wipro

H1B GUIDELINES

H1B CAP Applications

H1B CAP Applications OPT to H1B

Confidential   1

H1B CAP Applications

Immigration Eligibility

16 years of education is required
IT Related degree Holders can apply H1, after completion of Degree

Non IT degree Holders should have a minimum of 3 years of work experience in the
relevant field.

If the degree is 3 years bachelor's degree (Ex: BCA, B COM, BA etc.) a 3 years of work
experience in same or similar field can be considered to one year additional education.

Diploma holder after 10std should have 15 years of work experience in the field of IT.

Diploma holder after 12std should have 12 years of work experience in the field of IT.

Employee should have cleared eligibility criteria set by WMG on performance, technical
competence, communication skills and behavior skills before initiating the request.

Internal Eligibility Criteria for Overseas Deputation

(Appraisal, Technical Competency, Communication skills and Behavioral)

> o The criteria for nomination will be on the weighted score of
>
> > Performance, Technical Competence, Communication Skills, and
> > Behavioral
>
> o Employee with higher score should be given preference over lower score.
>
> o Employees who are not meeting any of requirements will not be eligible for
> initiation of H1B Cap application in IMS.

Employees for whom H1B is being planned for, should meet the below criteria to be eligible for nomination for H1B.

Annual appraisal Ratings for last one year should be HVC or above.
Trend Next Assessment for FY-2015-16/2016-17 should have been cleared (Latest Trend
Next which is applicable).
STEP+ Assessment during nomination (English Language Assessment) - Employees
getting nominated should clear Level 7 or above. Employee who are getting nominated
should selfnominate for STEP+ in http://competency.wipro.com/wt_ucf/stepplus.aspx

Confidential   2

Immigration Management System

Note: Exemption will be provided for Behavioral program.

For more details on STEP+, click on the link below.
http://kmsites.wipro.com/sites/1073/GDO/UCF/files/SUITE/STEPPLUS/STEPPLUS_FAQ.htm
For more details please log onto:

**MyWipro > Information Source > People Practices > India Policies > My Travel >
Eligibility Criteria for deputation to Customer Site Role**

H1B Cap Band Criteria:

Employees needs to meet the Band criteria

> **Only Band B2, B3, C1 and C2.**
>
> **Lateral Joinees > 1 day in WIPRO (Band B2, B3, C1 and C2 only).**
>
> **Band B2/B3 with > 5 years Total Experience**

Exclusions

> o **Employees already having a US petition (H1B or L1) Petition.**

o **Employees on long leave or going on long leave (ML/SBL/XML etc.)**

o **Employees who have resigned and serving notice period.**

o **Band WASE/WISTA, TRB, A3 and D1 and above employee.**

o **Lateral Joinees < 1 day in Wipro.**

Documents for H filings:

Client Invite Letter

Resume

Copy of Degree certificate

Mark sheets

Passport Copy   - Employee

Pay slips for last 3 months

Organization Chart

Wipro appointment letter

I-797 copy for employee (if any)

Experience Certificates (if any)

Training certificate (if any)

Confidential   3

Immigration Management System

LCA:

LCA nomination will be provided by WMG.

For any LCA related quires pls contact respective WMG SPOC or mail to GIMS-lca@wipro.com

Detailed Description:

Client Invite Letter: Invitation letter should be strictly as per the format (Please refer Appendix) available in the GIMS portal. It must be an individual invite in letterhead of Client, Current dated client letter with contents that are mandatory are as specified below:

LCA Role, Employee Name, Project Name, Duration of Stay at Onsite, Customer Address, employment control retained by Wipro and Onsite Wipro reporting manager name.

Please note: the application should be raised for the same client and address provided in the client invitation letter, if any discrepancy in the address, application will be rejected.

Resume: The resume should be updated from the first project of his career till date. Resume should contain the project name, description and detailed roles and responsibilities of each project. And it should as per Wipro Format.

Degree certificates and Mark sheets: Degree certificates along with transcripts/mark sheets of all the semesters are mandatory. (If employee recently passed out and apply for H1, Provisional certificate and Mark sheets of all the semesters are mandatory). Diploma holders should also upload 10th and 12th transcripts.

Passport: Passport should be valid at least for one year at the time of initiation of the application and applicant has to upload clear copy of first and last page (address page) of the passport.

In case of any correction, the submission of observation sheet is mandatory.

Need to enclose clear copy of all Visa stamping pages.

Pay slips: The pay slips should be scanned and then uploaded in to the system without password protection. Applicant need to upload last 3 months payslips. For new joinees applicant has to upload the payslips from the date of joining to Wipro.

Immigration Management System

Organization Chart: Required proposed onsite project organizational chart with Hierarchical order. 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 - mandatory.

Offer letter: Appointment letter (it should signed by both Wipro and employee)

I-797 copy for employee: Previously approved/expired I-797 if any

Experience and training certificates: All employees must provide previous employment certificates (Experience certificate), Pls note: WIPRO employees from Non-IT Background must submit WIPRO Experience certificate, and also training certificates if available. (format uploaded in portal)

Questionnaire Part

Client Description: At least 8 to 10 sentence of description is required about the client.

Project Description: At least 8 to10 sentences of proposed project description required. We want a brief description about what the project is all about.

Position Applied: The roles and responsibilities provided in the questionnaire should match with the position applied in the application and at least 8 to 10 responsibilities are required.

The roles and responsibilities must be elaborated.

Travel details: The employees must fill all his US prior travel details in the application (H1 and L1 travel details).

Confidential

5

Immigration Management System

H1B CAP Applications OPT to H1B

About F1 to OPT - Optional Practical Training:

Upon graduation, the F1 student is likely already quite familiar with OPT (Optional Practical Training). Students studying with an F1 visa are eligible to work in the USA under the OPT visa program, which affords the student the opportunity to apply theoretical knowledge obtained in an academic program to a practical work experience. Any employment opportunity that the student encounters must be directly related to his or her major field of study in order to qualify as OPT. OPT may be full or part time, depending on the circumstances and may take place anywhere in the country.

Eligibility

Employee has to forward their Resume & Educational documents to Mr. Amar Naga (amar.naga@wipro.com) & on his clearance, will approach their Managers to initiate the request in the system

Documents for OPT to H1 filings

- Client Invite Letter

- Resume

- Copies of Master's and Bachelor Degree certificates

- Mark sheets- both Master's and Bachelors

- Passport Copy - Employee

- Visa Stamped pages

- Pay slips for last 6 months

- Organization Chart

- Wipro appointment letter

- I-797 copy for employee (if any)

- Copy of Form I-20 document

Confidential

6

Immigration Management System

- Copy of EAD Document

- Copy of I-94

- Experience Certificates (if any)

Application Initiation: (Only Employee Manager can initiate the request)

Login to MyWipro - Travel - Immigration Management System - Initiation - Switch user to Manager (if you are in employee login).

LCA Initiation:

My Wipro - Travel - IMS Application Request System - Switch to Manager Screen - LCA - LCA Initiation. (Pl note the Job title in LCA, Questionnaire & invitation letter should be the same).

Guidelines on initiating the LCA and LCA posting, can be found at below link;

My Wipro - Travel - IMS Application Request System - Information Source - LCA Guidelines.

Detailed Description:

Client Invite Letter: Invitation letter should be strictly as per the format available in the GIMS portal. It must be an individual invite in letterhead of Client, Current dated client letter with contents that are mandatory are as specified below:

LCA Role, Employee Name, Project Name, Duration of Stay at Onsite, Customer Address, employment control retained by Wipro and Onsite Wipro reporting manager name.

Please note: the application should be raised for the same client and address provided in the client invitation letter, if any discrepancy in the address, application will be rejected.

Resume: The resume should be updated from the first project of his career till date. Resume should contain the project name, description and detailed roles and responsibilities of each project. And it should as per Wipro Format.

Degree certificates and Mark sheets: Degree certificates along with transcripts/mark sheets of all the semesters are mandatory. (If employee recently passed out and apply for H1, Provisional certificate and Mark sheets of all the semesters are mandatory).

Passport:

Confidential   7

Immigration Management System

1. Passport should be valid at least for one year at the time of initiation of the application and applicant has to upload clear copy of first and last page (address page) of the passport.

2. In case of any correction, the submission of observation sheet is mandatory.

3. Need to enclose clear copy of all Visa stamping pages.

4. **Visa Stamped pages:** Required all visa stamped pages

Pay slips: The pay slips should be scanned and then uploaded in to the system without password protection. Applicant need to upload last 3 months pays lips. For new joinees applicant has to upload the payslips from the date of joining to Wipro.

Organization Chart:

1. Required proposed onsite project organizational chart with Hierarchical order.

2. 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.

3. Employee name - mandatory.

Offer Letter: Appointment letter (it should signed by both Wipro and employee)

I-797 copy for employee: Previously approved/expired I-797 if any

Form I-20 Document: The Form I-20 (also known as the Certificate of Eligibility for Nonimmigrant (F-1) Student Status-For Academic and Language Students) document issued by SEVP-certified schools (colleges, universities, and vocational schools) that provides supporting information on a student's F1 Status

EAD Document: An employment authorization document (EAD) card, known popularly as a "work permit", is a document issued by United States Citizenship and Immigration Services (USCIS).

I-94 Document: This is the stay permit document granted at the Port of Entry (POE - the first touch point at US, usually the US airport) by the CBP/Immigration Officer (CBP - custom and Border Patrol). This document specifies the date of entry and the date of exit from US based on the interview at the POE. (Required all the copies of I-94 of each entry to US)

Confidential   8

Immigration Management System

Note: Employee should not travel outside the US while H1 transfer is filed and pending with USCIS.

Experience and training certificates: All employees must provide previous employment certificates (Experience certificate), Pls note: WIPRO employees from Non-IT Background must submit WIPRO Experience certificate, and also training certificates if available. (Format uploaded in portal)

Questionnaire Part

Client Description: At least 8 to 10 sentence of description is required about the client.

Project Description: At least 8 to10 sentences of proposed project description required. We want a brief description about what the project is all about.

Position Applied:

1. The roles and responsibilities provided in the questionnaire should match with the position applied in the application and at least 8 to 10 responsibilities are required.

2. The roles and responsibilities must be elaborated.

Travel details: The employees must fill all his US prior travel details in the application (F1, H1 and L1 travel details).

Confidential	9

Immigration Management System

Appendix

Cline invite letter Format

New Modified
Client invitation lett

Confidential

10