# US H-1B Cap Non Premium Process

## H-1B Cap Quota

H-1B is a work permit category

Quota

* Total Cap Quota – 65,000.
* 6,800 goes to Chile and Singapore.
* Remaining 58,200 goes to other nationals.
* Additional Masters Cap – 20,000
* People who holds US Master’s Degree will be first drawn against the quota of 20,000, and when, if not selected, will be reentered into H-1B cap.

Application Process

* H-1B Cap application can be registered with USCIS through online portal.
* Duplicate applications will be rejected and won’t be considered for lottery.
* Selected registrations will have 90 days to file the complete petition with USCIS April 1st to June 30th.
* USCIS - United States Citizenship and Immigration Services.

# Authorizations and Immigration Documents

**I-797 -** Work permit approval notice received after an application seeking employment authorization with USCIS. Authorizes the applied individual to pursue employment for specific period mentioned in the document.

**Visa –** US entry authorization granted by US Embassy or Consulate.

**I-94 –** This is the arrival/departure document granted at the port of entry (POE) by Immigration Officer (Customs and Border Protection). This document specifies the date of entry / exit, visa classification, beneficiary name, passport number as per passport.

# Process to apply - Work Permit

Manager initiates request in IMS by visiting MyWipro >> My Travel >> Immigration Management System >> Application requesting system >> If you are in Employee login Switch USER to Manager >> Initiation process.  
Once the request is initiated and an auto mail is triggered to the respective employee to complete the required process. Then Employee has to complete the below mentioned process:

Procure a digital photo which will need to be uploaded as part of the form filling process. Specifications of the photograph are available at <http://travel.state.gov/visa/visaphotoreq/digitalimagereq/digitalimagereq_5327.html>

Photo is required to be uploaded in the DS 160 form, if the option is disabled for you will be required to carry a copy of this photograph to the OFC for biometrics. link for which you want to submit documents.

Log on to <https://ceac.state.gov/genniv> and fill the online visa form DS 160. Please ensure that the information you enter is complete and accurate. For help / instructions on filling the DS 160 form please click on Filled Template [H1B cap, H1B cap exempt](https://azfinqa.wipro.com/OOCPortal_Simplification/Forms/DS-160%20H1%20template.pdf) and for [L1](https://azfinqa.wipro.com/OOCPortal_Simplification/Forms/DS-160%20L1%20template.pdf)

Once the form has been submitted, no modifications/corrections can be made to the forms.

Once DS 160 visa form has been submitted, system will generate DS 160 confirmation page with barcode number. Please upload the DS 160 confirmation sheet in IMS for OOC verification and take a printout of this confirmation sheet; as it is required during visa interview at Consulate.

Before submitting the DS 160 application; please save the application in PDF format and while submitting the required documents, the copy of DS 160 applications is also needed to be uploaded in IMS for verification

Once DS 160 confirmation page with barcode number is generated employee can initiate the request in IMS by following the below mentioned process:

Please visit MyWipro >> My Travel >> Immigration Management System >> Application requesting system >> If you are in manager login Switch USER to Employee >> Initiation and fill the questionnaire. You need to update the preferred appointment dates for the Biometrics (OFC) and the 10 digit alphanumeric DS 160 confirmation barcode number against the field DS 160 confirmation code. Please note that based on the preferred appointment dates mentioned here, appointments will be scheduled for an earliest available date based on preferred date of appointment requested and on availability of slots on US consulate Website.

In the subsequent screen you need to upload all the required documents and submit the request. As the details furnished by you are construed as conclusive for compliance validation, we request you to recheck the contents in the questionnaire and documents before submission.

Upon successful submission, your application has to be approved by the Technical Manager.

Once approved by the Technical Manager OOC will begin the verification and processing of the application. If any additional details are required OOC will reach you for clarification and the SLA for verification is 2 working days to accept your application for processing.

Once accepted, OOC team will make the necessary visa payment to the Bank and will fix the appointment within 3 working days (based on availability of dates) and update the same in IMS, which in turn inform the applicant of the appointment details through an auto mailer.

Then Employee has to attend the Visa Briefing session mandatorily 3 days in advance before the visa interview and then collect the collect required BEP documents for the interview from respective OOC location. Schedules for the briefing session can be checked at Briefing schedule; Please refer myWipro>>My Travel>>Immigration Management System>>Information source>>Visa/Travel/Cross Culture Session Briefing

1. Bio-metrics at Offsite Facilitation Centers (OFC)  
  
In this stage applicants' biometric data will be collected at dedicated Office Facilitation Centers (OFC) located separately from the Consulate or Embassy premises. These centers are located in Delhi, Chennai, Hyderabad, Kolkata and Mumbai.  
  
2. Visa interview at the Consulate  
  
Post completion of biometrics you have to attend the visa interview at the respective consulates/embassies on the separate appointment which was fixed.  
  
OFC checklist

1. Clear copy of first and last two pages with complete margin and information and observation page if any (for all applicants).
2. DS160 Submission copy with barcode.
3. One photograph of 50X50 mm size, white background.
4. OFC Interview Appointment letter.

After the interview; your passport will reach OOC within 3 to 7 working days and can be collected from respective OOC location only after attending (mandatorily) the Travel briefing session / Cross Culture session. For Travel briefing session / Cross Culture session details please refer myWipro>>My Travel>>Immigration Management System>>Information source>>Visa/Travel/Cross Culture Session Briefing  
  
Important Note:

Passport should not be collected directly from the consulate / VAC at any circumstances or do not divert to any other address including your personal address.

Applicants who fail to appear for their scheduled interview appointment at the U.S. Embassy / Consulate General are considered as No-Show applicants and need to inform OOC.

# Petition Number / Receipt Number - EAC2025752010

On August 13, 2020, we approved your Form I-129, Petition for a Nonimmigrant Worker, Receipt Number EAC2025752010. We sent you an approval notice. Please follow the instructions in the notice. If you do not receive your approval notice by August 28, 2020, please go to [www.uscis.gov/e-request](https://egov.uscis.gov/e-Request/Intro.do). If you move, go to [www.uscis.gov/addresschange](https://egov.uscis.gov/coa/displayCOAForm.do) to give us your new mailing address.

From <[*https://egov.uscis.gov/casestatus/mycasestatus.do;jsessionid=A03BA176BFFD90994EDA312791F4C10C*](https://egov.uscis.gov/casestatus/mycasestatus.do;jsessionid=A03BA176BFFD90994EDA312791F4C10C)>

# DS-160 APPLICATION NUMBER - **AA009ZPQH7**

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**MAHALAKSHMI**