birth certificates of children)





Site audit

- This is an additional way to verify visa petitions by the USCIS, called Administrative Site Visit and Verification Program, where Fraud Detection and National Security (FDNS) officers make unannounced visits to collect information as part of a compliance review.
- It verifies whether petitioners and beneficiaries are following the applicable immigration laws and regulations.
- The process also includes researching information in government systems, reviewing public records, and evidence accompanying the petition, and interviewing the petitioner and beneficiary.





Site audit



What to expect during FDNS audits

- The officers will speak to H-1B or L-1 visa holders or their managers.
- They would determine if the applicant's employment is consistent with the T&C in their petition.
- The beneficiaries will be expected to know details of employment conditions.
- They could ask for a copy of the petition to ensure that accurate data is been provided about roles, salary, etc.
- Responses to your email queries will be shared after discussing with the HR/Immigration team at GMG.
- Project Managers may need to answer questions regarding the terms of employment, position, duties, etc.





Frauds & scams

- Fraud and scam incidents by persons claiming to be government officials, immigration officers, or law enforcement agencies must be reported.
- Beware of fraudsters claiming to be people with authority via phone, email and websites. They may elicit information under the pretext of errors or inconsistencies in documents. Do not share any information.
- Fraudsters typically insist on immediate payment transfers for correcting your records.
- In case you receive any such communication, report it to the Global Mobility Group (GMG) at Wipro.





Contact us



GMG Support Centre

8:30 AM to 1:00 AM (IST)

Toll-Free Numbers



India: 18002129625



USA: 844 704 7787



UK: 00800 1400 7777

For immigration-related queries, raise a request on myHelpline. Click [here](#).





Thank you
Global Mobility Group